

File: AE

SCHOOL DIVISION GOALS AND OBJECTIVES

Generally

Standards of Quality require school boards to adopt a division-wide comprehensive, unified, long-range plan (in place of the six-year plan) based on data collection, an analysis of the data, and how the data be utilized to improve classroom instruction and student achievement. The plan is required to include or be consistent with all other division-wide plans required by state and federal laws and regulations. Each local school board is required to review the plan biennially and adopt any necessary revisions. The Charlottesville School Board has developed and adopted a six year Strategic Plan to fulfill this Standard of Quality requirement.

Vision

Every Learner. Every Day. Everyone.

Goals

Four goals form the foundation of the Strategic Plan for the Charlottesville City Schools, which provides a comprehensive, unified, long-range action plan to guide the direction of the school division over the next six years. The plan is intended to provide focus for major initiatives already underway within the school division and avenues to address division challenges.

Adopted: July 16, 1998
Revised: June 15, 2006
Revised: December 20, 2007
Revised: August 4, 2011
Reviewed: June 27, 2016
Revised: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:8.

FOUNDATIONS AND BASIC COMMITMENTS

File: AF

COMPREHENSIVE PLAN

The Charlottesville City School Board adopts a divisionwide comprehensive, unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan is developed with staff and community involvement and includes, or is consistent with, all other divisionwide plans required by state and federal laws and regulations. The school board reviews the plan biennially and adopts any necessary revisions. Prior to the adoption of the plan or revisions thereto, the school board posts the plan or revisions on the division's Internet website if practicable and makes a hard copy of the plan or revisions available for public inspection and copying and conducts at least one public hearing to solicit public comment on the plan or revisions.

The divisionwide comprehensive plan includes

- (i) the objectives of the school division, including strategies for first improving student achievement, particularly the achievement of educationally at risk students, then maintaining high levels of student achievement;
- (ii) an assessment of the extent to which these objectives are being achieved;
- (iii) a forecast of enrollment changes;
- (iv) a plan for projecting and managing enrollment changes including consideration of the consolidation of schools to provide for a more comprehensive and effective delivery of instructional services to students and economies in school operations;
- (v) an evaluation of the appropriateness of establishing regional programs and services in cooperation with neighboring school divisions;
- (vi) a plan for implementing such regional programs and services when appropriate;
- (vii) a technology plan designed to integrate educational technology into the instructional programs of the school division, including the division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education;
- (viii) an assessment of the needs of the school division and evidence of community participation, including parental participation, in the development of the plan;
- (ix) any corrective action plan required pursuant to Va. Code § 22.1-253.13:3; and
- (x) a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents.

The school board presents a report to the public by November 1 of each odd-numbered year on the extent to which the objectives of the divisionwide comprehensive plan have been met during the previous two school years.

Each school prepares a comprehensive, unified, long-range plan, which the school board considers in the development of the divisionwide comprehensive plan.

Adopted August 16, 2007
Reviewed: December 20, 2007
Reviewed: June 25, 2013
Reviewed: June 26, 2014
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:6.

FOUNDATIONS AND BASIC COMMITMENTS

File: AFA

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The School Board conducts a formal self-evaluation annually in May or June to ensure the proper discharge of its responsibilities to the community. The evaluation has two major components:

First, and most important, is the assessment of the School Board and Superintendent in meeting the Biennial Board/Superintendent Priorities. Second is the assessment of the effectiveness of the School Board in the discharge of its role, both individually and as a collective body.

The Board's Annual Self-Evaluation includes and is based on the following items, provided yearly:

1. a completed copy of the Board Self-Evaluation Instrument; and
2. a completed copy of the Evaluation of the Biennial Board/Superintendent Priorities.

The Chair or Designee collates the results. The results are provided to School Board members and the Superintendent in advance of the annual June Board meeting designated to discuss evaluations and priorities.

The Biennial Board/Superintendent Priorities support the achievement of the School Division's mission and goals. The Strategic Plan provides the evidence by which the School Board can measure achievement on the five division goals.

The following conditions apply to the School Board self-evaluation process:

1. School Board members are involved in the development of an instrument by which they will evaluate themselves.
2. The school board evaluation instrument is completed by individual board members and submitted to the school board Chairman, or Designee, for compilation of the individual results.
3. The School Board meets, with a quorum of members present, to review and discuss the composite opinions and total results.
4. Each judgment is supported with as much rational and objective evidence as possible.

Upon final discussion of this self-evaluation, the School Board develops and/or adjusts the Biennial Board/Superintendent Priorities based on the Strategic Plan as required by the Virginia Standards of Quality, the goals adopted by the School Board, and the results of the Board's self-evaluation. The Strategic Plan coupled with the Division Goals serve as the

cornerstone for long-range improvement for the school division. These priorities will ensure continued proficiency in its area of excellence and will strengthen the performance of the School Division.

When the annual Progress Report is provided to the School Board, the data is used to measure the system's progress toward meeting the Biennial Board/Superintendent Priorities.

Mid-Year Review: Each year, the School Board reviews progress toward accomplishing the Biennial Board/Superintendent Priorities. This review will allow any needed mid-year course corrections.

Upon completion of the process annually, the School Board considers revisions to the School Board self-evaluation process.

Guidelines for the Board/Superintendent Evaluation Process

June Meeting/Retreat	Evaluation of priorities includes preliminary development of Board/Superintendent Biennial Priorities for next year.
By August 31st	Revise and finalize Board/Superintendent Priorities.
November/December	Superintendent provides update on Board/Superintendent Biennial Priorities. Have initial discussions of the midyear review. In open session discuss progress on priorities. In closed session, give feedback to the Superintendent on his/her job performance. In closed session the Superintendent provides an overview of performance of key administrators.
May/June	Superintendent provides update on priority progress allowing sufficient time for School Board to fill out evaluation forms for the June Meeting/Retreat. School Board collates evaluations.
June Meeting/Retreat	In open session evaluate school division progress on Board/Superintendent Biennial Priorities. In open session board self-evaluation. In Closed Session evaluate Superintendent.
By June 30th	Board provides Superintendent with a detailed oral evaluation in Closed Meeting. Board Chair, at the direction of the board, provides a summary written evaluation to include any compensation adjustments for the next school year.

Adopted: July 16, 1998
Revised: May 4, 2006
Reviewed: December 20, 2007
Reviewed: June 25, 2013
Reviewed: June 26, 2014
Revised: August 1, 2019

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

Cross Refs.: AE School Division Goals and Objectives
AF Comprehensive Plan
BBA School Board Powers and Duties

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File: BCEA

DISCIPLINARY COMMITTEE

A Disciplinary Committee composed of no more than three (3) school board members presides over all cases of student suspensions of more than 10 days and expulsions within the Charlottesville City School Division. The decision of the committee in expulsion cases, if unanimous, is the final decision of the school board. If the Committee's decision is not unanimous, the pupil or pupil's parent may appeal the decision to the school board. Such appeal shall be decided by the school board within 30 days.

The Disciplinary Committee follows the procedures set forth in Policy JGD/JGE Student Suspension/Expulsion.

Membership on the Disciplinary Committee is determined by the school board.

Adopted: August 6, 1998
 Revised: October 16, 2003
 Revised: December 20, 2007
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, §§ 22.1-277.05, 22.1-277.06.

Cross Refs.: BEC School Board Committees
 JEC School Admission
 JGD/JGE Student Suspensions/Expulsions

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SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDDF

VOTING METHOD

Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting also reflect the method and result of all votes. No votes are taken by secret or written ballot.

In any case in which there is a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present.

When the full Board is present, a tie vote shall defeat the motion, resolution or issue voted upon.

Adopted: August 6, 1998
 Revised: October 16, 2003
 Revised: December 20, 2007
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: January 8, 2015
 Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross References: BDD Electronic Participation in Meetings from Remote
 BDDG Minutes

File: BDDG

MINUTES

Minutes are recorded at all open meetings, approved by the school board in regular session, signed by the clerk and chairman of the board, and kept and stored in accordance with the provisions of the Code of Virginia.

Draft minutes and all other records of open meetings, including audio or audio/visual records, are public records open pursuant to the Virginia Freedom of Information Act as described in Policy KBA Requests for Public Records and Regulation KBA-R Requests for Public Records.

Minutes may be taken during closed meetings of the school board, but are not required. Such minutes are not subject to mandatory public disclosure.

Minutes are not required to be taken at deliberations of study commissions or study committees, or any other committees or subcommittees appointed by the school board except where the membership of any such commission, committee or subcommittee includes a majority of the school board.

Minutes are in writing and include, but are not limited to

- the date, time, and location of the meeting;
- the members of the school board recorded as present and absent;
- a summary of the discussion on matters proposed, deliberated or decided; and
- a record of any votes taken.

Adopted: August 6, 1998
 Revised: October 16 2003
 Revised: December 20, 2007
 Reviewed: June 19, 2008
 Revised: June 25, 2013
 Revised: June 20, 2017
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3707, 2.2-3712, 22.1-74.

Cross Refs.:	BDC	Closed Meetings
	BDD	Electronic Participation in Meetings from Remote Locations
	KBA	Requests for Public Records
	KBA-R	Requests for Public Records

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SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BG/GBD

BOARD-STAFF COMMUNICATIONS

The Charlottesville City School Board supports and encourages two-way communication between the board and employees. The superintendent is the official representative of the school board in its relations and communications with its employees.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the school board and/or the superintendent or superintendent's designee. If an employee has a concern regarding school operations, he/she should first communicate with his/her immediate supervisor. If the supervisor is a part of the concern or issue, the employee should communicate with the next person in the line of authority.

The school board desires to develop and maintain the best possible working relationship with the employees of the school division. The school board welcomes the viewpoints of employees, and allows time at its meetings for employees to be heard.

The school board does not discriminate against any employee because of membership in an employee organization, or participation in any lawful activities of the organization.

Adopted: August 6, 1998
 Revised: December 20, 2007
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

SCHOOL BOARD MEMBER COMPENSATION AND BENEFITS

Each member of the Charlottesville City School Board receives an annual salary as provided by law.

Actual expenses incident to performance of official duties by a school board member may be reimbursed on presentation of an expense voucher with receipts attached. Compensation is paid for mileage incurred for attendance at meetings of the school board and in conducting other official business of the school board.

School board members may participate in the division's group insurance plan and wellness benefit if allowable by the carrier.

Adopted: August 6, 1998
Revised: October 16, 2003
Revised: December 20, 2007
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-1414.1 et seq., 22.1-32, 22.1-55, 22.1-78, 22.1-85.

Cross Ref.: BHE School Board Member Liability Insurance

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SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BHE

SCHOOL BOARD MEMBER LIABILITY INSURANCE

The Charlottesville City School Board provides liability insurance, or self-insurance, for its members while performing functions or services for the school division to cover the costs and expenses incident to liability, including those for settlement, suit or satisfaction of judgment, arising from their conduct in discharging their duties or in performing functions or services for the school division.

Adopted: August 6, 1998
Revised: October 16, 2003
Revised: December 20, 2007
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: June 20, 2019
Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-84.

Cross Refs.: BHD Board Member Compensation and Benefits
EI Insurance Management

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GENERAL SCHOOL ADMINISTRATION

File: CBA

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

I. QUALIFICATIONS

The superintendent meets or exceeds the requirements set by the Board of Education.

The superintendent annually participates in high-quality professional development activities at the local, state, or national levels, on topics including the Standards of Quality, Board of Education regulations, and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

II. MAJOR DUTIES

1. As chief executive officer of the school board, the superintendent
 - a. attends school board meetings,
 - b. implements school board policies and ensures that they are posted on the division's website,
 - c. Develops, implements, and monitors the school system's comprehensive plan,
 - d. reports to the school board about the status of programs, personnel and operations of the school division,
 - e. recommends actions to the school board,
 - f. facilitates communication between the school board and school personnel,
 - g. assists the chairman in developing agenda of meetings of the school board, and develops regulations as directed by the school board.

2. As the educational leader of the school division, the superintendent
 - a. supervises the principals and assistant superintendents,
 - b. oversees planning and evaluation of curriculum and instruction,
 - c. develops for approval by the school board procedures for adopting textbooks and other instructional materials,
 - d. visits schools on a regular basis, and
 - e. maintains a current knowledge of developments in curriculum and instruction.

3. The superintendent enforces school laws and regulations, including by
 - a. observing directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,
 - b. reporting information to the Superintendent of Public Instruction as required,
 - c. promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,
 - d. enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education, and
 - e. developing and maintaining procedures, guidelines and regulations to implement school board policy. If board action is required by law or the board has specifically

asked that certain types of regulations be given prior board approval, these procedures, regulations and guidelines are presented to the school board for approval and, when approved, placed in the school board policy manual. The administrative procedures, guidelines and regulations are communicated to the staff and made available for their information.

4. The superintendent oversees staff personnel management, including by
 - a. organizing recruitment of personnel,
 - b. reassigning personnel in accordance with school board policy,
 - c. administering personnel policies and programs,
 - d. supervising evaluation of personnel, and
 - e. providing for maintenance of up-to-date job descriptions for all personnel.
 - a. The superintendent oversees facility management, including by preparing long- and short-range plans for facilities and sites,
 - b. providing for the maintenance of school property and safety of personnel and property,
 - c. inspecting, or providing for the inspection of, school property on a regular basis,
 - d. overseeing the utilization of school property,
 - e. monitoring any construction, renovation and demolition of school facilities,
 - f. representing the school division before local or state agencies which control building requirements or provide financing for buildings, and
 - g. closing public school buildings which appear to be unfit for occupancy.
5. The superintendent oversees financial management by
 - a. preparing the budget for school board approval,
 - b. ensuring that expenditures are within the limits approved by the school board,
 - c. reporting to the school board on the financial condition of the division,
 - d. establishing procedures for procurement of equipment and supplies, and
 - e. ensuring that an accurate record of all receipts and disbursements of school funds is kept.
6. The superintendent directs community relations activities, including by
 - a. articulating educational programs and needs to the community,
 - b. responding to concerns expressed in the community,
 - c. maintaining contact with the news media,
 - d. participating in community affairs, and involving the community in planning and problem solving for the school division.
7. The superintendent oversees pupil personnel services by
 - a. monitoring pupil personnel services,
 - b. providing for an adequate pupil record system,
 - c. implementing policies and programs relating to behavior and discipline of pupils,
 - d. maintaining programs for the health and safety of pupils, and
 - e. facilitating communication between the school division and community agencies.

