

Policy Reading
VSBA February Updates
May 12, 2014

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SCHOOL DIVISION GOALS AND OBJECTIVES

A. Generally

The school division is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional and social growth and vary in their needs and abilities, learning opportunities ~~shall be~~ are provided that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The educational program ~~shall~~ introduces each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

B. Standards of Quality and Objectives

The School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations.

The School Board will report its compliance with the Standards of Quality to the Board of Education annually. The report of compliance will be submitted to the Board of Education by the chairman of the board and the division superintendent.

C. Standards of Quality--Programs and Services

The School Board commits itself to providing programs and services as stated in the Standards of Quality ~~only to an~~ the extent ~~proportionate to~~ funding thereof is provided by the General Assembly.

Adopted:

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

~~8 VAC 20-131-20.~~

COMPREHENSIVE PLAN

The BLANK School Board will adopt 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 will be developed with staff and community involvement and will include, or be consistent with, all other divisionwide plans required by state and federal laws and regulations. The School Board shall review the plan biennially and adopt any necessary revisions. Prior to the adoption of the plan or revisions thereto, the School Board will post the plan or revisions on the division's Internet website if practicable and make a hard copy of the plan or revisions available for public inspection and copying and will conduct at least one public hearing to solicit public comment on the plan or revisions.

The divisionwide comprehensive plan will include

- (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 ~~providing certain~~ 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 will present 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 will prepare a comprehensive, unified, long-range plan, which shall be given consideration by the School Board in the development of the divisionwide comprehensive plan.

Adopted:

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

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The School Board ~~will~~ reviews its performance annually to ensure its proper discharge of responsibilities to the community. Evaluation ~~will be~~ is based on a positive approach, ~~which will indicate~~ identifying the strengths of the School Board and ~~the areas that need~~ opportunities for improvement.

~~To help the School Board meet this goal, the~~ The following elements ~~will be~~ are included in the self-evaluation process:

1. School Board members ~~will be~~ are involved in the development of an evaluation instrument and procedure.
2. The School Board evaluation instrument ~~will be~~ is completed by individual Board members on a confidential basis, and submitted to the School Board Chairman, or ~~his or her~~ the Chairman's designee, for compilation.
3. The School Board ~~will~~ meets, with all members present, to review and discuss the composite results.
4. Each conclusion ~~will be~~ is supported by objective evidence.

~~Upon final~~ Based on discussion of the results, the School Board ~~will~~ develops both short-and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas and to improve the efficiency of the Board.

Adopted:

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

SCHOOL BOARD POWERS AND DUTIES

The School Board shall:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the State Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools; ~~and,~~
- performs such other duties as shall be prescribed by the State Board of Education or ~~as are imposed by law;~~
- obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken. ~~If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting or pupil assignment plan which is to be implemented after the effective date of this provision, an additional public hearing shall not be required.~~
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the

Superintendent of Public Instruction, and the Virginia Retirement System;
and

- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to [Va. Code](#) § 9.1-914.

Adopted:

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

Cross Refs.: AF Comprehensive Plan
 KN Sex Offender Registry Notification

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A School Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the School Board member notifies the chair of the School Board that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the School Board
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a School Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or

2. if a School Board member notifies the School Board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A School Board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and
- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the School Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG Minutes; and
- record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, ~~and~~ the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

III. Reporting

1. If the School Board meets by electronic means ~~as provided in this section~~, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- The total number of electronic communication meetings held that year
- The dates and purposes of the meetings
- A copy of the agenda for each meeting
- The number of sites for each meeting
- The types of electronic communication means by which the meetings were held
- The number of participants, including members of the public, at each meeting location
- The identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- A summary of any public comment received about the electronic communication meetings; ~~and~~

- A summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience

2. At any meeting at which any member of the School Board participates electronically, the School Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory County available to the public.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes

AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda is the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the agenda.

A copy of the agenda packet and materials shall be made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.:	BDA	Regular Board Meetings
	BDB	Special Board Meetings
	BDDA	Notification of School Board Meetings

VOTING METHOD

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

In any case in which there shall be 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. In complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk shall record the vote and immediately notify the tie breaker, if any¹, to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed as authorized by state law, any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted:

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

Cross Refs.: BDD Electronic Participation in Meetings from Remote Locations
BDDG Minutes

Footnote is for reference only and should be deleted from the Board's final policy.

