

MEETING AGENDA

Prince George County School Board

6410 Courts Drive, Prince George, VA 23875

For further information call 733-2700

TYPE OF MEETING: Regular

DATE: September 15, 2021

LOCATION: Board of Supervisors Meeting Room
County Administration Building

TIME: 6:30 P.M.
5:30 P.M. (Closed Meeting)

I. CALL TO ORDER

II. ROLL CALL

III. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, SPECIFIC LEGAL MATTERS RELATING TO LEGAL CLAIMS, COMPLAINTS, CONTRACTS, LEGISLATIVE PROPOSALS, OR STATE MANDATES AND EXCEPTIONS, AND PUBLIC SAFETY MATTERS RELATING TO STUDENT SAFETY (pursuant to Section 2.2-3711 of the Code of Virginia)

A. Personnel Matters – Section 2.2-3711A.1

1. P16/21-22

B. Legal Matters – Section 2.2-3711.A.7

1. L02/21-22

- C. Public Safety Matters – Section 2.2-3711.A.19
1. PS04/21-22

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

V. PLEDGE OF ALLEGIANCE

VI. SCHOOL BOARD INVOCATION

VII. APPROVAL OF AGENDA

VIII. APPROVAL OF MINUTES

- A. August 2, 2021 Regular School Board Meeting
B. August 19, 2021 Special School Board Meeting

IX. SPECIAL RECOGNITIONS

- A. Virginia Council of Teachers of Mathematics (VCTM) Math Beauty Contest
- Keira Temple (J.E.J. Moore Middle School)
- B. Pastor Chris Jenkins – Unity Baptist Church
- C. Retirement
- Jamie Gilliam – Library Media Specialist, Clements (15 years of service)

X. PRESENTATIONS

- A. Rowanty Technical School Report – Cheryl Simmers
- B. 2016-2021 Comprehensive Plan Review of Progress – William Barnes
- Elementary Update – Robin Germanos
 - Secondary Update – Jason Chandler
 - SPED Update – Kae Partin
 - Career & Technical Education – Matt Weston
- C. Return to Learn – Continuum of Instruction – Robin Germanos/Jason Chandler

XI. PUBLIC COMMENT – GENERAL

XII. INFORMATION ITEMS/SUPERINTENDENT'S REPORT

- A. Current enrollment as of August 26, 2021
- B. Facility Use Requests for August 2021
- C. Monthly Athletic Events for September 2021
- D. Thank you notes from Jeff Stoke re: Dixie Softball World Series
- E. DOE – Local Determinations for FY2019 email dated August 17, 2021
- F. VSBA Legislative Advocacy Conference – Richmond Hilton – September 23, 2021
- G. VSBA Bullying Prevention Month - October
- H. VSBA 2021 Fall Superintendent Evaluation Workshop – Charlottesville – October 6, 2021
- I. PGCPSS Superintendent Messages
 - 1. Return to Learn Update on the Use of Masks for PGCPSS
 - 2. SOL message – August 26, 2021
 - 3. Religious and Medical Exemptions – August 30, 2021
 - 4. Pastor Chris Jenkins email dated August 30, 2021
 - 5. VDH to hold COVID-19 Vaccination Clinic on September 9, 2021 @ J.E.J. Moore

XIII. SCHOOL BOARD MEMBER COMMENT

XIV. CONSENT AGENDA

- A. Personnel Report
- B. Board Requests
- C. Warrants
 - 1. General
 - 2. Title I
 - 3. Food and Nutrition Services
- D. Projects
 - 1. Support Services
 - 2. Technology

XV. ACTION ITEMS

- A. VSBA May Policy Revisions (Part 2) – Lisa Pennycuff

XVI. DISCUSSION ITEMS

- A. VSBA May Policy Revisions (Part 3) – Lisa Pennycuff
- B. Financial Report for August 2021

XVII. ADJOURNMENT

CLOSED SESSION

Personnel Matters – Section 2.2-3711A.1
P16/21-22

Legal Matters – Section 2.2-3711.A.7
L02/21-22

Public Safety Matters – Section 2.2-3711.A.19
PS04/21-22

DRAFT
PRINCE GEORGE COUNTY SCHOOL BOARD
PRINCE GEORGE, VIRGINIA
August 2, 2021

The regular meeting of the Prince George County School Board was held at the County Administration Building, Third Floor Board Room, Monday, August 2, 2021 at 6:30 p.m.