Adopted: April 3, 1998
Revised: December 11, 2003
Revised: December 20, 2007
Revised: June 16, 2011
Revised: June 30, 2015
Revised: June 20, 2019
Revised: August 1, 2019

Legal Ref.: Constitution of Virginia, article VIII, § 5.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136; 22.1-253.13:5, 22.1-253.13:7.

8 VAC 20-23-50.

8 VAC 20-23-630.

8 VAC 20-390-10.

8 VAC 20-390-40.

8 VAC 20-390-50.

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

8 VAC 20-390-90.

8 VAC 20-390-100.

8 VAC 20-390-110.

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FISCAL MANAGEMENT

File: DGC

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Charlottesville City School Board. The principal or principal's designee performs the duties of school finance officer. The school finance officer is bonded, and the school board prescribes rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a duly qualified accountant or accounting firm approved by the school board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits are a proper charge against the school activity funds.

Adopted: June 19, 2008

Revised: June 17, 2010

Revised: January 8, 2015

Revised: June 20, 2019

Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-17.

8 VAC 20-240-10.

8 VAC 20-240-20.

8 VAC 20-240-40.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DM	Cash in School Buildings

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PETTY CASH FUNDS

The school board may by resolution establish one or more petty cash funds for the payment of properly itemized bills for materials, services, or supplies furnished to the school division under conditions calling for immediate payment to the vendor upon delivery. Such funds shall not exceed \$2,000 each.

If it establishes any petty cash funds, the school board will appoint an agent or other person authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the School Board and without approval and issuance of the warrant of the school board.

The clerk of the school board shall report payments from petty cash funds to the school board or to any appointed agent of the school board for approval and reimbursement promptly after any claim has been paid.

A bond in the amount of \$4,000.00 will be required for each person distributing petty cash funds, but no additional bond shall be required of any person already bonded in the required amount.

Adopted: June 19, 2008
Reviewed: June 2, 2013
Reviewed: June 20, 2019
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-123.

Cross Ref.: DJF Purchasing Procedures

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FISCAL MANAGEMENT

File: DL

PAYROLL PROCEDURES

All salaries and supplements paid to all employees are paid in accordance with the schedule approved by the School Board. If the school board sets the school calendar so that the first day students are required to attend occurs prior to August 15, the school board shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment. The school division maintains records that accurately reflect the compensation and related benefits of each employee.

Adopted: April 3, 1998
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

Cross References: DK Payment Procedures
 DLB Salary Deductions
 IC/ID School Year/School
 Day

FISCAL MANAGEMENT

File: DLB

SALARY DEDUCTIONS

Federal and state taxes are automatically deducted from each employee's pay. The amount withheld will be based on the withholding statement that must be submitted by the employee at the time of employment. In the absence of a withholding statement, deductions will be made based on federal and/or state tax laws and regulations.

A list of all voluntary deductions available to employees is published annually and provided to all employees. Any additional voluntary deduction requests must be recommended by the superintendent and approved by the school board.

Adopted: April 3, 1998
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

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FISCAL MANAGEMENT

File: DM

CASH IN SCHOOL BUILDINGS

Teachers and other school personnel who come into possession of cash in connection with school activities will not leave the money unattended. As soon as is possible, and no later than the end of the school day, personnel in possession of cash shall turn it over to the principal's office for safe-keeping and proper accounting.

Adopted: April 3, 1998
Revised: June 19, 2008
Revised: June 17, 2010
Reviewed: June 27, 2016
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-68, 22.1-78.

Cross Ref.: DGC School Activity Funds

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NON-LOCALLY FUNDED PROGRAMS

In order to further the goals and objectives of the school division, the school board may seek sources of revenue to supplement the funds provided through local, state and federal funding.

To promote efficiency in developing proposals and making application for specially funded programs, the superintendent may establish procedures for the preparation of proposals and their review. The superintendent shall ensure that none of the conditions of acceptance is in conflict with the policies of the board, the objectives of the division, or state or federal law.

The superintendent or superintendent’s designee may submit proposals or applications for grants prior to approval by the school board. No such application or proposal shall be binding on the board without its approval.

Adopted: April 3, 1998
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: June 26, 2014
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-88.

Cross Ref.: AE School Division Goals and Objectives
KH Public Gifts to the Schools
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

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SUPPORT SERVICES

File: EBCD

SCHOOL CLOSINGS

In the event that an emergency arises making it impossible to open school, announcements will be made through the mass media as soon as possible.

The superintendent or superintendent's designee may order the closing, the delay in opening or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff.

Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, employees follow guidelines from the superintendent related to work schedules. The guidelines may be reviewed by the school board.

Adopted: April 3, 1998
 Revised: May 15, 2008
 Revised: June 18, 2009
 Reviewed: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-98.

Cross Ref.: GAA Staff Time Schedules

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SUPPORT SERVICES

File: ECA

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The superintendent is responsible for implementing a system of inventory of school property to identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the superintendent or superintendent's designee.

Adopted: April 15, 1999
 Reviewed: May 15, 2008
 Revised: June 18, 2009
 Revised June 26, 2014,
 Revised: August 1, 2019

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

Cross Refs.:	EC	Buildings and Grounds Management and Maintenance
	ECAB	Vandalism
	EI	Insurance Management
	JFC-R	Standards of Student Conduct

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SUPPORT SERVICES

File: ECAB

VANDALISM

The school board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible.

The school board may institute action and recover from the parent(s) of the offender living with such parent(s) up to \$2,500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

In addition, a student who damages or destroys public property is subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted: April 3, 1998
 Revised: February 19, 2004
 Revised: May 15, 2008
 Revised: June 18, 2009
 Reviewed: June 25, 2013
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.

Cross Refs.: ECA Inventory and Reporting of Loss or Damage
 IIBEA/GAB Acceptable Computer System Use
 JFC-R Standards of Student Conduct

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SUPPORT SERVICES

File: EDC

AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: April 3, 1998
 Revised: May 15, 2008
 Revised: June 18, 2009
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Acts 2016, c. 647.

Cross Refs.: DN Disposal of Surplus Items
 GBEC/JFCH Tobacco-Free School for Staff and Students
 IIBEA/GAB Acceptable Computer System Use
 KF Distribution of Information/Materials
 KG Community Use of School Facilities
 KGA Sales and Solicitations in Schools
 KGC Use of Tobacco and Electronic Cigarettes on School Premises

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SUPPORT SERVICES

File: EF

FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient, nutritious, and locally grown effective food services system for the students and employees of the school division. From time to time the superintendent shall report to the school board on the financial status of the division's food service operations.

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009
Revised: June 26, 2014
Revised: August 1, 2019

Legal Refs.: 42 U.S.C. § 1751 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-89.1, 22.1-115.

Cross Refs.: DI Financial Accounting and Reporting
EFB Free and Reduced Price Food Services
JHCF Student Wellness
JHCH School Meals and Snacks

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SUPPORT SERVICES

File: EFD

FOOD SANITATION PROGRAM

The personnel and the facilities used for food services in the school division are subject to state laws regulating restaurants and other food establishments. School dining facilities are also governed by regulations promulgated by the State Board of Health.

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009
Reviewed: June 26, 2014
Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 35.1-1.

12 VAC 5-421-10 et seq.

Cross Refs: EF Food Service Management
EFD Free and Reduced Price Food Services

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SUPPORT SERVICES

File: EI

INSURANCE MANAGEMENT

The School Board maintains such insurance on school property, including vehicles, as it deems necessary or as is required by law. The School Board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted: April 3, 1998
Revised: May 15, 2008
Reviewed: June 25, 2013
Revised: June 26, 2014
Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2703, 15.2-2704, 15.2-2705, 22.1-84, 22.1-188 through 22.1-198.

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File: ET

EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

The school board shall establish educational technology foundations for the express purpose of implementing a public/private partnership to expand access to and improve the quality of educational technology in the division. The school board shall also establish public school foundations for the express purpose of implementing a public/private partnership to implement public school improvement projects approved by the school board. Such foundations may be established directly by the school board or by the school board and other organizations or persons, on behalf of the school board by a third party, or through a contract with a corporation as defined by Va. Code § 2.2-212.2:2. The foundations may be established as a cooperative regional effort with other school boards.

I. Requirements

Upon establishing or contracting with a corporation, whether or not other organizations, school boards, or persons are involved, the school board shall:

- Review and approve the articles of incorporation and bylaws
- Establish a system of accounting to protect public funds
- Establish agreement that, upon dissolution of the corporation, any assets remaining after payment of just debts shall be transferred to and become the property of the school board or, if a regional effort, the procedure by which the property may be divided among the school boards
- Require, in any instance in which the school board advances, contributes or loans funds to the corporation, that such contract shall provide for the posting of a bond with surety by the officers of the corporation conditioned to protect the rights of the school board
- Establish terms for the allocation of any profits or revenues between the school board and the corporation
- Take such other steps as may be necessary to comply with applicable law

II. Funding

The school board may (i) advance, contribute or loan funds to such foundations, and (ii) establish an escrow fund for the purpose of funding various educational technology projects.

III. Procurement

In making purchases through its public school foundation or purchasing educational technology through its educational technology foundation, the school board is exempt from the Virginia Public Procurement Act, except, relative to such purchases, the school board shall comply with the provisions of Va. Code §§ 2.2-4311 and 2.2-4367 through 2.2-4377.

Adopted: June 18, 2009
Reviewed: June 27, 2016
Revised: August 1, 2019

Legal Ref: Code of Virginia, §§ 2.2-4311, 2.2-4343, 2.2-4367 through 2.2-4377, 22.1-212.2:2.

Cross Refs.: JRCA School Providers' Use of Personal Information
KA Goals for School-Community Relations
KH Public Gifts to the Schools
KM Relations with Community Organizations
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

FACILITIES DEVELOPMENT

File: FEA

EDUCATIONAL FACILITIES SPECIFICATIONS

To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent provides for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications include detailed descriptions of:

1. All the activities that are expected to take place in the building;
2. The curriculum to be housed in the building;
3. Specific architectural characteristics desired; and
4. The facilities needed, their equipment requirements, and their relationship to other facility elements.

When educational specifications are prepared, an introductory section is included containing a brief description of the community and the educational philosophy of the division. Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and approved by the school board.

Adopted: April 3, 1998
 Reviewed: February 21, 2008
 Revised: June 17, 2010
 Reviewed: June 27, 2016
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, sections §§ 22.1-70, 22.1-79, 22.1-138.

Cross Refs.: AF Comprehensive Plan
 FA Facilities Development
 FB Facilities Planning
 FECBA Energy-Conserving Construction
 FECBB Accommodations for the Disabled
 FEG Construction Planning

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FACILITIES DEVELOPMENT

File: FEG

CONSTRUCTION PLANNING

No public school building or addition or alteration thereto, for either permanent or temporary use, is advertised for bid, contracted for, erected, or otherwise acquired until the plans and specifications therefor

- have been approved in writing by the superintendent
- are accompanied by a statement by an architect or professional engineer licensed by the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects that such plans and specifications are, in his professional opinion and belief, in compliance with the regulations of the Board of Education and the Uniform Statewide Building Code; and
- have been reviewed by an individual or entity with professional expertise in building security and crime prevention through building design.

The division superintendent's approval, architect's or engineer's statement, all reviewers' comments and a copy of the final plans and specifications shall be submitted to the Superintendent of Public Instruction.

The Charlottesville City School Board, before entering into any contract or obligation to expend any funds for school construction, shall notify the Superintendent of Public Instruction, who shall advise the School Board of the services which he can render in connection therewith.

Adopted: February 21, 2008
 Revised: June 17, 2010
 Revised: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, sections 22.1-139;
 22.1-140.

Cross Reference: FEA Educational Facilities Specifications

PERSONNEL

File: GA

PERSONNEL POLICIES GOALS

The Charlottesville City School Board holds as its primary responsibility the education of the students of Charlottesville Public Schools. To that end, the Board, as employer, realizes that the strength and future growth of the public schools depend directly on the contributions made by each employee in the organization toward the education of its students. The Board also knows that high productivity and efficiency result from individual job satisfactions. It is, therefore, the Board's policy to be frank, fair, and honest with personnel and to respect their rights as employees. The Board shall continue to strive to achieve mutual respect in its working relationships. It will insist that its supervisors do all in their power to carry out this objective.

The Superintendent or his/her designee, is responsible for the appropriate recruitment, staffing, and employee relations of personnel of the Charlottesville City School Division subject to the exclusive final authority of the School Board and shall maintain a personnel file system for all employees of the school division.

The personnel policies shall be reviewed annually. Suggestions will be sought from staff members in the revision of personnel policies. Revisions and additions shall be subject to approval by the School Board.

The goal of the employment policies and practices of the Charlottesville City School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.