¹ Va. Code §§ 15.2-410, 15.2-531, 15.2-627, 15.2-837, 22.1-40, 22.1-44, and 22.1-47 provide that counties may have tie breakers in certain circumstances. In addition, Va. Code § 22.1-57.3 provides that elected school boards may appoint a tie breaker. School divisions which do not have tie breakers may want to delete this sentence and the first phrase of the final sentence in the text.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the BLANK School Board to observe its deliberations. Any citizen member of the community may address the Board on matters related to the BLANK public schools at any regular meeting as provided in the accompanying regulation¹. Persons wishing to ~~appear before~~ address the School Board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for ~~citizens~~ community members to present matters of concern.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL VERSION OF THE POLICY.

¹ The regulation should address matters such as the amount of time available for speakers and placement of public comment on the agenda.

BOARD-STAFF COMMUNICATIONS

The BLANK School Board supports and encourages ~~the concept of~~ two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system ~~shall be~~ is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

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 it shall allow time at its meetings for employees to be heard.

~~It is the policy of the~~ The School Board does not to discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

~~Cross Ref.: GBB~~ ~~Staff Involvement in Decision Making~~

MANAGEMENT OF FUNDS

The superintendent or ~~his/her~~ superintendent's designee ~~shall be~~ is responsible for administering the division budget in accordance with Board policies and applicable state and federal regulations, and laws; ~~therefore, the~~ The superintendent or ~~his/her~~ superintendent's designee ~~will use~~ uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

1. If the appropriating body ~~approves~~ appropriates funds to the School Board ~~budget~~ by total expenditures, funds may be transferred by the School Board from one category to another. If funds are appropriated to the School Board by major classifications, no funds ~~shall be~~ are expended by the School Board except in accordance with such classifications without the consent of the body appropriating the funds.
2. The superintendent may be authorized by the School Board to make line item transfers within a category.

The School Board ~~shall manage~~ and controls the funds made available to ~~the~~ School Board ~~it~~ for the public schools and ~~may incur~~ costs and expenses.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94.

<u>Cross Refs.:</u>	<u>DB</u>	<u>Annual Budget</u>
	<u>DG</u>	<u>Custody and Disbursement of School Funds</u>
	<u>DI</u>	<u>Financial Accounting and Reporting</u>
	<u>DJ</u>	<u>Small Purchasing</u>
	<u>DJA</u>	<u>Purchasing Authority</u>
	<u>DJF</u>	<u>Purchasing Procedures</u>
	<u>DK</u>	<u>Payment Procedures</u>
	<u>DL</u>	<u>Payroll Procedures</u>

FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The School Board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the ~~division~~ superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person ~~to be~~ designated by the School Board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJA	Purchasing Authority
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DK	Payment Procedures

PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state ~~codes~~ laws and regulations and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or ~~his/her~~ superintendent's designee for approval and processing.

Internal Controls

The superintendent, or ~~his/her~~ superintendent's designee, ~~shall~~ establishes appropriate procedures for internal accounting controls.

Purchasing and Contracting

BLANK School Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., ~~22.1-68~~, 22.1-70 and 22.1-78.

Cross Refs.:	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJ	Small Purchasing
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures

PAYMENT PROCEDURES

School Board

The School Board ~~will examine~~s all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, ~~orders~~s or ~~authorizes~~s payment thereof. A record of such approval and order or authorization ~~shall be~~is made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the School Board.

However, (1) when the agent is the ~~division Superintendent~~superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

Special Warrants¹

The BLANK County School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for

- all employees under written contract,
- all other employees whose rates of pay have been established by the School Board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and
- ~~for~~ payment on contracts for school construction projects according to the terms of such contracts.

All such special warrants shall be signed by the clerk or deputy clerk of the School Board and countersigned by the ~~division~~ superintendent or the chairman or vice-chairman of the School Board. When the ~~division~~ superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the School Board at its next regular meeting.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJB	Petty Cash Funds
	DGD	Funds for Instructional Materials and Office Supplies

Note: Footnotes are for reference only. They should be eliminated from an individual board's policy.

¹ Because only county school boards can use special warrants, city school boards should not adopt this section of the policy.

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to ~~his or her~~ the employee's supervisor, the superintendent or ~~his/her~~ the superintendent's designee.

The superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials ~~will not be~~ are not used in kindergarten through grade 5.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1.

8 VAC 20-530-10 et seq.

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification by a School Board employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the School Board employee.

The superintendent and the School Board employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in ~~section 32.1-35 et seq. of the Code of Virginia~~ Va. Code § 32.1-35.