A closed meeting was held at 5:30 p.m.

Board Members and staff present:
Mrs. Jill A. Andrews, Board Member
Mr. Robert E. L. Eley, III, Chairman
Mr. Christopher A. Johnson, Vice Chairman
Mr. Cecil M. Smith, Board Member
Ms. Sherry D. Taylor, Board Member
Dr. Lisa Pennycuff, Superintendent
Mr. William Barnes, Assistant Superintendent
Mrs. Rebecca Kirk, Clerk of the Board

I. CALL TO ORDER

Mr. Eley, Chairman, called the Prince George County regular school board meeting to order at 5:30 P.M.

II. ROLL CALL

Roll call indicated all School Board members present:

Present: Andrews, Eley, Johnson, Smith, Taylor

III. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, SPECIFIC STUDENT RESIDENCY MATTERS AND PUBLIC SAFETY MATTER RELATING TO STUDENT SAFETY (pursuant to Section 2.2-3711 of the Code of Virginia)

A. Personnel Matters – Section 2.2-3711A.1

1. P03/21-22
2. P07/21-22

B. Student Matters – Section 2.2-3711.A.2

1. S04/21-22
 2. S05/21-22
- C. Public Safety Matters – Section 2.2-3711.A.19
1. PS03/21-22

Ms. Taylor made a motion to go into a closed meeting for the purpose to discuss specific personnel matters relating to employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, student matters relating to residency, and public safety matter relating to student safety pursuant to the personnel, student, and public safety exemptions of the VA Code §§2.2-3711.A.1, 2.2-3711.A.2, and 2.2-3711.A.19. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Smith made a motion to return to an open meeting and certified that nothing was disclosed other than what was stated in the original motion. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P07/21-22; information only.

In Student Matter S04/21-22, the appeal was not overturned, and the decision stands.

No action was taken on Student Matter S05/21-22; ideas were shared for graduation committee considerations; information only.

No action was taken on Public Safety Matter PS03/21-22; information only.

V. PLEDGE OF ALLEGIANCE – led by Ms. Sherry Taylor

VI. SCHOOL BOARD INVOCATION - led by Mr. Chris Johnson

VII. APPROVAL OF AGENDA

Mr. Smith made a motion to approve the revised meeting agenda as presented. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

VIII. APPROVAL OF MINUTES

A. July 14, 2021 Regular School Board Meeting

Mr. Johnson made a motion to approve the July 14, 2021 School Board minutes as presented. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

IX. SPECIAL RECOGNITIONS

A. VSBA 2021 Media Honor Roll Program

- Michael Campbell, Coordinator of Communications and Public Relations

The School Board submitted Michael Campbell's name to the VSBA 2021 Media Honor Roll Program in recognition of his support for the school board and for students in our community. He has done an excellent job communicating the school division's story, and we appreciate his hard work for the division.

B. New Faces in New Places

- Patrick Barnes, Chief Support Services Officer – School Board Office
- Bernard Burwell, Assistant Principal – L.L. Beazley
- Wendy Wyatt, Assistant Principal – Prince George High School

Dr. Pennycuff introduced and welcomed each new administrator and provided a short summary on each person of their educational background, training, work experiences, leadership roles, communication skills, and accomplishments that make them a perfect fit as part of the Prince George School division family. Each brings a unique style and are in alignment to lead, innovate, and inspire the student body, and faculty, for the success of our division.