No employee, contractor or agent of the Charlottesville City School Board may assist a school board employee, contractor or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the employee, contractor or agent knows, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of law. This prohibition does not apply if the information giving rise to probable cause

1. A. has been properly reported to a law enforcement agency with jurisdiction over the alleged misconduct and
 - B. has been properly reported to any other authorities as required by federal or state law, including title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and the regulations implementing it and
2. A. the matter has been officially closed or the prosecutor or police with

PERSONNEL

File: GA
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jurisdiction over the alleged misconduct has investigated the allegations and notified school officials that there is insufficient information to establish probable cause that the school employee, contractor or agent engaged in sexual misconduct regarding a minor in violation of law;

- B. the school employee, contractor or agent has been charged with, and acquitted or otherwise exonerated of the alleged misconduct; or
- C. the case or investigation remains open and there have been no charges filed against, or indictment of, the school employee, contractor or agent within 4 years of the date on which the information was reported to a law enforcement agency.

Adopted: March 20, 2008
 Revised: June 25, 2013
 Revised: June 20, 2017
 Revised: June 19, 2018
 Revised: August 1, 2019

Legal Ref.: 20 U.S.C. § 7926.

Code of Virginia, 1950, as amended, § §§ 22.1-79.8, 22.1-295.

Cross Refs.: AC	Nondiscrimination
GAE	Child Abuse and Neglect Reporting
GB	Equal Employment Opportunity/Nondiscrimination
GBL	Personnel Records
GBN	Staff Hiring Procedure

STAFF TIME SCHEDULES

Work Schedules

The Charlottesville City School Board recognizes the need for establishing daily time schedules for all employees that provide for consistency throughout the school system. The School Board also recognizes the need for daily time schedules to allow for differences in responsibilities and requirements in the variety of positions held by school system employees.

The Superintendent or designee shall be authorized to establish daily time schedules for all classifications of employees that shall be subject to School Board review. In setting such schedules, consideration must be given but not be limited to evening and weekend responsibilities, wage and hour regulations, comparative schedules of employees in other school systems, and schedules established by other employers in the community that provide a generally accepted standard.

Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided. Work schedules for other employees are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for employees of Charlottesville City School Board is 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime and Compensatory Time

Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. The Charlottesville City School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's supervisor. All overtime work must be expressly approved in writing by the superintendent or superintendent's designee. All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked. Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

For overtime and compensatory time, accurate and complete time sheets of actual hours worked during the workweek must be approved by each approver/supervisor. The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

- (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- (2) is authorized by the immediate supervisor.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees are provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

- Adopted: February 19, 1998
- Revised: March 20, 2008
- Revised: June 18, 2009
- Revised: July 5, 2012
- Revised: August 1, 2019

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- Legal Refs.: 29 U.S.C. § 201 et seq.
 - 29 C.F.R § 516.1 et seq.
 - Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, 40.1-28.8 et seq.
 - 8 VAC 20-131-240.

Cross Ref.: IC/ID School Year/School Day

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File: GAB/IIBEA

ACCEPTABLE COMPUTER SYSTEM USE

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of Charlottesville City Schools' computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (2) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (3) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

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- c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (4) provisions establishing that the technology protection measure is enforced during any use of CCS computers;
- (5) provisions establishing that all usage of the computer system may be monitored;
- (6) provisions designed to prevent unauthorized online access, including “hacking” and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors;
- (8) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords; and
- (9) a component of internet safety for students that is integrated in the division’s instructional program.

Use of the CCS computer system shall be consistent with the educational or instructional mission or administrative function of the school division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The CCS computer system is not a public forum.

Users of the division’s computer system have no expectation of privacy for use of the division’s resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

Each user of the division’s computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E1, before using the CCS computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet.

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File: GAB/IIBEA

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Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: October 21, 1999
 Revised: July 19, 2007
 Reviewed: March 20, 2008
 Revised: June 17, 2010
 Revised: September 1, 2011
 Revised: June 25, 2013
 Revised: August 1, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.
 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	EGAA	Reproduction and Use of Copyrighted Materials
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCPD	Professional Staff Discipline
	GCQB	Staff Research and Publishing
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

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File: GAB/IIBEA-R

ACCEPTABLE USE OF TECHNOLOGY POLICY

All employees of Charlottesville City Schools shall be expected to receive, review, sign and adhere to the Acceptable Use of Technology Policy.

1. At the beginning of the academic year, access information for the most recently School Board approved policy will be provided by the Coordinator of Media Services to principals for distribution to each new and returning employee.
2. No employee will receive access to any of the school division technology, including user names or passwords, until a copy of the policy has been signed and returned to the Office of Technology. The term school division technology includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD-ROM CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, cellular phones, smart telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.
3. Although included in the policy, the following list of required actions must be followed to maintain access and use of any technology owned by Charlottesville City Schools. If the policy is revised and approved by the Board, the list may be revised accordingly. Authorized users will:
 - Use CCS technology resources in compliance with all local, state, and federal laws including, but not limited to, laws that govern copyright and intellectual property.
 - Use CCS technology resources responsibly and with respect for others. Users must leave computers, keyboards, mice, monitors, printers and other peripherals unaltered and in good working condition. Users may not use CCS technology resources to offend, harass, or intimidate others and shall use appropriate language in all communications. Provisions in the student code of conduct will apply to all student interactions with and use of CCS technology resources.
 - Use CCS technology resources for educational or job-related purposes only. Users may not use these resources for financial gain, commercial purposes, or political activities unless it is directly related to their job function. Users may not create, distribute, or forward chain letters or hoaxes; nor may users create, distribute, or forward unsolicited bulk electronic communications that are unrelated to the division's educational mission.
 - Use only assigned accounts and passwords (where applicable). Users must take appropriate precautions to safeguard account or password information and prevent the use of assigned accounts and passwords by others.
 - Maintain the confidentiality and security of protected information. Users may not provide access to confidential information to others who are not authorized to have such information. Users shall be expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees shall not use e-mail for confidential matters or privileged communications, such as student records, unless appropriate security precautions are taken. A confidentiality statement must be attached to all personally

PERSONNEL

File: GAB/IIBEA-R

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identifiable emails.

- Use student images, likenesses, or voice recordings in digital format in accordance with guidelines.
 - Maintain the security and functionality of all CCS technology resources. Users shall not attempt to bypass security measures or gain access to unauthorized resources, including, but not limited to, the use of proxy internet sites. Users may not knowingly create or spread malicious code.
 - Access, modify, or delete other user's data only after receiving appropriate permission.
 - Use CCS technology resources in a way that does not disrupt resource usage by others or monopolize resources. This includes refraining from the consumption of excessive amounts of: network bandwidth, data storage space, and printer supplies.
 - Use only software that has been legally obtained, licensed and authorized for use on CCS computers. Users may not download from the Internet, tamper with, copy, install or use any software that compromises the security or functionality of the CCS network or connected networks.
 - Access the CCS network utilizing a personally owned computer or other device only after receiving permission from the Network Administrator or designee.
4. Any violations of the policy shall be reported to the employee's supervisor and the Director of Human Resources for possible disciplinary actions.

Issued: August 17, 2009
 Revised: October 11, 2010
 Revised: August 1, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.
 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

STAFF COMPENSATION PROCEDURES

Employees may choose to have their salaries paid in full according to the division's pay schedule or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned must provide a written election of such deferral prior to the first duty day of the year of deferral on a form provided by the division. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.

Adopted: June 19, 2008
Revised: June 18, 2009
Reviewed: June 26, 2014
Revised: August 1, 2019

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

Cross Ref.: GBC-E1 Deferred Wage Payment Election Form

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PERSONNEL

File: GBD/BG

BOARD-STAFF COMMUNICATIONS

The Charlottesville City School Board supports and encourages two-way communication between the board and employees. The superintendent is the official representative of the school board in its relations and communications with its employees.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the school board and/or the superintendent or superintendent's designee. If an employee has a concern regarding school operations, he/she should first communicate with his/her immediate supervisor. If the supervisor is a part of the concern or issue, the employee should communicate with the next person in the line of authority.

The school board desires to develop and maintain the best possible working relationship with the employees of the school division. The school board welcomes the viewpoints of employees, and allows time at its meetings for employees to be heard.

The school board does not discriminate against any employee because of membership in an employee organization, or participation in any lawful activities of the organization.

Adopted: August 6, 1998
 Revised: December 20, 2007
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.

PERSONNEL

File: GBI

STAFF GIFTS AND SOLICITATIONS

Exchange of gifts between students and/or parents and staff is discouraged.

No school division employee solicits money, property, goods or services for personal use or use by staff or students during school hours on school property without written authorization from the superintendent or superintendent's designee.

Adopted: March 20, 2008

Reviewed: June 25, 2013

Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	JHCH	School Meals and Snacks
	JL	Fund Raising and Solicitation
	KGA	Sales and Solicitations in Schools
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

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PERSONNEL

File: GBLA

THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the Charlottesville City Schools or any resident of Charlottesville City may file a complaint regarding an employee of the Charlottesville City School Board. Such complaint should be filed with the superintendent or superintendent's designee. If the complaint involves allegations that an employee of the Charlottesville City School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505 and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review is not maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., is settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint are notified in writing that the complaint has been received and is being investigated.

The complaint should be filed as soon as possible after the alleged incident, usually within 15 school days, and will be processed promptly, usually within 15 days.

Adopted: February 19, 1998
 Revised: March 20, 2008
 Revised: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination
 GBA/JFHA Prohibition Against Harassment and Retaliation
 GBL Personnel Records
 GBM Professional Staff Grievances
 GBMA Support Staff Grievances
 JB Equal Educational Opportunities/Nondiscrimination
 JHG Child Abuse and Neglect Reporting

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PERSONNEL

File: GCBEA

LEAVE WITHOUT PAY

Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBE Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the superintendent.

Adopted: March 20, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: GCBD Staff Leaves and Absences
 GCBE Family and Medical Leave
 GCBE Military Leave and Benefits
 GCQA Nonschool Employment by Staff Members

EFFECT OF CRIMINAL CONVICTION OR FOUNDED
COMPLAINT OF CHILD ABUSE OR NEGLECT

The Charlottesville City School Board will not hire or continue the employment of any part-time, fulltime, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. Applicants for Employment

A. Criminal Convictions

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Charlottesville City School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

Notwithstanding the requirements of the previous paragraph, the School Board may employ an individual who, at the time of the individual's hiring, has been convicted of a felony, provided that such individual (i) was employed in good standing by a school board on or before December 17, 2017; (ii) has been granted a simple pardon for such offense by the Governor or other appropriate authority; and (iii) has had his civil rights restored by the Governor or other appropriate authority. However, the School Board may employ, until July 1, 2020, such an individual who does not satisfy the conditions set forth in clauses (ii) and (iii), provided that such individual has been continuously employed by the School Board from December 17, 2017 through July 1, 2018.

The Charlottesville City School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, all Charlottesville City School Board employees, whether full-time or part-time, permanent or temporary, shall submit to fingerprinting and shall provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the Charlottesville city School Board

shall inform another school board with which reciprocity has been established and to which the applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Charlottesville City School Board as provided by statute.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take responsible steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the costs of any search conducted pursuant to his subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not be disseminated by the School Board.

II. Employee Charges and Convictions

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF-Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the School Board of any notification of arrest of a School Board employee received pursuant to Virginia Code § 19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§ 22.1-307 and 22.1-315 of the Code of Virginia.

Founded Complaints of Child Abuse or Neglect

Any employee of Charlottesville School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect after all rights to an appeal provided by the Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Virginia Code, § 18.2-251 is treated as a conviction and as a finding of guilt.

IV. Cost of Fingerprinting, Criminal Record and Child Abuse and Neglect Checks

The School Board shall pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

Adopted: February 19, 1998
 Revised: March 4, 2004
 Revised: March 20, 2008
 Revised: June 19, 2008
 Revised: June 18, 2009
 Revised: July 5, 2012
 Reviewed: June 20, 2017
 Revised: August 1, 2018

Legal References: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-307, 22.1-315, 63.2-1515

Acts 2018.c.833

Cross References: GCPD Professional Staff Members: Contract Status and Discipline
GCPF Suspension of Staff Members

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INSTRUCTION

File: IAA

NOTIFICATION OF LEARNING OBJECTIVES

I. Annual Notice

At the beginning of each school year, each school within the Charlottesville City School Division provides to its students' parents or guardians information on the availability of and source for receiving:

- the learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses;
- the Standards of Learning (SOLs) applicable to the child's grade or course requirements and the approximate date and potential impact of the child's next SOL testing;
- an annual notice to students in all grade levels of all requirements for Board of Education-approved diplomas; and
- the board's policies on promotion, retention and remediation.

The superintendent certifies to the Department of Education that the notice required by this policy has been given.

II. Notice of Credits Needed for Graduation and of the Right to a Free Public Education

- A. The school board notifies the parents of rising eleventh and twelfth grade students of
 - the requirements for graduation pursuant to the standards for accreditation and
 - the requirements that have yet to be completed by the individual student.
- B. The school board notifies the parent of students with disabilities who have an Individualized Education Program (IEP) and who fail to meet the graduation requirements of the student's right to a free and appropriate education to age 21, inclusive, pursuant to Va. Code § 22.1-213 et seq.
- C. The school board notifies the parent of students who fail to graduate or who fail to achieve graduation requirements as provided in the Standards of Accreditation and who have not reached 20 years of age on or before August 1st of the school year of the right to a free public education. If the student who does not graduate or complete such requirements is a student for whom English is a second language, the school board notifies the parent of the student's opportunity for a free public education in accordance with Va. Code § 22.1-5.

Adopted: April 17, 2008
 Revised: July 5, 2012
 Revised: June 27, 2016
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:4.

8 VAC 20-131-270.

Cross Refs.: IGBC Parental Involvement
IKF The Virginia Assessment Program and Graduation
Requirements

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INSTRUCTION

File: IB

ACADEMIC FREEDOM

The Charlottesville School Board seeks to educate young people in the democratic tradition, to foster recognition of individual freedom and social responsibility, and to inspire meaningful awareness of and respect for the Constitution, the Bill of Rights, and the Student Code of Conduct.