Whenever any School Board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the School Board employee who was exposed. In other than emergency situations, it shall be the responsibility of the School Board employee to inform the person of this provision prior to the contact that creates a risk of such exposure.

If the person whose blood specimen is sought for testing is a minor, and that minor refuses to provide such specimen, consent for obtaining such specimen shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, or is not reasonably available, the person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person may petition the juvenile and domestic relations district court in the county or city where the minor resides or resided or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the minor to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy.

Whenever any person is directly exposed to the body fluids of a School Board employee in a manner that may, according to the then current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the School Board employee whose body fluids were involved in the

exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The School Board employee shall also be deemed to have consented to the release of such test results to the person.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted:

Legal Ref: Code of Virginia, 1950 as amended, §§ 22.1-271.3, 32.1-45.1.

Cross Refs: EBBB Personnel Training-Viral Infections
GBE Staff Health
JHCC Communicable Diseases
JHCCA Blood-Borne Contagious or Infectious Diseases

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The superintendent shall devise an adequate system of inventory of school property. ~~Such inventory shall be available 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.

Adopted:

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

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 parents or either of them of any minor living with such parents or either of them 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 will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.C.3.

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

AUTHORIZED USE OF SCHOOL-OWNED 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:

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

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	Tobacco Use on School Premises

STUDENT TRANSPORTATION SERVICES

The School Board ~~may provide~~ provides for the transportation of students as required by state and federal laws and regulations. ~~All conditions regarding the transportation of students stipulated by the Code of Virginia, regulations of the Virginia Board of Education, and policies and regulations of the School Board shall be met.~~

Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety ~~and or~~ and welfare of other riders. In such cases the parent or guardian ~~shall be is~~ is responsible for transporting the student to school.

Adopted

Legal Ref.: Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

Cross Refs.:	EEAB	<u>School Bus Scheduling and Routing</u>
	EEAC	School Bus Safety Program
	IICA	Field Trips
	JCA	Transfer Requests by Student Victims of Crime
	JCC	School Choice for Students Enrolled in Schools Identified for Improvement
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JECB	Admission of Nonpublic Students for Part-Time Enrollment
	(Opt. 1)	
	JEG	Exclusions and Exemptions from School Attendance
	JFCC	Student Conduct on School Buses
	JFC-R	Standards of Student Conduct
	LC-E	Charter School Application Addendum

FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient and 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:

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.

8 VAC 20-290-10.

Cross Refs.: ~~DGC~~ ~~School Activity Funds~~
~~GAA~~ ~~Staff Time Schedules~~
~~GBE~~ ~~Staff Health~~
DI Financial Accounting and Reporting
EFB Free and Reduced Price Food Services
JHCF Student Wellness

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The ~~division~~ BLANK School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the Executive Director of Curriculum, Instruction and Technology who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time ~~will~~ is it ~~be~~ necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time ~~will~~ is it ~~be~~ necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted:

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref:	JFC-R	Standards of Student Conduct
	GAB/IIBEA	Acceptable Computer System Use
	GCPD	Professional Staff Discipline

INSURANCE MANAGEMENT

The School Board ~~shall~~ 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, ~~shall be~~ 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:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2700 ~~et seq.~~ through 15.2-2709; 22.1-84; 22.1-188 through 22.1-198.

~~8 VAC 20-70-120.~~

EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

The School Board ~~shall~~ may establish ~~an~~ 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.¹ The School Board ~~shall~~ may also establish a 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 ~~and~~
- 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

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY

¹ School boards may establish an Educational Technology Foundation, a Public School Foundation, both types of foundations or no foundation. If the school board chooses to establish one type of Foundation but not the other, it should amend the policy as necessary to reflect that choice.

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

Adopted:

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.: 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

STAFF TIME SCHEDULES

Work Schedules

The workday for full-time licensed and professional staff ~~will be~~ is a minimum of seven hours and thirty minutes ¹ and ~~will continue~~ until professional responsibilities to the student and school are completed. Elementary school teachers ~~will be~~ are provided at least an average of thirty minutes per day during the students' school week as planning time. 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. Work schedules for other employees ~~will be~~ are defined by the superintendent or ~~his/her~~ superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel ~~will~~ conform to federal and state regulations. The superintendent ~~will~~ ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors ~~will~~ make every effort to avoid circumstances which ~~will~~ require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.²

Overtime and Compensatory Time³

The **BLANK** School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of ~~his/her~~ the employee's supervisor. All overtime work must be expressly approved in writing⁴ by the superintendent or ~~his/her~~ superintendent's designee.⁵ All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or ~~his/her~~ superintendent's designee. Principals and supervisors ~~will~~ monitor employees' work, ~~will~~ ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ~~will~~ ensure that all employees are compensated for any overtime worked.⁶ Principals or supervisors may need to adjust daily schedules

Footnotes are for reference only. They should be eliminated from an individual board's policy.