C. Familiar Faces in New Places

- Chrissy Carr, Coordinator of Educational Technology and Innovation

Dr. Pennycuff welcomed Mrs. Carr in her new role as Coordinator of Educational Technology and Innovation and spoke about her educational background and work experiences. She is currently a member of the division's cohort working to earn her Master of Education in Educational Leadership from the College of William and Mary. She has served as an Instructional Technology Resource Teacher at Walton Elementary School for the past 6 years and previously taught in Henrico County Schools. She has represented Prince George County Schools as a presenter at the Virginia Society for Technology and Education and at EdTech RVA Technology in Education Conference.

- Wade Kliebenstein, Coordinator of Assessment and Accountability

Mr. Kliebenstein was also introduced as the new Coordinator of Assessment and Accountability. He has served the school division the last 16 years as a history teacher at Prince George Education Center and N.B. Clements Junior High School, and as Test Coordinator at Clements where he was responsible for administering SOL assessments, adjusting schedules, and analyzing data. He earned two degrees at James Madison University, and he received the Teacher of the Year Award from the Prince George Education Center in 2009, 2013, the 2018 Southside Virginia Regional Technology Consortium Technology Support Award and Clements' 2021 Teacher of the Year award.

X. PRESENTATIONS

A. Progress on New Elementary School - Stephen Halsey, Moseley Architects

Mr. Halsey gave a progress report on the new elementary school located on Middle Road. The pictures showed the exterior and interior sketches including the educational wings with collaborative classrooms and extended learning areas for students and teachers. He showed several pictures of the school sketches which revealed architectural character and design that will appear in the new school. The Groundbreaking Ceremony was on May 21, 2021, and it was well attended by school personnel and the community. Over the last two months, contractors have been working diligently. Drone shots have been taken to document the progress of the construction. The pictures show the entry road, foundational work and walls, and front parking lot to provide early stabilization on the site. The final action slide was a drone flown over the site showing the entire aerial view of the property. Mr. Halsey will present the same presentation to the Board of Supervisors on August 10. Construction will continue through June 2022 and the new elementary school will open its doors September 2022.

B. Employment Trends – Laura Estes

Dr. Estes gave an overview of employment trends comparison from 2018-19 through end of the 2020-21 school year. Approximately 107 resignations were received at the end of 2018-19 compared to approximately 110 at the end of 2019-20 and approximately 114 at the end of 2020-21. She also provided a breakdown by reason for, number of, and percentage of resignations during the 2019-20 vs. 2020-21 school years. Lastly, she showed the number of licensed/non-licensed resignations by profession and other openings/vacancies.

C. Transgender Policy Information – Lisa Pennycuff

Dr. Pennycuff cited the Code of Virginia, Section 22.1-23.3, Subsection A, which states, "The Department of Education shall develop and make available to each school board model policies concerning the treatment of transgender students in public elementary and secondary schools....". Subsection B allows each school board to "adopt policies that are consistent with but may be more comprehensive than the model policies developed by the VDOE" no later than the beginning of the 2021-22 school year. The

Prince George School Division meets the Code of Virginia requirements by ensuring that the district's current policies include freedom from discrimination, harassment, and bullying with protections extended to include sexual orientation and gender identity. She reviewed the legal precedent case, Grimm vs. Gloucester County School Board, in which the Fourth Circuit Court of Appeals overturned the School Board's policy requiring students to use the restroom conforming to their biological sex. The law in Virginia makes it a constitutional violation to prohibit a student from using the restroom or locker room corresponding with his or her gender identity rather than biological sex. The school division is committed to fostering safe and secure learning environments for all students. She indicated discussions with Moseley Architects to investigate modifications for bathrooms and locker rooms for improvement of privacy and staying compliant with the building code. PGCPs will continue to strive to accommodate our students' needs and the division is confident this will be done while also protecting the rights and safety of all the children in Prince George.