Freedom of individual conscience, association, and expression are encouraged and fairness in procedures is observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate examples the basic objectives of a democratic society as set forth in the Constitutions of the United States and the Commonwealth of Virginia.

Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Such home and classroom work is evaluated by ordinary academic standards of substance and relevance and against other legitimate pedagogical concerns identified by the school.

Adopted: July 16, 1998
 Revised: December 7, 2000
 Reviewed: April 17, 2008
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-203.3.

Cross Ref.: IKB Homework
 INDC Religion in the Schools

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INSTRUCTION

File: IGAE/IGAF

HEALTH EDUCATION/PHYSICAL EDUCATION

Students receive health instruction and physical training as prescribed by the Board of Education and approved by the Board of Health.

Such health instruction

- incorporates standards that recognize the multiple dimensions of health by including mental health and the relationship of physical and mental health so as to enhance student understanding, attitudes, and behavior that promote health, well-being and human dignity, and
- may include an age-appropriate program of instruction on the safe use of and risks of abuse of prescription drugs that is consistent with curriculum guidelines developed by the Board of Education and approved by the Board of Health.

The Charlottesville City school division provides a program of physical activity available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 ~~for~~ with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular athletics, recess or other programs and physical activities.

Adopted: July 16, 1998
 Revised: April 17, 2008
 Revised: June 19, 2008
 Revised: June 17, 2010
 Revised: June 30, 2015
 Reviewed: June 20, 2017
 Revised: June 19, 2018
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-207, 22.1-253.13:1.

Cross Refs.:	IC/ID	School Year/School Day
	IGAG	Teaching About Drugs, Alcohol, and Tobacco
	JHCA	Physical Examinations of Students
	JHCF	Student Wellness
	JO	Student Records

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INSTRUCTION

File: IGAF/IGAE

HEALTH EDUCATION/PHYSICAL EDUCATION

Students receive health instruction and physical training as prescribed by the Board of Education and approved by the Board of Health.

Such health instruction

- incorporates standards that recognize the multiple dimensions of health by including mental health and the relationship of physical and mental health so as to enhance student understanding, attitudes, and behavior that promote health, well-being and human dignity, and
- may include an age-appropriate program of instruction on the safe use of and risks of abuse of prescription drugs that is consistent with curriculum guidelines developed by the Board of Education and approved by the Board of Health.

The Charlottesville City school division provides a program of physical activity available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of physical education classes, extracurricular athletics, recess or other programs and physical activities.

Adopted: July 16, 1998
 Revised: April 17, 2008
 Revised: June 19, 2008
 Revised: June 17, 2010
 Revised: June 30, 2015
 Reviewed: June 20, 2017
 Revised: June 19, 2018
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-207, 22.1-253.13:1.

Cross Refs.:	IC/ID	School Year/School Day
	IGAG	Teaching About Drugs, Alcohol, and Tobacco
	JHCA	Physical Examinations of Students
	JHCF	Student Wellness
	JO	Student Records

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File: IGAK

ALTERNATIVES TO ANIMAL DISSECTION

The Charlottesville City School Board provides one or more alternatives to animal dissection for students enrolled in classes that incorporate dissection exercises. The superintendent is responsible for implementing such alternatives. The superintendent considers the Virginia Board of Education Guidelines Alternatives to Animal Dissection in implementing the alternatives.

Adopted: April 17, 2008
Reviewed: June 25, 2013
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-200.01.

Virginia Board of Education Guidelines Alternatives to Animal Dissection
(Attachment to Virginia Department of Education Superintendent's Memo #161
(Aug. 6, 2004)).

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INSTRUCTION

File: IGBGA

ONLINE COURSES AND VIRTUAL SCHOOL PROGRAMS

The Charlottesville City School Board may enter into contracts, consistent with the criteria approved by the Board of Education, with approved private or nonprofit organizations to provide multidivision online courses and virtual school programs. Such contracts are exempt from the Virginia Public Procurement Act.

Information regarding online courses and programs that are available through the school division is posted on the division's website. The information includes the types of online courses and programs available to students through the division, when the division will pay course fees and other costs for nonresident students, and the granting of high school credit.

Any student enrolled in any online course or virtual program offered by the school division must be enrolled in a public school in Virginia as provided in Va. Code § 22.1-3.1. The student's parent or guardian must give written permission prior to the enrollment of the student in any full-time virtual program offered by the school division.

A student who resides in Charlottesville City school division is not charged tuition for enrolling in any online course or virtual program offered by the school division. However, tuition may be charged to students, except children with disabilities who are enrolled in the division's full-time virtual school program, who do not reside within the boundaries of the school division.

Teachers who deliver instruction to students through online courses or virtual school programs must be licensed by the Board of Education and are subject to the requirements of Policy GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect.

The administrator of a virtual school program must hold an advanced degree from a regionally accredited institution of higher education with educational and work experience in administering educational programs.

For purposes of this policy, the following definitions apply.

"Multidivision online provider" means (i) a private or nonprofit organization that enters into a contract with a local school board to provide online courses or programs through that school board to students who reside in Virginia both within and outside the geographical boundaries of that school division; (ii) a private or nonprofit organization that enters into contracts with multiple local school boards to provide online courses or programs to students in kindergarten through grade 12 through those school boards; or (iii) a local school board that provides online courses or programs to students who reside in Virginia but outside the geographical boundaries of that school division. However, "multidivision online provider" shall not include (a) a local school board's online learning program in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of that school division; (b) multiple local school boards that establish joint online courses or programs in which fewer than 10 percent of the students enrolled reside outside the geographical boundaries of those school divisions; (c) local school boards that provide online learning courses or programs for their students through an arrangement with a public or private institution of higher education; or (d)

local school boards providing online courses or programs through a private or nonprofit organization that has been approved as a multidivision online provider.

"Online course" means a course or grade-level subject instruction that (i) is delivered by a multidivision online provider primarily electronically using the Internet or other computer-based methods and (ii) is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both.

"Virtual school program" means a series of online courses with instructional content that (i) is delivered by a multidivision online provider primarily electronically using the Internet or other computer-based methods; (ii) is taught by a teacher primarily from a remote location, with student access to the teacher given synchronously, asynchronously, or both; (iii) is delivered as a part-time or full-time program; and (iv) has an online component with online lessons and tools for student and data management.

Adopted: June 17, 2010
Revised: July 5, 2012
Revised: June 26, 2014
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-212.24, 22.1-212.25, 22.1-212.26, 22.1-212.27, 22.1-215, 22.1-296.1, 22.1-296.2, and 22.1-296.4.

Cross Refs.: DJF Purchasing Procedures
GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
IGBA Programs for Students with Disabilities
IGBG Off-Site Instruction and Virtual Courses

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INSTRUCTION

File: IIA

INSTRUCTIONAL MATERIALS

The Charlottesville City School Board is responsible for the selection, evaluation, and approval of instructional materials.

The superintendent or superintendent's designee creates and updates, as necessary, guidelines and procedures for the selection of instructional materials. The guidelines and procedures are designed to ensure that appropriate instructional materials are selected and provide an opportunity for the professional staff and community to participate and be informed on the selection and use of instructional materials.

Parents may inspect, on request, any instructional material used as part of their student's curriculum.

Adopted: July 16, 1998
 Revised: April 17, 2008
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §22.1-16.

8 VAC 20-720-160.

Cross Ref.:	IGAH	Family Life Education
	IIAA	Textbook Adoption, Selection and Purchase
	IIAB	Supplementary Materials Selection and Adoption
	KLB	Public Complaints About Learning Resources
	INB	Teaching About Controversial Issues

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INSTRUCTION

File: IIAB

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

Materials used by students under the guidance of teachers to extend, expand, and supplement basal materials constitute an integral part of the instructional program. Supplemental materials are those items which are used to assist the teaching and learning process and include such items as magazines, books, other visual and electronic media, computer software, games, digital media, Internet access, educational TV and satellite programs. Materials selected for supplemental use ~~must~~ relate directly to the established objectives of the course or content area in which they are used.

The school board delegates the responsibility for the selection and use of supplemental materials to the individual schools. Teachers must carefully review materials prior to use and exercise a high degree of professional judgment in their selection and use of supplemental materials, to ensure that the use of such materials serves to both support and complement the basic educational objectives within the specific subject areas and classrooms.

Adopted: July 16, 1998
 Revised: April 17, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-78.

8 VAC 20-720-160.

Cross Refs.:	IIA	Instructional Materials
	IIAA	Textbook Selection, Adoption and Purchase
	KLB	Public Complaints About Learning Resources
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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PERSONNEL

File: IIBEA/GAB

ACCEPTABLE COMPUTER SYSTEM USE

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of Charlottesville City Schools' computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
- (2) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (3) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

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- c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (4) provisions establishing that the technology protection measure is enforced during any use of CCS computers;
- (5) provisions establishing that all usage of the computer system may be monitored;
- (6) provisions designed to prevent unauthorized online access, including “hacking” and other unlawful online activities;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors;
- (8) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords; and
- (9) a component of internet safety for students that is integrated in the division’s instructional program.

Use of the CCS computer system shall be consistent with the educational or instructional mission or administrative function of the school division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The CCS computer system is not a public forum.

Users of the division’s computer system have no expectation of privacy for use of the division’s resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

Each user of the division’s computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E1, before using the CCS computer system. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet.

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Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: October 21, 1999
 Revised: July 19, 2007
 Reviewed: March 20, 2008
 Revised: June 17, 2010
 Revised: September 1, 2011
 Revised: June 25, 2013
 Revised: August 1, 2019

Legal Refs: 18 U.S.C. §§ 1460, 2256.
 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	EGAA	Reproduction and Use of Copyrighted Materials
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCPD	Professional Staff Discipline
	GCQB	Staff Research and Publishing
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

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File: IBEA/GAB-R

ACCEPTABLE USE OF TECHNOLOGY POLICY

All employees of Charlottesville City Schools shall be expected to receive, review, sign and adhere to the Acceptable Use of Technology Policy.

1. At the beginning of the academic year, access information for the most recently School Board approved policy will be provided by the Coordinator of Media Services to principals for distribution to each new and returning employee.
2. No employee will receive access to any of the school division technology, including user names or passwords, until a copy of the policy has been signed and returned to the Office of Technology. The term school division technology includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD-ROM CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, cellular phones, smart telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.
3. Although included in the policy, the following list of required actions must be followed to maintain access and use of any technology owned by Charlottesville City Schools. If the policy is revised and approved by the Board, the list may be revised accordingly. Authorized users will:
 - Use CCS technology resources in compliance with all local, state, and federal laws including, but not limited to, laws that govern copyright and intellectual property.
 - Use CCS technology resources responsibly and with respect for others. Users must leave computers, keyboards, mice, monitors, printers and other peripherals unaltered and in good working condition. Users may not use CCS technology resources to offend, harass, or intimidate others and shall use appropriate language in all communications. Provisions in the student code of conduct will apply to all student interactions with and use of CCS technology resources.
 - Use CCS technology resources for educational or job-related purposes only. Users may not use these resources for financial gain, commercial purposes, or political activities unless it is directly related to their job function. Users may not create, distribute, or forward chain letters or hoaxes; nor may users create, distribute, or forward unsolicited bulk electronic communications that are unrelated to the division's educational mission.
 - Use only assigned accounts and passwords (where applicable). Users must take appropriate precautions to safeguard account or password information and prevent the use of assigned accounts and passwords by others.
 - Maintain the confidentiality and security of protected information. Users may not provide access to confidential information to others who are not authorized to have such information. Users shall be expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential. Employees shall not use e-mail for confidential matters or privileged communications, such as student records, unless appropriate security precautions are taken. A confidentiality statement must be attached to all personally

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identifiable emails.

- Use student images, likenesses, or voice recordings in digital format in accordance with guidelines.
 - Maintain the security and functionality of all CCS technology resources. Users shall not attempt to bypass security measures or gain access to unauthorized resources, including, but not limited to, the use of proxy internet sites. Users may not knowingly create or spread malicious code.
 - Access, modify, or delete other user’s data only after receiving appropriate permission.
 - Use CCS technology resources in a way that does not disrupt resource usage by others or monopolize resources. This includes refraining from the consumption of excessive amounts of: network bandwidth, data storage space, and printer supplies.
 - Use only software that has been legally obtained, licensed and authorized for use on CCS computers. Users may not download from the Internet, tamper with, copy, install or use any software that compromises the security or functionality of the CCS network or connected networks.
 - Access the CCS network utilizing a personally owned computer or other device only after receiving permission from the Network Administrator or designee.
4. Any violations of the policy shall be reported to the employee’s supervisor and the Director of Human Resources for possible disciplinary actions.

Issued: August 17, 2009
 Revised: October 11, 2010
 Revised: August 1, 2019



Legal Refs: 18 U.S.C. §§ 1460, 2256.
 47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

File: IKF

THE VIRGINIA ASSESSMENT PROGRAM AND GRADUATION REQUIREMENTS

Generally

The Board of Education has established educational objectives known as the Standards of Learning (SOLs), which form the core of Virginia's educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The Charlottesville City School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education and meet such other requirements as are prescribed by the school board and approved by the Board of Education.

Charlottesville City School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Schools will use the SOL test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students. In addition, each student in middle and secondary school takes all applicable end-of-course SOL tests. The superintendent certifies to the Department of Education that the division's policy for dropping courses ensures that students' course schedules are not changed to avoid end-of-course SOL tests. Students who earn a passing grade in the course and achieve a passing score on the associated end-of-course SOL test shall be awarded a verified unit of credit in that course accordance with 8 VAC 20-131-110. A student may earn verified credits in any courses for which end-of-course SOL tests are available. Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements.

Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan.