¹ If the length of the usual workday is different, the correct length should be substituted.

² The board is legally required to identify the workweek, but may designate another 7-day period as the school division's workweek.

³ Administrative procedures or regulations may provide more information on circumstances in which non-exempt employees will be permitted to work overtime.

⁴ Written approval is not required by the Fair Labor Standards Act but is recommended. If an individual school board elects not to require written approval, it should specify how and when oral approval may be granted.

⁵ This sentence is not required by the Fair Labor Standards Act but is recommended.

to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek ~~will~~ must be signed by each employee and submitted to the finance officer.⁷ The finance officer ~~will~~ 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.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240⁸ compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee ~~must~~ will be paid for any unused compensatory time at the rate of not less than the higher of

- (1) the average regular rate received by the employee during his/her last three years of employment, or
- (2) the final regular rate received by the employee.

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

Employees ~~will be~~ are provided with a copy of this policy and ~~will be~~ are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy ~~will~~ 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

Footnotes are for reference only. They should be eliminated from an individual board's policy.

⁶ Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. Supervisors who fail to prevent employees from working unauthorized overtime may also be subject to discipline.

⁷ Each division should designate the person to whom the time sheets should be given.

⁸ The Fair Labor Standards Act permits employees to accrue a maximum of 240 hours of compensatory time. Individual boards may elect to permit employees to accrue a lesser number of compensatory hours.

hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.⁹

Adopted:

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-291.1, 40.1-28.8 et seq.

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

Footnotes are for reference only. They should be eliminated from an individual board's policy.

⁹ Administrative procedures or regulations may further clarify expectations on absences.

STAFF INVOLVEMENT IN DECISION MAKING

~~Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two way communication shall be established by the superintendent to hear from and respond to all employees.~~

Adopted:

Legal Ref.: ~~Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.~~

BOARD-STAFF COMMUNICATIONS

The BLANK School Board supports and encourages ~~the concept of~~ two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system ~~shall be~~ is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

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 it shall allow time at its meetings for employees to be heard.

~~It is the policy of the~~ The School Board does not ~~to~~ discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

~~Cross Ref.: GBB~~ ~~Staff Involvement in Decision Making~~

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)¹ 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.

~~Prior approval~~ 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:

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
 GCBEB Military Leave and Benefits

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY

¹ The number of days of unpaid leave is up to the ~~division~~ School Board.

BASIC INSTRUCTIONAL PROGRAM

~~Because education is a lifelong process, the educational program shall provide both formal studies to meet the general academic needs of all students, and opportunities for individual students to develop specific talents and interests in career and technical and other specialized fields and grow toward independent learning.~~

~~The various instructional programs shall be developed with the view toward maintaining balanced, integrated, and sequentially articulated curricula which shall serve the educational needs of all school-aged children in the division.~~

~~The BLANK School Board subscribes to the philosophy that well-developed reading and other basic skills, including the ability to spell, speak, and write intelligently are essential in society. It shall adopt specific requirements to ensure that high school graduates are sufficiently competent in these essential skills.~~

~~At all levels, provisions shall be made for a wide range of individual differences in student abilities and learning rates through uses of a variety of materials, adjustments in programs, and courses adapted to special needs of students.~~

~~The curriculum shall meet or exceed those requirements established by the Code of Virginia, the State Department of Education, and the State Board of Education. The curriculum will be aligned to the Standards of Learning.~~

Adopted:

~~Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:1 et seq.~~

~~8 VAC 20-131-10 et seq.~~

ADULT EDUCATION

Adult education programs ~~shall be~~ are offered to those residents of the school division over the age of compulsory school attendance who are not enrolled in the regular public school program and who are functioning below the high school completion level. The School Board ~~shall~~ seeks to ensure that every adult participating in such a program has the opportunity to earn a general educational development (GED) certificate or a high school diploma. Such programs may be conducted solely by the School Board or through a collaborative arrangement between the School Board and other school boards or agencies. Additional educational programs for adults also may be offered. Tuition and fees ~~shall be~~ are established by the School Board.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-210, ~~22.1-223 through 22.1-226.4~~ 22.1-225, 22.1-253.13:1.D.7 22.1-253.13:1.