All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary. Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

Definitions

Authentic Performance Assessment

An “Authentic Performance Assessment” is a test that complies with guidelines adopted by the Board of Education that requires students to perform a task or create a product that is typically scored using a rubric.

Standard Unit of Credit

A “standard unit of credit” or “standard credit” is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. A standard unit of credit may be awarded based on a waiver of the 140 clock hour requirement as provided in Policy IKFD Alternative Paths to Attaining Standard Units of Credit.

Verified Unit of Credit

A “verified unit of credit” or “verified credit” is a credit awarded for a course in which a student earns a standard unit of credit and completes one of the following:

1. Achieves a passing score on a corresponding end-of-course SOL test.
2. Achieves a passing score on an additional test, as defined in 8 VAC 20-131-5, as a part of the Virginia Assessment Program.
3. Meets the criteria for the receipt of a locally awarded verified credit when the student has not passed a corresponding SOL test.
4. Meets the criteria for the receipt of a verified credit in history and social science by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.
5. Meets the criteria for the receipt of a verified credit for English (writing) by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

Virginia Assessment Program

The “Virginia Assessment Program” is a system used to evaluate student achievement that includes SOL tests and additional tests that may be approved from time to time by the Board of Education.

Adopted: July 16, 1998
 Revised: October 21, 1999
 Revised: November 21, 2002
 Revised: February 15, 2007
 Revised: September 20, 2007
 Revised: April 17, 2008
 Revised: June 17, 2010
 Revised: June 25, 2013
 Revised: June 27, 2016
 Revised: August 1, 2018

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:4.

8 VAC 20-131-5.

8 VAC 20-131-30.

8 VAC 20-131-50.

8 VAC 20-131-51.

8 VAC 20-131-110.

Guidelines for Graduation Requirements; Local Alternative Paths to Standard Units of Credit (Virginia Board of Education Oct. 2015).

Cross Refs.:	IAA	Notification of Learning Objectives
	IKFA	Locally Awarded Verified Credits
	IKFD	Alternative Paths to Attaining Standard Units of Credit
	IKH	Retaking SOL Assessments

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INSTRUCTION

File: IKFA

LOCALLY AWARDED VERIFIED CREDITS

Generally

The Charlottesville City School Board awards verified credits in accordance with Virginia law and Virginia Board of Education regulations.

To be eligible for locally awarded verified credits as credit accommodations, students with disabilities must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education Program (IEP) or Section 504 plan.

The student with a disability:

1. must have a current IEP or 504 plan with standards-based content goals,
2. must have a disability that precludes him or her from achieving and progressing commensurate with grade level expectations,
3. needs significant supports to access grade level Standards of Learning (SOL) content and to show progress, and
4. might not be expected to achieve the required standard and verified units of credit within the standard time frame.

Review Panels

The School Board appoints review panels comprised of at least three educators to consider evidence of the student's achievement. Different panels may be appointed for individual schools or groups of schools.

The review panel reviews information that provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel has discretion in determining the information it considers and may include, but not be limited to, results of classroom assessments, division-wide exams, course grades and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the review panel may:

- award the verified credit;
- deny the verified credit;
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The decision of the Local Review Panel will be final.

General Provisions These procedures may not be used to award verified credits toward meeting the requirements for the Advanced Diploma. The award of verified credits under these procedures will not effect on a school's accreditation rating.

INSTRUCTION

File: IKFA
Page 2

Adopted: July 16, 1998
Revised: October 21, 1999
Revised: November 21, 2002
Revised: February 15, 2007
Revised: September 20, 2007
Reviewed: April 17, 2008
Revised: April 11, 2013
Revised: June 25, 2013
Revised: June 27, 2016
Revised: June 19, 2018
Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:3.

8 VAC 20-131-110.

Revised Guidance Governing the Use of Locally-Awarded Verified Credits
(Virginia Department of Education May 11, 2018) (attachment to Virginia
Department of Education Superintendent's Memo No. 130-18 (May 11, 2018)).

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INSTRUCTION

File: IKH

RETAKING SOL ASSESSMENTS

Students in kindergarten through grade 8 are not required to retake Virginia Assessment Program tests unless they are retained in grade and have not previously passed the related tests or as otherwise permitted by the Board of Education. Students in high school are required to retake end-of-course SOL tests as determined by the Board of Education.

Adopted: April 17, 2008
 Revised: June 25, 2013
 Revised: June 27, 2016
 Revised: June 19, 2018
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:3.

8 VAC 20-131-30.

8 VAC 20-131-110.

Cross Refs.:	IKF	The Virginia Assessment Program and Graduation Requirements
	IKG	Remediation Recovery Program
	IL	Testing Programs

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STUDENT SERVICES

File: JEB

ENTRANCE AGE/ADMISSION OF PERSONS NOT OF SCHOOL AGE

A child who will reach his or her fifth birthday on or before September 30 of the school year and is otherwise eligible for enrollment in school as specified in Policy JEC School Admission and Regulation JEC-R School Admission may be enrolled in school. The superintendent disseminates information received from the Superintendent of Public Instruction concerning the ages when children are required or eligible to attend school. This information is disseminated to parents of such children upon or prior to enrollment of such children in the public schools of the division.

An individual who resides within the school division and is beyond school age (who has not reached his or her fifth birthday on or before September 30 of the school year or who has reached his or her 20th birthday on or before August 1st of the school year) may, at the discretion of the School Board, be admitted into the division schools. Such individuals may be charged tuition at the discretion of the School Board as provided in Policy JEC School Admission and Regulation JEC-R School Admission.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Revised: June 25, 2013
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-5, 22.1-199, 22.1-254.

Cross Refs.: JEC School Admission
 JEC-R School Admission

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STUDENT SERVICES

File: JECB

ADMISSION OF NONPUBLIC STUDENTS FOR PART-TIME ENROLLMENT

The Charlottesville City School Board acknowledges the provisions for equivalent instruction under Virginia law.

The parents of students attending private school or being home schooled pursuant to Va. Code § 22.1-254.1 who wish to enroll their students on a part-time basis in the Charlottesville City Schools for participation in academic and/or extracurricular/club activities shall, along with the students, comply with this policy.

Admission

The parents shall identify their children as private school or home school students who desire part-time enrollment in academic courses of study. Students admitted under this policy are designated as part-time students. At the time of applying for admission, students shall designate the academic course(s) in which they want to enroll and each extracurricular or club activity in which they wish to participate.

Enrollment

Students must enroll in at least one academic class (high school) or one instructional unit (elementary/middle school) more than the requested course(s) and for each extracurricular or club activity in which they choose to participate. If no activity participation is sought, the part-time student must enroll in a minimum of two classes. Students wishing to participate in an academic class shall have completed all prerequisite course work or the equivalent required of full-time public school students wishing to enroll in the course. If part-time enrollment causes total enrollment in a class or grade level to exceed the maximum allowed by state or local policy (*e.g.* resulting in the need to employ another teacher) admission will be denied.

Once enrolled, the student shall comply with behavioral, disciplinary, attendance and other rules applicable to all students, including rules governing the use of the division's computer systems. If a student fails to comply, the school may withhold credit and/or terminate the student's participation in addition to taking any disciplinary action that would be taken against a full-time student for similar conduct.

Activities

Students wishing to participate in a Virginia High School League (VHSL) governed extracurricular or club activity shall satisfy the same or equivalent criteria for such activities that full-time students must satisfy. Students admitted under this policy shall participate in any try-out or selection process required of full-time students.

Transportation

The parents of the children for whom part-time admission is sought are responsible for the transportation of the child to and from school, including any expenses incident thereto.

Charlottesville City Schools

Academic Credit

Class ranking and grade-point-average are not computed for part-time students.

Adopted: June 19, 2008
Reviewed: June 25, 2013
Revised: August 1, 2019

Legal Refs.: Code of Virginia, as amended, §§ 22.1-78, 22.1-254.1; 22.1-253.13:2.

1973-74 Ops. Va. Att'y Gen. 305.

Cross Refs.:	JECA	School Admission
	JHCB	Student Immunizations
	IGDA	Extracurricular Activities
	IHB	Class Size
	IIBEA	Acceptable Computer System Use
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

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STUDENT SERVICES

File: JFCE

GANG ACTIVITY OR ASSOCIATION

The School Board recognizes the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. In addition, students shall not engage in gang activity using the School Division computer system at any time. A gang is defined as any group of three or more persons whose purpose includes:

- commission of illegal acts
- participation in activities that threaten the safety of persons or property
- disruption of the school environment
- creation of an atmosphere of fear and intimidation.

Students are subject to disciplinary action in accordance with Policy JFC Student Conduct and Regulation JFC Standards of Student Conduct for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;
- using any speech or committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence;
- inappropriate congregating, bullying, cyberbullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

The superintendent or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, develops and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols.

The superintendent or superintendent's designee provides in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk of gang involvement and promote membership in authorized school groups and/or activities as an alternative.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Revised: June 25, 2013
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, as amended, §§ 18.2-46.1, 22.1-70, 22.1-78, 22.1-79(2),
§ 22.1-276.01

Cross Refs: IIBEA/GAB Acceptable Computer System Use
JFC Student Conduct
JFC-R Standards of Student Conduct

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STUDENT SERVICES

File: JFCF

DRUGS IN SCHOOL

I. Generally

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Va. Code §18.2-247 on school property or at a school-sponsored activity is prohibited.

A. Expulsion

A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana, onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The superintendent may determine, based on the facts of the particular case, that special circumstances exist and another form of discipline is appropriate. Any such disciplinary action shall be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

B. Prevention and Intervention

Any student who violates this policy shall participate in the prevention and intervention activities identified in Charlottesville City school division's drug and violence prevention plan.

The School Board may require any student who is in possession of or under the influence of drugs at school or school-sponsored activities to: (1) undergo evaluation for drug abuse and (2) participate in a drug treatment program if recommended by the evaluator and if the student's parent consents.

C. Required Reporting to Parents and Local Law Enforcement

The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

II. Students with Disabilities

A. Students with disabilities are subject to the provisions of Section I of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a drug violation.

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs,

STUDENT SERVICES

File: JFCF

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or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, “illegal drugs” and “controlled substance” are defined as follows:
 - a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).
 - b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted: June 19, 2008
 Revised: June 16, 2011
 Revised: June 26, 2014
 Revised: June 30, 2015
 Revised: August 1, 2019

Legal Refs: 20 U.S.C. §§1415(k)(1)(G)(ii), 1415(k)(7)(A), 1415(k)(7)(B).

21 U.S.C. § 812(c).

Code of Virginia, 1950, as amended, §§ 18.2-247, 18.2-250, 18.2-250.1, 18.2-255.2, 22.1-277.08.

8 VAC 20-81-10.

Cross Refs:	CLA	Reporting Acts of Violence and Substance Abuse
	JGD/JGE	Student Suspension/Expulsion
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JGDA	Disciplining Students with Disabilities

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STUDENT SERVICES

File: JHCA

PHYSICAL EXAMINATIONS OF STUDENTS

No pupil is admitted for the first time to any public kindergarten or elementary school in Charlottesville City School Division unless such pupil furnishes, prior to admission,

- (1) a report from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician, of a comprehensive physical examination of a scope prescribed by the State Health Commissioner performed within the 12 months prior to the date such pupil first enters such public kindergarten or elementary school; or
- (2) records establishing that such pupil furnished such report upon prior admission to another school or school division and providing the information contained in such report.

If the pupil is a homeless child or youth as defined in Va. Code § 22.1-3, and for that reason cannot furnish the required report or records, and the person seeking to enroll the pupil furnishes to the school division an affidavit so stating and also indicating that, to the best of his knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division immediately refers the student to the division's homeless liaison, who, as soon as practicable, assists in obtaining the necessary physical examination by the local health department or other clinic or physician's office and immediately admits the pupil to school.

The health care provider making a report of a physical examination shall, at the end of such report, summarize the abnormal physical findings, if any, and shall specifically state what, if any, conditions are found that would identify the child as handicapped.

Physical examination reports are placed in the child's health record at the school and made available for review by any employee or official of the State Department of Health or any local health department at the request of such employee or official.

A physical examination is not required of any child whose parent or guardian objects on religious grounds and who shows no visible evidence of sickness. The parent or guardian shall state in writing that, to the best of his or her knowledge, the child is in good health and free from any communicable or contagious disease.

The health departments of the counties and cities of the Commonwealth conduct such required physical examinations for medically indigent children, upon request, without charge and may provide such examinations to others on such uniform basis as the departments establish.

Parents/guardians of students entering school shall complete a health information form as required by state law. Such forms shall be returned within 15 days of receipt unless reasonable extensions have been granted by the superintendent or superintendent's designee. Upon failure of the parent to complete such form within the extended time, the superintendent may send the parent written notice of the date he intends to exclude the child from school; however, no child who is a homeless child or youth as defined in subdivision 6 of Va. Code § 22.1-3 shall be excluded from school for such failure to complete such form.

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Adopted: July 16, 1998
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-270.

Cross Refs.: JEC School Admission
 JECA Admission of Homeless Students

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BLOOD BORNE CONTAGIOUS OR INFECTIOUS DISEASES

The attendance at school of students who suffer from blood borne diseases which are infectious or contagious, such as AIDS and Hepatitis B, and which may be transmitted by the exchange of body secretions is determined by the superintendent on a case-by-case basis. The superintendent obtains the advice of the local department of health to assist with the determination. The student may be excluded from school and school-related functions pending the superintendent's decision. The superintendent issues regulations setting forth the procedures to be followed to effectuate this policy.

The identity of a student who has tested positive for human immunodeficiency virus is confidential in accordance with law.

An alternative educational program is made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Training in the use of universal precautions for handling blood is conducted periodically in accordance with state and federal law. Universal precautions for handling blood are implemented within the school setting and on buses in accordance with state and federal law.

The school board t adopts guidelines for school attendance for children with human immunodeficiency virus. Such guidelines are consistent with the model guidelines for such school attendance developed by the Board of Education.

Adopted: July 16, 1998
 Reviewed: June 19, 2008
 Reviewed: June 25, 2013
 Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-271.3, 32.1-36.1, 32.1-45.2.

Model Guidelines for School Attendance for Children with Human Immunodeficiency Virus (Attachment to Virginia Department of Education Superintendent's Memo #32 (Feb. 13, 2004)).

Cross Ref: EBAB Possible Exposure to Viral Infections
 EBBB Personnel Training—Viral Infections
 IGBG Off-Site Instruction and Virtual Courses
 JHCCA-E Guidelines for School Attendance for Students with Human Immunodeficiency Virus

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STUDENT SERVICES

JHCCA-E

GUIDELINES FOR SCHOOL ATTENDANCE FOR
STUDENTS WITH HUMAN IMMUNODEFICIENCY VIRUS

The Charlottesville City School Board recognizes its dual obligations to protect the rights of individual students infected with human immunodeficiency virus (HIV) and to provide a safe environment for students, staff, and the public. Because HIV is not transmitted through casual contact, any student who is HIV-infected will continue to continue in a regular classroom assignment unless the student's health significantly interferes with his or her the student's ability to benefit from the educational program.

Charlottesville City Schools will work works cooperatively with the local health department with regard to the school attendance of students infected with HIV. To enhance the school attendance of students who are HIV-infected, the school division will collaborate collaborates with public and private organizations in the provision of support services to HIV-infected students.

All students are expected to satisfy the immunization requirements of Virginia Code § 22.1-271.2 unless a required immunization would be harmful to the health of the student. Students who are HIV-infected or have acquired immune deficiency syndrome (AIDS) may be exempted from obtaining immunizations which would otherwise be required. School personnel will cooperate with public health personnel regarding exemptions from the requirements.

Mandatory screening for HIV infection is not warranted as a condition of school attendance. Upon learning that a student is HIV-infected or has AIDS, the superintendent may consult with the student's family, the student's family physician, or an official from the local department of health to determine whether the student is well enough to stay in school. If a change in the student's program is necessary because of the student's health, the superintendent or superintendent's designee will work with the student's family, family physician or local health official to develop an educational plan for the student.

Any school board employee or volunteer who has any information regarding a student's HIV-infected status treats that information as confidential.

Despite the extremely remote risk that exposure of skin to blood could result in infection, the following universal precautions for handling blood are implemented within schools and on school buses:

- persons involved in cleaning surfaces exposed to blood and persons rendering first aid to bleeding students should wear disposable gloves to avoid exposure of open skin lesions and mucous membranes to blood;
- surfaces contaminated with blood should be promptly cleaned with household bleach (1 part bleach to 9 parts water) using disposable towels and tissues;
- hands must be washed after gloves are removed;
- if one person's skin is exposed to the blood of another person, the exposed areas should be washed with soap and water.

Universal precautions do not apply to feces, nasal secretions, saliva, sputum, sweat, tears, urine, and vomitus unless they contain blood.

To ensure implementation of the proper procedures for all body fluids, training will be is provided to all school personnel. Training includes information regarding the following: etiology, transmission, prevention, and risk reduction of HIV; standard procedures for handling blood and body fluids; community resources available for information and referral; and school board policies.

Comprehensive and age-appropriate instruction on the principal modes by which HIV is spread and the best methods for the reduction and prevention of AIDS is provided.

Adopted: August 1, 2019

STUDENT SERVICES

File: JHCF

STUDENT WELLNESS

Charlottesville City Schools is a committed and nurturing community, taking responsibility every day for positively impacting the physical, emotional, social and academic well-being of every child and challenging them to become extraordinary individuals who are empowered to positively impact their families, communities, nation, and the world.

Charlottesville City Schools recognizes:

- the fundamental link between a child’s health and their ability to learn.
- the critical role that school plays in what our children learn about positive health behaviors and choices.
- the necessity of having a unifying vision, goals, and plans for how to best address the needs of the whole child.
- the importance of a coordinated school health approach in maximizing the impact of the division’s health-related programs and services, such as the joint ASCD/CDC Whole School, Whole Community, Whole Child (WSCC) model.
- that an essential component of a healthy school environment is a staff that is educated about health and wellbeing, encouraged to implement this knowledge in their classroom, and supported in their efforts to improve their own health and wellbeing.
- that poor diet and physical inactivity are the most important factors contributing to the epidemic of overweight and obesity in our children. Food components that contribute to a poor diet include sugars, refined grains, solid fats, and sodium.¹
- that the funding mechanism for division-wide wellness initiatives must be prioritized, will be incremental and evolve over time and should focus, initially, on more creative use of existing funds from local, state and federal sources.

In an effort to provide all students and staff in Charlottesville City Schools with the opportunities, knowledge, and skills necessary to make healthy choices for a lifetime, the following goals and accompanying regulations have been established.

Goals

- Recruit and maintain an active School Health Advisory Board (SHAB) comprised of a diverse group of health professionals, parents, teachers, students, community members, and division staff that monitors all aspects of a coordinated school health approach, including the wellness policy and accompanying regulations.
- Recognizing that students learn both from educational text and observation of their environment, all nutrition-related regulations shall be consistent and integrated into the curriculum. All foods and beverages sold or served at school will, at a minimum, follow the current USDA guidelines for “Smart Snacks.”
<https://www.fns.usda.gov/healthierschoolday/tools-schools-focusing-smart-snacks>. These guidelines include limits on fat, sugar, sodium, and calories.
- Schools will provide students with access to a variety of affordable, nutritious, and appealing foods and will provide clean, safe and pleasant settings with adequate time for students to enjoy their meal.

STUDENT SERVICES

File JHCF

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All students in grades K-10 will participate in a planned, sequential, and comprehensive health education curriculum to foster lifelong habits of healthy eating, physical activity, understanding of disease and health-related risky behavior; and will establish linkages between health education, school meal programs, related division programs, and relevant community services.

- Schools will provide at least 40 minutes per day or an average of 200 minutes per week of physical activity—including physical education, recess, and the integration of physical activity in the academic curriculum—for students in grades K-10. High school students must take at least two units of physical education.
- All students will have health services through school health clinics. These services appraise, protect, and promote student health to ensure access and/or referral to health care.
- All students will have access to counseling and social services. These services provide broad-based individual and group assessments, interventions, and referrals that attend to the mental, emotional, and social health of students.
- Schools will provide a clean, healthy and aesthetically pleasing physical environment conducive to learning.
- Staff will be encouraged and supported in learning about health and pursuing a healthy lifestyle that will promote better health, increase productivity, improve morale, and provide appropriate role models for students.
- Charlottesville City Schools will actively encourage involvement by parents and community, recognizing the importance of children's and adolescents' microsystem (family) and their entire exosystem of community-based resources, and how these complement and support the division's existing health-related programs and services.
- A plan will be developed and monitored to address communication, promotion, implementation and evaluation of these goals and the accompanying regulations.

Adopted: June 15, 2006
 Reviewed: June 19, 2008
 Revised: October 6, 2011
 Revised: September 7, 2017
 Reviewed: June 19, 2018
 Revised: August 1, 2019

Legal Refs: 42 U.S.C. § 1758b.

7 C.F.R. 210.3. 7 C.F.R. 210.31.

Code of Virginia, 1950, as amended, § 22.1-253.13:1. 22.1-207.4.

8 VAC 20-740-30.

8 VAC 20-740-40.

STUDENT SERVICES

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Cross Refs:

EFB	Free and Reduced Price Food Services
IGAE/IGAF	Health Education/Physical Education Fund Raising and Solicitation
JHCH	School Meals and Snacks
KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

Resources Referenced in Policy:

[http://inschoolhealth.org/files/respository/Comp Ecological Model Published article-Lohrmann.pdf](http://inschoolhealth.org/files/respository/Comp%20Ecological%20Model%20Published%20article-Lohrmann.pdf)

[http://www.schoolnutrition.org/uploadedFiles old/schoolnutrition.org/meetings events/annual national conference 2006/McComblourneyGoodHealth.pdf](http://www.schoolnutrition.org/uploadedFiles_old/schoolnutrition.org/meetings%20events/annual%20national%20conference%202006/McComblourneyGoodHealth.pdf)

<https://www.cdc.gov/healthyschools/wsc/>

<http://www.yaleruddcenter.org/resources/upload/docs/what/communities/schoolwellnesspolicyevaluationtool.pdf>

STUDENT SERVICES

File: JL

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of Charlottesville City school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or principal's designee. Elementary school students may not participate in door-to-door solicitation. Students are not excused from class to participate in fundraising activities. No grade is affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted by in the school division.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	JHCF	Student Wellness
	JHCH	School Meals and Snacks
	KJ	Advertising in the Schools
	KGA	Sales and Solicitations in Schools
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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STUDENT SERVICES

File: JP

STUDENT PUBLICATIONS

Definition of Official School Publications

Official school publications such as newspapers, yearbooks, and literary magazines may be prepared in regularly scheduled classes and are components of the curriculum approved by the School Board. These publications are not intended to provide a public forum for students or the general public. With regard to these publications, the School Board is the publisher, the principal is the editor, the faculty sponsor is the co-editor, and students appointed by the co-editor may serve as assistant editors and journalists.

Responsibilities of Student Editors and Journalists

Student assistant editors and journalists are responsible for preparing and writing factual material that is not obscene, defamatory, or an invasion of privacy or that

- is reasonably foreseeable to lead to the substantial disruption of school activities or to endanger the health or safety of students or staff;
- advocates the commission of an unlawful act or the violation of a lawful school policy or regulation;
- advertises or advocates illegal products or services; or
- advocates prejudice, hatred, violence, or harassment.

Responsibilities of Student Publications Faculty Co-Editor

School publications faculty co-editors instruct students in the recognized practices and ethical considerations of journalism. Faculty members instruct students in appropriate journalistic techniques and consult with the principal regarding material that may violate the law or the recognized principles of journalism. Material that may be considered controversial by some members of the school community should be carefully considered by students and the faculty editor, and brought to the attention of the principal.

Responsibilities of the School Principal

The school principal is responsible for approving all publications in accordance with School Board policy and the principal's judgment and discretion.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Refs Hazelwood School Dist. v. Kuhlmeier, 484 U.S. 261, 108 S. Ct. 562,
 98 L.Ed.2d 592 (1988).

Cross Refs: AC Nondiscrimination

STUDENT SERVICES

GB	Equal Employment Opportunity/Nondiscrimination
GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFHA/GBA	Prohibition Against Harassment and Retaliation

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SCHOOL-COMMUNITY RELATIONS

File: KB

PUBLIC INFORMATION PROGRAM

The Charlottesville City School Board recognizes the importance of providing information regarding the school division to the community. The Board will utilize all appropriate means and media in order to

- explain the programs, achievements, and needs of the school division;
- keep students, parents/guardians, and staff members fully informed about Board policies and procedures as well as their own rights and responsibilities;
- communicate factual information regarding the school division: and
- involve students, parents/guardians, and the community in discussions regarding education programs, student activities, and Board policy.

Adopted: August 6, 1998
 Revised: January 8, 2004
 Reviewed: February 21, 2008
 Revised: July 5, 2012
 Revised: August 1, 2019

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

Cross Refs.:	KA	Goals for School Community Relations
	KBA	Requests for Public Records
	KBC	Media Relations

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SCHOOL-COMMUNITY RELATIONS

File: KBA-F1

REQUEST FOR PUBLIC RECORDS

Name _____

Address _____

E-mail address _____

Phone _____

I am a (check one):

- Citizen of the Commonwealth of Virginia
- Member of the Press referenced in Va. Code §2.2-3704
News Organization _____

Requesters may be asked to provide verification that they are citizens of the Commonwealth or a member of the press referenced in Va. Code § 2.2-3704.

STAFF USE ONLY
Date Request Received: _____
Request was made (check one)
<input type="checkbox"/> by requester on this form
<input type="checkbox"/> by telephone
<input type="checkbox"/> in writing other than on form (attach original request)
Date Response Sent: _____ (attach copy)
<input type="checkbox"/> Identification Verified
Type: _____
Number: _____
<input type="checkbox"/> Itemized Cost Estimate Attached

I am requesting access to the following records (please be as specific as possible, and attach additional paper if necessary) _____

Reasonable costs may be assessed in connection with this request. A current schedule of costs appears in Regulation KBA-R Requests for Public Records.

Specify format desired (if available):

- Photocopies
- E-mail (give address): _____
- Website posting
- Other (please specify): _____

Signature

Date

RETURN COMPLETED FORM TO:
CHARLOTTESVILLE CITY SCHOOLS
1562 DAIRY ROAD
CHARLOTTESVILLE, VA 22903

File: KBA-R

REQUESTS FOR PUBLIC RECORDS

Charlottesville City Schools is committed to full compliance with Virginia's Freedom of Information Act, and shall process all requests for information in accordance with the following procedures:

Access to Records

1. When practicable, the following records shall be available at the central office: ex. most recent school board meeting minutes, school board agenda, assessment information, student data, human resources data, etc.
2. Unless otherwise specified by the Superintendent, inspection of records shall take place at the central office of Charlottesville City School Board during its regular office hours and records are not removed from that site. Copies may be requested in lieu of or at the time of inspection, subject to the charges listed below.
Nonexempt records maintained in an electronic database shall be produced in any tangible medium or format identified by the requester that is regularly used in the ordinary course of business by Charlottesville City Schools, including posting the records on a website or delivering the records through an electronic mail address provided by the requester.
3. Requesters must provide their legal name and address and verification that the requester is a citizen of the Commonwealth, a representative of a newspaper or magazine with circulation in the Commonwealth, or a representative of a radio or television station broadcasting in or into the Commonwealth.
4. The Superintendent or a designee shall be present during inspection or copying of records. A record of each inspection shall be made, using form KBA-F2.