~~8 VAC 20-30-10,~~

~~8 VAC 20-360-10.~~

Cross Refs.: JEA Compulsory Attendance
 JEG Exclusions and Exemptions from School Attendance
 IKF Standards of Learning Tests and Graduation Requirements

INSTRUCTIONAL MATERIALS

The BLANK School Board is responsible for the selection, evaluation, approval, and use of instructional materials. ~~The superintendent or his/her designee will periodically review guidelines and procedures for the selection of instructional materials and bring recommendations for changes to the Board.~~

~~The procedures for selection and evaluation of instructional materials shall offer a thorough and efficient approach which ensures~~ 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. ~~The procedures will include~~

- ~~• local criteria for selection of instructional materials;~~
- ~~• evaluation of materials in relation to instructional goals and objectives;~~
- ~~• an evaluation committee which should include, when appropriate, parents, students, teachers, supervisors, and nonparent patrons;~~
- ~~• opportunity for the examination of materials by appropriate committees and individuals;~~
- ~~• notice to parents that materials under consideration for approval will be available at designated locations for review by any interested citizens. Provisions should be made for those reviewing such materials to present their comments and observations, if any, to the school board;~~
- ~~• procedures for the reconsideration of challenged materials; and~~
- ~~• special emphasis on the thorough evaluation of materials related to controversial or sensitive topics such as Family Life Education.~~

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

Adopted:

Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, § 22.1-238.

~~8 VAC 20-170-10.~~

~~8 VAC 20-230-10.~~

8 VAC 20-720-160.

Cross Ref.: IGAH Family Life Education
 IIAA Textbook Adoption, Selection and Purchase

IIAB	Supplementary Materials Selection and Adoption
<u>KLB</u>	<u>Public Complaints About Learning Resources</u>
<u>INB</u>	<u>Teaching About Controversial Issues</u>

TEXTBOOK SELECTION, ADOPTION AND PURCHASE

The School Board ~~shall~~ may adopt textbooks, including print or electronic media, for student use that serves as the primary curriculum basis for a grade-level subject or course from the list of textbooks approved by the Board of Education. The School Board may also adopt books which are not on the state-adopted list in accordance with the Board of Education regulations.

Textbooks Approved by the Board of Education

~~The BLANK School Board will adopt textbooks for use in the local division based upon recommendations presented by the superintendent following the procedures described in Policy IIA Instructional Materials.~~

The BLANK School Board may either enter into written term contracts or issue purchase orders with publishers of textbooks approved by the Board of Education. Such written contracts or purchase orders are exempt from the Virginia Public Procurement Act (Va. Code § 2.2-4300 et seq.) The contract price shall not exceed the lowest wholesale price at which the textbook or textbooks involved in the contract are currently bid under contract anywhere in the United States. If, subsequent to the date of any contract entered into by the School Board, the prices of textbooks named in the contract are reduced or the terms of the contract are made more favorable to purchase anywhere in the United States or a special or other edition of any book named in the contract is sold outside of Virginia at a lower price than contracted in Virginia, the publisher shall grant the same reduction or terms to the School Board and give the School Board the option of using such special or other edition adapted for use in Virginia and at the lowest price at which such special edition is sold elsewhere and the contract shall so state.

Contracts and purchase orders with publishers of textbooks approved by the Board of Education shall require the publisher to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards (NIMAS) format that will then be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities, as defined in 20 U.S.C. § 1474. Publishers shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.

Contracts and purchase orders with publishers of textbooks approved by the Board of Education for use in grades 6-12 shall allow for the purchase of printed textbooks, printed textbooks with electronic files, or electronic textbooks separate and apart from printed versions of the same textbook. The School Board may purchase an assortment of textbooks in any of the three forms listed above.

The School Board shall order directly from the respective publishers the textbooks needed to supply the public schools in the school division. The publishers shall ship the textbooks to the School Board. The purchase price of such textbooks shall be paid directly to the publishers by the School Board.

Locally-Approved Textbooks

In approving textbooks that have not been approved by the Board of Education, the School Board will

- appoint evaluation committees to review and evaluate textbooks,
- give notice to parents that textbooks under consideration will be listed on the division's website and made available at designated locations for review by any interested citizens,
- create opportunities for persons reviewing such textbooks to present their comments and observations to the School Board,
- create procedures to ensure appropriate consideration of citizen comments and observations and
- establish and make known selection criteria.

Adopted:

Legal Refs.: ~~Constitution of Virginia, Art. VIII, § 3.~~

Code of Virginia, 1950, as amended, §§ 22.1-238, 22.1-241.