Request Procedures

1. Requests for access to records shall be made with reasonable specificity.
2. Requests shall be directed to Charlottesville City Schools central office at: 1562 Dairy Road, Charlottesville, Va. 22903, (434-245-2400), fax (434-245-2403). Requests should be submitted to the Beth Cheuk who will complete the request or identify a designee to collect the information and respond.
3. Requesters should make their requests using Form KBA-F1 or in a format that includes the same information as KBA-F1. Requests received at the central office via telephone shall be transcribed onto Form KBA-F1 by central office staff or a form may be sent (by mail, fax or electronically) to the requester so the form can be completed or a request can be prepared that includes the information on the form.
4. Written requests other than on Form KBA-F1 shall be compared to the KBA-F1 form to see if all required information is included. If items are missing, the central office person assigned to review the form will contact the requester for additional information.
5. Building office personnel shall provide Form KBA-F1 and a copy of this regulation upon request to any person interested in obtaining access to records, and shall instruct the requester to direct the request to the central office. Telephone inquiries shall be redirected to the central office. Any written requests received by building personnel shall be immediately forwarded to the central office (Assistant Superintendent for Finance and Operations), with a notation indicating the date

File: KBA-R

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and time the request was received.

Responding to Requests

1. Promptly, but in all cases within five working days of receiving the request, the school division will provide the requested records to the requester, or make one of the following responses in writing:
 - (a) The requested records are being entirely withheld because their release is prohibited by law or because the Virginia Freedom of Information Act gives their custodian discretion to withhold them. The response will identify with reasonable particularity the volume and subject matter of the withheld records, and, with respect to each category of withheld records, cite the specific Virginia Code section that authorizes the withholding of the records.
 - (b) The requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records. The response will identify with reasonable particularity the subject matter of the withheld portions and cite, with respect to each category of withheld records, the specific Virginia Code section(s) which authorize the withholding of the records. When a portion of a requested record is withheld, the school division will delete or excise only that portion of the record to which an exemption applies and will release the remainder of the record.
 - (c) The requested records could not be found or do not exist. If the school division knows that another public body has the requested records, the response will include contact information for the other public body.
 - (d) It is not practically possible to provide the records or to determine whether they are available within the five-day period. Such response will specify the conditions which make a response impossible. If the response is made within five working days, one of the preceding responses shall be provided within seven additional working days
2. The school division may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response within the time outlined above will prevent the school division from meeting its operational responsibilities. Before proceeding with the petition, the school division will make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.
3. The five-day period shall begin on the first working day following the day the request is received by the central office or by a building office. Any time that elapses between the time the requester is notified of an advance cost determination pursuant to the procedures detailed below and the time that the requester responds to that notice shall not be counted in calculating the five work days.

Processing of Requests

1. The Superintendent or a designee shall, after receiving a request, promptly make an initial determination as to whether the requested records will be provided to the requester, will be withheld, either completely or in part, or if it is practically impossible to provide the requested records or to determine whether they are available within five days.
2. If the Superintendent or designee is unsure whether the requested documents should be

File: KBA-R

Page 3

- provided to the requester, legal advice shall be promptly sought.
3. If the Superintendent or designee is uncertain whether the requested records exist or where they may be located, efforts shall be promptly initiated to locate the records or determine whether they exist.
 4. If the requested records will be made available either in whole or in part, the Superintendent or a designee shall promptly consult with central office staff to determine the cost involved to assemble the records for inspection and copying. Where portions of individual records must be redacted prior to inspection and copying, the cost of doing this shall also be taken into account. The following costs shall be charged at the rates indicated, not to exceed actual cost:
 - Staff member search time, charged by the quarter hour. Depending on the staff member(s) involved in the search, rates of \$4.00 to \$15.00 per quarter hour may apply.
 - Computer search time, charged at the rate of \$12 per quarter hour
 - Computer printouts, charged at the rate of 10 cents per page
 - Photocopies (including those necessary to perform redactions), charged at the rate of 10 cents per page.
 - Incidental out-of-pocket costs necessary to assemble the records (for example: phone, postage, or courier charges).
 5. If the requester has asked for an advance determination of the cost, or if the cost is expected to exceed \$ 200, the requester shall be notified in advance of the cost associated with the request. If the cost of the request is determined to exceed \$200, the school board may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the 50% of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. No further action shall be taken until the requester responds, and the requester must agree to pay the estimated amount before any further processing of the request is performed.
 6. Before processing a request for records, the Superintendent or designee may require the requester to pay any amounts owed to the school board for previous requests for records that remain unpaid 30 days or more after billing.
 7. Any records to be disclosed shall be assembled for inspection and copying by central office staff, under the direction and supervision of the Superintendent or a designee.
 8. Central office staff shall be responsible for recording the date the request was received, verifying photo identification and signature, and recording and assembling additional information about the request as indicated on Form KBA- F1.

Issued: January 23, 2009
 Reissued: August 17, 2009
 Reissued: January 10, 2011
 Reviewed: July 13, 2017
 Revised: June 19, 2018
 Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2- 3704.2.

Cross Ref.: KBA Requests for Public Records
 Charlottesville City Schools

SCHOOL-COMMUNITY RELATIONS

File: KF

DISTRIBUTION OF INFORMATION/MATERIALS

The Charlottesville City School Board seeks to minimize intrusions on the time of students and employees from sources other than the school division. To that end, the School Division will limit the distribution of information/materials from outside groups. Only parent- teacher organizations, booster clubs supporting school-sponsored student activities, and non- school governmental organizations may apply for permission to have materials distributed by school employees. PTOs and booster clubs must apply to the school principal for permission to have materials distributed. Non-school governmental organizations must apply to the division superintendent or his/her designee. Approval must be obtained from the superintendent, or superintendent's designee, before any materials may be distributed or made available at the request of non-school organizations.

Approval will not be given for materials which

- o Are likely to cause substantial disruption of, or a material interference with, school activities;
- o Endorse or encourage the use of alcohol, tobacco products, nicotine vapor products, or any illegal substance or action;
- o Endorse or encourage any violation of the Standards of Student Conduct; or
- o Are obscene, pornographic, or inflammatory.

The Superintendent, by regulation, will establish the time, place, and manner of distribution of approved materials.

Political Communications

Students are not required to convey or deliver any material that advocates (1) the election or defeat of any candidate; (2) the passage or defeat of any referendum question; or (3) the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly, or Congress.

This policy shall not be construed to prohibit the discussion or use of political or issue-oriented materials as part of classroom discussions or projects.

Adopted: August 6, 1998
 Revised: May 17, 2007
 Revised: February 21, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal References.: U. S. Constitution amend. I.

Child Evangelism Fellowship of Maryland, Inc. v. Montgomery County Public Schools, 457 F.3d 376 (4th Cir. 2006)

SCHOOL-COMMUNITY RELATIONS

File: KF

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Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.3, 22.1-79.5, 22.1-131, 22-1.279.6 and 22.1-293.

Acts 2016, c. 647.

Cross References.: JFC-R Standards of Student Conduct
 KFB Administration of Surveys and Questionnaires
 KG Community Use of School Facilities
 KQ Commercial, Promotional, and Corporate Sponsorships
 and Partnerships

SCHOOL-COMMUNITY RELATIONS

File: KG

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit use of school property by members of the community when such use will not impair the efficiency of the school. The superintendent shall develop guidelines and applications for use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

Adopted: August 6, 1998
 Revised: February 21, 2008
 Revised: July 5, 2012
 Revised: June 20, 2017
 Revised: August 1, 2019

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132.

Acts 2016, c. 647.

Cross Refs.: GBEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products
 IGDA Student Organizations
 KF Distribution of Information/Materials

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SCHOOL-COMMUNITY RELATIONS

File KGA

SALES AND SOLICITATIONS IN SCHOOLS

No one may sell or offer for sale, within the schools, on school grounds, or at school-sponsored activities, any product or service except when the sale will benefit the educational program of the schools, except with the approval of the Superintendent or designee.

Solicitations for contributions to charitable organizations, dues for employee organizations, contributions for the benefit of professional organizations, or for school organizations may only be made outside school hours. Individual discussions between school division employees, regarding contributions or dues for charitable or school organizations, during school hours are not prohibited.

Adopted: August 6, 1998

Revised: January 8, 2004

Reviewed: February 21, 2008

Revised: June 19, 2008

Revised: September 18, 2008

Reviewed: June 25, 2013

Revised: August 1, 2019

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

Cross Refs.:	DJG	Vendor Relations
	GAH	School Employee Conflict of Interests
	GCQAB	Tutoring for Pay
	JHCH	School Meals and Snacks
	JL	Fund Raising and Solicitation
	KG	Community Use of School Facilities
	KJ	Advertising in the Schools
	KK	Visitors to the Schools

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COMMUNITY RELATIONS

File KGB

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted in schools, at school-sponsored events, or in school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted: August 6, 1998
 Revised: January 8, 2004
 Revised: February 21, 2008
 Revised: June 19, 2008
 Revised: June 25, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs: ECAB Vandalism

COMMUNITY RELATIONS

File: KGB
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GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
KK	School Visitors
KN	Sex Offender Registry
KNA	Violent Sex Offenders on School Property

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PUBLIC GIFTS TO THE SCHOOLS

The School Board acts on offers of gifts to schools or to the school division. The School Board may impose reasonable conditions on donations.

When any real or personal property is given to and accepted by the Board, it vests in the Board unless inconsistent with the terms of the gift, devise or bequest, and is managed by the Board, according to the wishes of the donor or testator. The Board in addition to the regular settlement it is required to make of all school funds, settles annually before the commissioner of accounts so far as the management of the property bequeathed or devised is concerned.

In the case of any change in the boundaries of the division, the Board shall make provision for continuing the fulfillment of the purposes of the donor as far as practicable and settlement shall be made as provided for above.

Adopted: August 6, 1998
Revised: January 8, 2004
Reviewed: February 21, 2008
Revised: January 8, 2015
Revised: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-126.

Cross Ref: FFA Naming School Facilities
KJ Advertising in the Schools
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

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COMMUNITY RELATIONS

File: KJ

ADVERTISING IN THE SCHOOLS

Except as provided in Policy KQ, individual schools may not endorse or imply endorsement of any product without the approval of the Superintendent or superintendent's designee.

School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal consults with the superintendent.

Commercial establishments whose primary source of revenue is the sale of intoxicants may not advertise in school publications.

Adopted: August 8, 1998
 Revised: January 8, 2004
 Revised: February 21, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

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

Cross Refs.:	DJG	Vendor Relations
	JP	Student Publications
	KF	Distribution of Information/Materials
	KGA	Sales and Solicitations in Schools
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

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**CHARLOTTESVILLE CITY SCHOOL DIVISION
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Request By	_____		
Representing	_____	Myself	_____
	_____	Organization or Group (please identify)	_____
Address	_____	E-mail address	_____
Telephone	_____		
How do you prefer to be contacted?	_____		
Title or Description of Item	_____		
Author or Editor	_____		
Type of Material (book / film / record / speaker / software / other (specify))	_____		

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?

YES NO

2. Have you discussed this material with school staff who ordered it or who use it?

YES NO

If yes, please identify the staff person(s) with whom you had the discussion:

[Print name of staff person(s)]

Are you aware of evaluations of this material by professional critics?

YES NO

If no, would you be interested in receiving this information?

YES NO

3. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

4. Does the general purpose for the use of the material, as described by the school staff or in the Charlottesville City school division's program objectives, seem a suitable one for you?
 YES NO

If not, please explain (attach additional material, if necessary)

5. What action[s] would you like to see the school take regarding this material?

Do not assign it to my child The school should reevaluate the material

Other—

Explain: _____

6. Are there other materials of the same subject and format that you would suggest for consideration in place of this material? YES NO

If yes, please identify your suggestions.

Signature _____

Date _____

RETURN COMPLETED FORM TO SCHOOL PRINCIPAL

COMMUNITY RELATIONS

File: KQ

COMMERCIAL, PROMOTIONAL AND CORPORATE
SPONSORSHIPS AND PARTNERSHIPS

Generally

The Charlottesville City School Board recognizes that corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by the Board. For that reason, the Charlottesville City School Board may enter into commercial, promotional and corporate sponsorship and partnership arrangements under certain conditions.

Definitions

An “educational partnership” is a mutually beneficial, co-operative relationship in which partners share values, objectives and/or human or financial resources to enhance learning for students.

An “educational sponsorship” is a an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services or other benefits in exchange for recognition of its products or entity for a specified period of time.

Authority to Enter into Agreements

On behalf of the School Board, principals may enter into sponsorships and partnerships for their schools when the sponsorship or partnership does not extend beyond a single school year or exceed \$5,000 in value to the school.

On behalf of the School Board, the superintendent may enter into sponsorships and partnerships which will benefit more than one school or the division as a whole. The superintendent may also enter into sponsorships and partnerships when the sponsorship or partnership extends beyond a single school year or exceeds \$5,000 in value.

The School Board may create a Sponsorship Review Committee to approve any sponsorship or partnership which the Board determines should be considered by the Committee. The School Board shall establish criteria identifying proposed sponsorships and partnerships which must be approved by the Committee rather than by a principal or the superintendent. If the Committee’s decision regarding the proposed sponsorship or partnership is not unanimous, the decision may be appealed to the School Board by either the potential sponsor or partner or by a member of the Sponsorship Review Committee.

Requirements

Any agreement to enter into an educational sponsorship or educational partnership will be in writing.

The written agreement shall include:

- A statement of the educational purpose for the relationship.