~~8 VAC 20-230-10.~~

8 VAC 20-720-170.

Cross Refs.: DJF Purchasing Procedures
IIA Instructional Materials
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

~~The School Board delegates the responsibility for the selection and use of supplemental materials to the individual schools. Selection and use shall be in accordance with policies and regulations of the State Board of Education. The same care shall be exercised in the selection of supplemental materials as in the selection of other types of instructional materials.~~

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, newspapers, charts, pictures, certain workbooks, kits, videos, film strips, and games. 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:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-238.

8 VAC 20-720-160.

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

GUIDANCE AND COUNSELING PROGRAM

School Guidance and Counseling Services

Each school ~~will~~ provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.
- ~~employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.~~

No student ~~will be~~ is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program ~~will~~ does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents ~~will be~~ are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information

about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-209.

8 VAC 20-620-10.

Cross Ref.: IJ ~~Guidance and Counseling Program~~
IGAD Career and Technical Education
JO Student Records

PARENTAL ASSISTANCE WITH INSTRUCTION

The BLANK School Board encourages parents to provide instructional assistance to their children in the home. The school division may offers a voluntary training program to the parents of children in kindergarten through third grade to assist them in developing the skills necessary to provide effective instructional assistance to their children. ~~Information regarding parent training on instructional assistance shall be available in every elementary school within the division.~~

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.5.

Cross Ref.: IGBC Parental Involvement
IKB Homework

LOCALLY AWARDED VERIFIED CREDITS

Generally

The BLANK School Board awards verified credits toward a standard diploma in science and history/social sciences in accordance with this policy.

No student may earn more than four locally awarded verified credits except as noted below.

To be eligible to earn locally awarded verified credits, a student must

- pass the high school course and not pass the related Standards of Learning test
- take the Standards of Learning test at least twice
- score within a 375-399 scale score range on any administration of the Standards of Learning test
- demonstrate achievement in the academic content through the appeal process described below

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. To be eligible for such 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 ~~Plan~~ Program (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The BLANK School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, divisionwide 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 review panel will be final.

Adopted:

Legal Refs.: 8 VAC 20-131-110.B.3.

8 VAC 20-131-5 (Virginia Register of Regulations May 6, 2013)

8 VAC 20-131-50 (Virginia Register of Regulations May 6, 2013)

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, 2013) (attachment to Virginia Department of Education Superintendent's Memo No. 105-13 (Apr. 19, 2013)).

Additional Guidance on Credit Accommodations for Students with Disabilities July 2013 (Attachment A to Superintendent's Memo No. 191-13 issued July 26, 2013)

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (attachment to Virginia Department of Education Superintendent's Memo No. 52 (Aug. 9, 2002)), as amended by the Board of Education October 25, 2006.

RELIGION IN THE SCHOOLS

~~In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion, the~~ The BLANK Schools Board ~~shall be is~~ neutral in matters of religion. This means that the BLANK schools

- assume no role or responsibility for the religious training of any student and
- do not become involved in the religious belief, disbelief or doubt of any student.

This ~~requirement of neutrality need~~ does not preclude nor hinder the BLANK ~~Schools~~ school division in fulfilling ~~their~~ its responsibility to educate students to be tolerant and respectful of religious diversity. The division ~~also~~ recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural and historical development of civilization.

Therefore, the division ~~shall~~ approaches religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members may be excused from participating in activities that are contrary to their religious beliefs ~~unless there are clear issues of compelling public interest that would prevent it.~~

The School Board may authorize, as an elective in grades nine through 12 with appropriate credits toward graduation, a comparative religion class that focuses on the basic tenets, history, and religious observances and rites of world religions.

Adopted:

Legal Refs.: U.S. Const. amend. I.

Code of Virginia, 1950, as amended, §§ 22.1-78, [22.1-202.1](#).

SCHOOL ATTENDANCE AREAS

School attendance areas for each school are established by the School Board. Students ~~shall~~ attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board.

Changes in attendance areas ~~shall be~~ are determined by the School Board, upon recommendation of the superintendent based on the need to provide for the orderly administration of the schools, the competent instruction of the students and the health, safety, best interests and general welfare of all students.

Adopted:

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.

Cross Refs: JCA Transfers by Student Victims of Crime
JCB Transfers by Students in Persistently Dangerous Schools
~~JCC School Choice for Students Enrolled in Schools Identified for Improvement~~

WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY
STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board ~~shall~~ requires written notification of an offense to the parent, guardian or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when

- a pupil commits an offense in violation of School Board policies and school officials determine the offense was committed without the willful intent to violate such policies, or
- ~~when~~ the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board ~~shall~~ requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2(D).

FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of BLANK 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 a principal's designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fundraising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal shall develop and maintain a list of all approved fundraising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, ~~22.1-79~~.

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

GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board ~~will sets~~ sets goals and standards for school-community relations and regularly ~~evaluates~~ evaluates its relationship with the public. ~~The School Board also regularly evaluates and~~ The School Board also regularly evaluates its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, the businesses ~~and industrial sector~~ industries and the community at large.

Through its school-community relations program, the Board ~~will encourages~~ encourages the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :

AF	Comprehensive Plan
KBC	Media Relations
<u>KB</u>	<u>Public Information Program</u>
<u>KF</u>	<u>Distribution of Information/Materials</u>
<u>KG</u>	<u>Community Use of School Facilities</u>
<u>KMA</u>	<u>Relations with Parent Organizations</u>
<u>KNAJ</u>	<u>Relations with Law Enforcement Authorities</u>
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
IGBC	Parental Involvement

INTERNET PRIVACY

The BLANK School Board is committed to complying with the Government Data Collection and Dissemination Practices Act (~~formerly known as the Privacy Protection Act~~) and the Virginia Freedom of Information Act. The BLANK School ~~Division shall~~ Board does not collect unnecessary personal information by means of its website, and ~~shall collect~~ only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website ~~will be~~ is maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the superintendent or the superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the superintendent or the superintendent's designee.

The ~~school division shall~~ School Board informs the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement in a conspicuous fashion at the top of the website home page:

BLANK Public Schools School Board
Internet Privacy Policy Statement
 (last updated on [date])

The following information explains the Internet Privacy Policy, which the BLANK ~~Public Schools~~ School Board has adopted for its website. The following is intended to explain our current Internet privacy practices, but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

Virginia law

We protect our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act and by any applicable federal laws.

Links to other websites

Our website may contain links to other public or private entitieswebsites, whose privacy practices we do not control.

Information we collect

When you access our website, the routing ~~or client~~ information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

Routing, ~~or client~~, information: the Internet domain and Internet address of the computer you are using.

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using and the date and time of access.

Nonessential technical information: the Internet address of the website from which you linked directly to our website, [and the "cookie information" described below].

Optional information: when you send us an e-mail, your name, e-mail address, and the content of your e-mail, and/or when you fill out online forms, all the data you choose to fill in or confirm; ~~and,~~

Cookies

Our website does not place any "cookies" on your computer.

How the collected information is used

Routing information is used to route the requested web page to your computer for viewing. We send the requested web page and the routing information to our Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format, or in a personalized manner and helps us plan website improvement.

Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows us to plan website improvements.

We may keep your information indefinitely, but we ordinarily delete the routing information from our computer within [X] days after the web page is transmitted and do not try to obtain any information to link it to the individuals who browse our website. We use this routing information primarily in a statistical summary type format to assess site content and server performance. We may share this summary information with our business partners when needed.

However, on rare occasions when a “hacker” attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to the appropriate law enforcement agency.

Optional information is retained in accordance with the Records Retention Schedules promulgated by the Library of Virginia.

Under the Freedom of Information Act, any records in our possession at the time of a request for information, including the collection of logs and data of a website, may be subject to being inspected by or disclosed to members of the public for any purpose.

Choice to provide information

There is no legal requirement for you to provide any information at our website. However, our website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not prevent your use of our website but may prevent certain features from working. Failure to provide optional information may mean that the particular feature or service associated with that part of the web page ~~would~~ will not be available to you.

Comments or review

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact the Executive Director of Curriculum, Instruction, and Technology at 540-825-3677.

Adopted:

Legal Refs: Code of Virginia, 1950, as amended, § 2.2-3803(B).

Internet Privacy Guidelines (Final Draft), Virginia Department of
Technology Planning.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the BLANK School Board to observe its deliberations. Any ~~citizen~~ member of the community may address the School Board on matters related to the BLANK public schools at any regular meeting as provided in the accompanying regulation¹. Persons wishing to ~~appear before~~ address the School Board are requested to contact the superintendent, the School Board chairman or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and ~~shall~~ rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for ~~citizens~~ community members to present matters of concern.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL VERSION OF THE POLICY.

¹ The regulation should address matters such as the amount of time available for speakers and placement of public comment on the agenda.

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors ~~shall~~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 Use on School Premises, smoking is not permitted in schools or 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:

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.