COMMUNITY RELATIONS

File: KQ

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- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.
- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or nonsponsored materials.
- The duration of the agreement.
- A statement that the school or School Board retains the exclusive right to authorize the use of its name, logo, or other similar information.
- A statement that the school or School Board must approve its identification as a partner or co-sponsor in all publicity materials.
- A statement of the monetary value to be received by the school or school division pursuant to the agreement.
- A statement defining how the benefits arising from agreement will be distributed.
- A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or School Board employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, School Board employee, School Board member, or the superintendent.
- A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours

COMMUNITY RELATIONS

File: KQ

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or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

- A statement that no partnership or sponsorship shall exploit any student or School Board employee.
- A statement that no sponsor or partner shall be permitted to collect personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership or sponsorship.
- A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- If a student or school board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, alternate arrangements should be made to accommodate the student or employee and allow full participation.

Prohibitions

No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity which could result in the following:

- promotion of hostility or violence;
- an attack on ethnic, racial, or religious groups;
- discrimination prohibited by any law or School Board policy;
- promotion of the use of drugs, alcohol, tobacco products, nicotine vapor products, or firearms;
- promotion of sexual, obscene or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the School Board.

Adopted: February 21, 2008

Revised: June 18, 2009

Revised: June 26, 2014

Revised: August 1, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-79.5, 22.1-89.4, 22.1-296.1.

Cross Refs.:	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DO	Non-Locally Funded Programs
	IIAA	Textbook Selection, Adoption, and Purchase
	IIBAB	Supplementary Materials Selection and Adoption
	IICB/IICC	Community Resource Persons/School Volunteers
	JFCB	Sportsmanship, Ethics and Integrity

COMMUNITY RELATIONS

JHCF	Student Wellness
JL	Fund Raising and Solicitation
KA	Goals for School-Community Relations
KH	Public Gifts to the School
KLB	Public Complaints about Learning Resources

COMMUNITY RELATIONS

File: LC

CHARTER SCHOOLS

Purpose

In order to (1) encourage the development of innovative programs; (2) provide opportunities for innovative instruction and student assessment; (3) provide parents and students more choices; (4) provide innovative scheduling, structure and management; (5) encourage the use of performance-based educational programs; (6) establish high standards for teachers and administrators; and (7) develop models for replication in other public schools, the Charlottesville City School Board receives and considers applications for the establishment of charter schools.

Definition of Charter School

A charter school is a public, nonreligious or non-home-based alternative school located within the Charlottesville City School Division or operated jointly by multiple school divisions. A charter school may be created as a new school or by converting all or part of an existing public school. Conversions of private schools or home-based programs are not permitted. A charter school for at-risk pupils may be established as a residential school.

In establishing public charter schools within the division, the School Board gives priority to public charter school applications designed to increase the educational opportunities of at-risk students. At least one half of the public charter schools in the division must be designed for at-risk students. However, conversions of existing public schools into public charter schools that serve the same community as the existing public school do not count in the determination of school division compliance with the one-half requirement.

Enrollment in a charter school is open to any child who resides within the school division or, in the case of a regional public charter school, within any of the relevant school divisions, through a lottery process on a space-available basis, except that in the case of the conversion of an existing public school, students who attend the school and the siblings of such students are given the opportunity to enroll in advance of the lottery process. Students eligible to enroll in the school division pursuant to Va. Code § 22.1-3.B because they are the children of military personnel on active military duty who will reside in the division may participate in the lottery process for charter schools in the division at the same time and in the same manner as students who reside in the division.

Public charter schools are subject to all federal laws and authorities as set forth in law and the charter contract. Public charter schools are subject to the same civil rights, health and safety requirements applicable to other public schools in the Commonwealth, except as otherwise provided by law.

COMMUNITY RELATIONS

File: LC

Page 2

Public charter schools are subject to the student assessment and accountability requirements applicable to other public schools. Nothing precludes a public charter school from establishing additional student assessment measures that go beyond state requirements if the School Board approves such measures.

Management committees of public charter schools are subject to and shall comply with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.).

No public charter school shall discriminate against any individual on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services or any other unlawful basis, and each public charter school shall be subject to any court-ordered desegregation plan in effect for the school division.

No public charter school shall discriminate against any student on the basis of limited proficiency in English and each public charter school shall provide students who have limited proficiency in English with appropriate services designed to teach such students English and the general curriculum, consistent with federal civil rights laws.

No public charter school shall engage in any sectarian practices in its educational program, admissions or employment policies or operations.

Application Process

Any person, group or organization may submit an application for the formation of a public charter school to the Charlottesville City School Board. A complete application includes the applicant's Virginia Public Charter School Application package submitted to the Board of Education, the result of the Board of Education's review of the application and the Charter School Application Addendum (LC-E [School Division] Charter School Application Addendum). Prior to submitting a charter school application to the School Board, a public charter school applicant shall submit its proposed charter application to the Board of Education for review and comment and a determination as to whether the application meets the approval criteria developed by the Board of Education. Charter School applications initiated by the Charlottesville City School Board must conform to the Virginia Public Charter School Application. However, such applications are not required to receive Board of Education review and comment prior to action by the School Board.

The Board of Education examines all applications, other than those initiated by the School Board, for feasibility, curriculum, financial soundness and other objective criteria it may establish, consistent with existing state law. The Board of Education's review and comment is for the purpose of ensuring that the application conforms with such criteria. The school division may work with a charter school applicant before the application is submitted to the Board of Education for review and recommendation.

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All public charter school applicants, other than those initiated by the School Board, must also complete the application addendum in the format provided in Exhibit LC-E [School Division] Charter School Application Addendum. The School Board shall establish a “review team” consisting of appropriate school personnel, a local business representative and a resident charter school proponent to evaluate charter school applications. The School Board shall designate the chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for charter schools. When an application is incomplete, the review team shall request the necessary information; an incomplete application is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable timeframe (established by the review team) then the application may be denied.

The review team shall (1) recommend to the School Board appropriate criteria for reviewing charter school applications; (2) evaluate all charter school applications based on the review criteria adopted by the School Board; (3) recommend one of the following options to the School Board for each application: approve, reject, place on a waiting list or return with suggestions for improvement; (4) monitor charter school progress; and (5) make recommendations for revocation, renewal or non-renewal of charter contracts.

The Charlottesville City School Board shall establish a regulation for receiving, reviewing and ruling on applications for the establishment of charter schools. Such regulation must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. To provide appropriate opportunity for input from parents, teachers, citizens, and other interested parties and to obtain information to assist the School Board in its decision to grant or deny a public charter school application, the regulation will provide for public notice and the receipt of comment on public charter school applications. The School Board shall give at least 14 days' notice of its intent to receive public comment on an application. A copy of the regulation, including the review criteria, shall be posted on the division's website and a copy shall be made available to any interested party upon request.

School Board Decision

If the School Board denies a public charter school application, or revokes or fails to renew a charter agreement, it shall provide to the applicant or grantee its reasons, in writing, for such decision, and it shall post such reasons on its website. A public charter school applicant whose application was denied, or a grantee whose charter was revoked or not renewed, is entitled to petition the School Board for reconsideration. The petition for reconsideration shall be filed no later than 60 days from the date the public charter school application is denied, or the charter agreement is revoked or fails to be renewed. Such reconsideration shall be decided within 60 days of the filing of the petition.

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The School Board shall establish a process for reviewing petitions of reconsideration, which shall include an opportunity for public comment. The petition of reconsideration may include an amended application based on the reasons given by the School Board for such decision. Prior to seeking reconsideration, an applicant or grantee may seek technical assistance from the Superintendent of Public Instruction to address the reasons for denial, revocation or non-renewal.

Upon reconsideration, the decision of the School Board to grant or deny a public charter school application or to revoke or fail to renew a charter agreement is final and not subject to appeal. Following a decision to deny a public charter school application or to revoke or fail to renew a charter agreement, the School Board submits documentation to the Board of Education as to the rationale for the School Board's decision. The Board of Education has no authority to grant or deny a public charter school application or to revoke or fail to renew a charter agreement but may communicate any Board finding relating to the rationale for the School Board's denial of the public charter school application or revocation of or failure to renew the charter agreement based on the documentation submitted in any school division in which at least half of the schools receive funding pursuant to Title I, Part A.

Nothing in this policy prohibits an applicant whose application has been denied or a grantee whose charter has been revoked or not renewed from submitting a new application.

Charter Contract

Within 90 days of approval of a charter application, the School Board and the management committee of the approved public charter school shall execute a charter contract that clearly sets forth (i) the academic and operational performance expectations and measures by which the public charter school will be judged and (ii) the administrative relationship between the School Board and public charter school, including each party's rights and duties. The 90-day period may be extended by up to 30 days by mutual agreement of the parties. Such performance expectations and measures shall include applicable federal and state accountability requirements and may be refined or amended by mutual agreement after the public charter school has collected baseline achievement data for its enrolled students.

The academic and operational performance expectations and measures in the charter contract shall be based on a performance framework that clearly sets forth the academic and operational performance indicators, measures and metrics that will guide the School Board's evaluations of the public charter school. The performance framework shall include indicators, measures and metrics for:

- student academic proficiency;
- student academic growth;

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- achievement gaps in both proficiency and growth between the major student subgroups based on gender, race, poverty status, special education status, English language learner status and gifted status;
- attendance;
- recurrent annual enrollment;
- postsecondary education readiness of high school students;
- financial performance and sustainability; and
- the performance and stewardship of the management committee, including compliance with all applicable laws, regulations and terms of the charter contract.

The performance framework shall allow the inclusion of additional rigorous, valid and reliable indicators proposed by the charter school to augment external evaluations of its performance, provided that the School Board approves the quality and rigor of such indicators.

The performance framework shall require the disaggregation of all student performance data by major student subgroups based on gender, race, poverty status, special education status, English language learner status and gifted status.

Annual performance targets shall be set by the public charter school and the School Board and shall be designed to help each school meet applicable federal, state and School Board expectations.

The charter contract shall be signed by the chairman of the School Board and the president or chairman of the public charter school's management committee. Within 10 days of executing a charter contract, the School Board shall submit to the Board written notification of the charter contract execution, including a copy of the executed charter contract and any attachments.

No public charter school shall commence operations without a charter contract executed in accordance with this policy and approved in an open meeting of the School Board.

Waivers of School Board Policy and State Regulation

A charter school may operate free from School Board policies and state regulations, except the Standards of Quality, the Standards of Accreditation and Standards of Learning, as agreed in the charter contract. The School Board shall request from the Board of Education, on behalf of its charter schools, waivers from state regulation contained in each approved charter application. If the charter school is designed to increase the opportunities of at-risk students, then the School Board shall request that the Board of Education approve an Individual School Accreditation Plan.

Management and Operation

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A charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school and representatives of any community sponsors, or any combination thereof. A charter school shall be responsible for its own operations. However, a charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services; services provided by the School Board must be provided at cost.

The applicant and members of the management committee, administrators, and other personnel serving in a public charter school must disclose any ownership or financial interest they may have in renovating, lending, granting, or leasing public charter school facilities.

Personnel

Charter school personnel shall be selected as agreed in the charter contract. Such personnel may, but are not required, to be employees of the School Board. However, all charter school personnel shall be subject to the provisions of §§ Va. Code 22.1-296.1, 22.1-296.2 and 22.1-296.4.

Professional, licensed employees currently employed by the School Board may volunteer for assignment to a charter school and may be assigned by the School Board to a charter school for one contract year and reassigned annually upon the request of the employee and management committee. Professional, licensed employees assigned to a charter school shall receive the same employment benefits as such personnel assigned to noncharter schools. Professional, licensed personnel who request assignment to a noncharter school or who are not recommended for reassignment in the charter school, other than for reasons cited in § 22.1-307 of the Code of Virginia, shall be transferred to a noncharter school according to School Board policy.

The School Board may employ health, mental health, social services and other related personnel to serve in residential charter schools for at-risk students as determined in the charter agreement. However, the School Board is not required to fund the residential or other services provided by a residential charter school.

The School Board has the final authority to assign professional, licensed personnel to charter or other schools within the division.

Funding

Charter schools shall be funded as provided by law and negotiated in the charter contract.

Revocation and Renewal of the Charter Contract

The School Board may revoke a charter contract if

- the charter school violates the conditions, standards or procedures established in the application;
- the charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board);
- the charter school fails to meet or make reasonable progress toward achievement of the content standards or student performance standards identified in the charter application;
- the charter school fails to meet generally accepted standards of fiscal management; or
- the charter school violates any provision of law from which it was not specifically exempted.

A charter contract may be renewed for up to five years. The management committee must apply to renew the charter by July 1 of the school year the charter expires.

The application for renewal shall contain

- a report on the progress of the charter school in achieving the goals, objectives, program and performance standards for students and other conditions and terms the School Board required in the charter
- a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board and the public to compare such costs to the costs of other schools and comparable organizations
- other information the School Board may require

If a charter contract is revoked or not renewed, or a charter school is dissolved, the management committee shall be responsible for all financial obligations of the charter school.

Reports

The School Board reports the following to the Board of Education:

- the grant or denial of charter applications, applications for renewal, and the revocation of any charter contract; for any such denial, revocation or failure to renew, the report to the Board of Education contains documentation as to the reason for the denial or revocation
- whether a public charter school is designed to increase the educational opportunities of at-risk students

The Board of Education will report the number of public charter schools established in Virginia, and the number of charters denied, in its annual report to the Governor and the General Assembly.

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Revised: October 19, 2006
Reviewed: June 19, 2008
Revised: June 17, 2010
Revised: July 5, 2012
Revised: June 20, 2017
Revised: August 1, 2019

Legal Refs: 20 U.S.C. § 6311(b)(1)(B).

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-212.5 et seq.

Cross Refs: KBA Requests for Public Records
KBA-F1 Request for Public Records
KBA-F2 Record of Inspection and/or Delivery of Copies
KBA-R Requests for Public Records
LC-E [School Division] Charter School Application Addendum