Cross Refs: ECAB Vandalism
GBEC/JFCH Tobacco-Free School for Staff and Students
KGC Tobacco Use on School Premises
KK School Visitors
KN Sex Offender Registry
KNA Violent Sex Offenders on School Property

ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the superintendent or ~~his/her designee~~ superintendent's designee.

~~In order to solicit advertisements from merchants and business establishments for school publications, school~~ School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal shall consult with the superintendent.

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

Neither the facilities, nor the staff, nor the students of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

Adopted:

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

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

PUBLIC COMPLAINTS

A ~~complaint~~ Complaints involving a particular school ~~shall be~~ are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it ~~shall be~~ is referred to the superintendent or his/~~her~~ superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the BLANK public schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.:	GB	Equal Employment Opportunity/Nondiscrimination
	GBA/JFHA	Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion <u>Prohibition Against Harassment and Retaliation</u>
	GBLA	Third Party Complaints Against Employees
	JB	Equal Educational Opportunities/Nondiscrimination

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

If there are objections concerning learning resources, the ~~The~~ procedure for filing a complaint ~~will be concerning learning resources is~~ as follows:

1. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Learning Resources" form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee ~~will be~~ are to:

- a. read, view or listen to the challenged material;
 - b. read several reviews, if available;
 - c. check standard selection aids;
 - d. talk with persons who may be knowledgeable about the material in question and similar material;
 - e. discuss the material;
 - f. make a decision to recommend retaining or withdrawing the material;
 - g. file the recommendation of the committee with the principal and the superintendent or ~~his/her~~ superintendent's designee;
 - h. notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision, ~~in turn,~~ to the superintendent or ~~his/her~~ superintendent's designee and, then, to the School Board.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

~~8 VAC 20-170-10.~~ 8 VAC 20-720-160.

Cross Refs.:	IIA	Instructional Materials
	IGAH	Family Life Education
	INB	Teaching About Controversial Issues
	KL	Public Complaints
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

~~RELATIONS WITH COMMUNITY ORGANIZATIONS~~

~~The Schools shall cooperate with other governmental organizations and non-profit and non-partisan agencies, such as social services, recreation, health, safety, fire, civil defense, and law enforcement agencies, in promoting the general public interest and the educational welfare of the students.~~

~~Adopted:~~

~~Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.~~

~~Cross Ref: KF Distribution of Information/Materials~~

RELATIONS WITH PARENT ORGANIZATIONS

The BLANK School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state statutes and federal law. The School Board ~~recommends~~ requests that parent-teacher organizations maintain a close liaison relationship with the Board, administration, and staff, and that they ~~plan their actions in accordance with established~~ consider School Board and school policies when planning activities.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.: IGBC Parental Involvement
 KF Distribution of Information/Materials
 KM Relations with Community Organizations

COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

Generally

The BLANK 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 ~~Division~~ Board. For that reason, the BLANK 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 ~~to the school~~.

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.

- 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

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.
- A statement that any participation by any student or School Board employee in any activity established pursuant to the agreement will be purely voluntary. 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, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the School Board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

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 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:

Legal Refs.: Code of Virginia, 1950, as amended, § 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
IIAB	Supplementary Materials Selection and Adoption
IICB/IICC	Community Resource Persons/School Volunteers
JFCB	Sportsmanship, Ethics and Integrity
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
KM	Relations with Community Organizations

Changes to Code of Conduct (police JFC R1)

Alcohol, Tobacco Products, Drugs, Inhalable or Ingestible Harmful Substances, and Drug Paraphernalia

Students shall not possess, use, distribute or be under the influence of alcohol, tobacco products, drugs, inhalable or ingestible harmful substances, or drug paraphernalia on school property, at school sponsored activities on or off school property, on school buses or at school bus stops. Substances prohibited by this section ~~This~~ includes, but may not be limited to: tobacco products; alcohol; marijuana; illegal or controlled substances; prescription drugs; drug paraphernalia; steroids; inhalants; imitation controlled substances; or over the counter medications or any other inhalable or ingestible substance, whether legally or illegally possessed, where the substance is used or is to be used in a manner that causes physical or mental impairment or subjects the user to a dangerous risk of physical or mental harm .

Any medications prescribed by physicians or over the counter medications for a student must be brought to the school office by a parent if the student has the need to take such medications ~~them~~ during the school day. Once a parent ~~the parents have~~ has completed the appropriate form for dispensing medication, arrangements will be made for the student to receive his medication during the school day.