D. Update on the Use of Masks – Lisa Pennycuff

PreK-12 schools will make locally informed decisions on masking and prevention measures, as informed by CDC recommendations. Based on current guidance, PGCPs highly recommends and strongly encourages, but does not require, the use of masks or face coverings on school grounds. However, face-coverings will continue to be required on school buses based on the CDC federal order requiring masks be worn on public transportation. We will continue to monitor the CDC and state guidelines. Dr. Pennycuff provided vaccination statistics on Prince George County residents and Virginia residents by age and doses and vaccinations for PGCPs students.

E. Annual Report of the Special Education Advisory Committee (SEAC) – Michelle Crist

Ms. Crist presented the 2020-21 annual report of the Special Education Advisory Committee (SEAC). The purpose of SEAC is to provide advice with respect to special education and related services for children with disabilities in the state. The mission of SEAC is to guide and assist the school division in fulfilling its responsibility to meet the individual needs of children with disabilities. She explained the functions of SEAC and indicated membership is made up of diverse individuals with expertise and parents of children with disabilities. Members are appointed by the school board and officers were elected and appointed for a two-year term in September 2020. Five meetings were held during the 2020-21 school year via in-person or virtual. She stated strategies were implemented to encourage attendance and membership. The SEAC brochure was re-designed, meetings were advertised via the division's website and SEAC FaceBook page, and the social media page was updated monthly with information for parents, students, and other stakeholders. Topics and presenters for the 2020-21 school year included: 1) Overview of Dyslexia and how students are found eligible by Marlana Smith; Staci Carr and Crystal Hence relating to the Technical Assistance Grant through VCU Autism Center for Excellence (at the January 20, 2021 meeting); 2) Kae Partin presented the division's Annual Plan, Part B; Patrick Andriano spoke on Physical

Restraint and Seclusion; Lisa Pennycuff spoke on the use of long term subs in special education classrooms; ESY and summer program offerings (at the March 17, 2021 meeting). SEAC recommendations include: 1) Create communication channels for SEAC to improve communication with staff, parents, students and stakeholders; 2) Provide resources to staff, parents, students, and stakeholders to communicate information on Dyslexia; 3) Provide relevant professional development opportunities to enhance staff skills so all employees are equipped to meet emerging educational needs of students with disabilities; 4) Maintain standards of education for our special education students and plan and budget to attract and retain experienced, qualified SPED personnel.

F. Hall of Fame Update – Bruce Carroll

Mr. Carroll gave an update on the Hall of Fame Inaugural class of individuals to be honored at an event in October. He was excited to announce the recipients of the first Hall of Fame inaugural class to include: Hal Baird (Class of '67), Larry Brooks (Class of '68), Johnny Oates (Class of '64), Ron Rusnak (Class of '69), Dave Trickler (Class of '61), Coach Bill Woodby (football coach from 1966-1975 and 1979-1980), and the 1961 State Championship Men's Basketball Team. These individuals or family members of those who have passed have been notified and are very humbled to be recognized. Mr. Carroll asked for assistance from the public to help locate individuals from the 1961 basketball team (of which 12 of these individuals were from Fort Lee). An event is being planned to honor these recipients. More information will be released soon.

G. African American History Edits to History and Social Science Standards of Learning – Jason Chandler, Robin Germanos, Lisa Pennycuff

Dr. Pennycuff gave an overview of the Culturally Competent Educators' Bill which resulted from Governor Northam's Executive Order 39, which established the Virginia African American History Education Commission. She spoke about the changes recommended by the Technical Edits Subcommittee and Standards Overhaul Subcommittee. The General Assembly passed the legislation to support the recommendations of the VAAHEC, as well as edits to the History/Social Science Standards of Learning (SOL) on August 31, 2020. The Culturally Competent Educators' Bill was signed into law by Gov. Northam and became effective July 1, 2021. It requires: 1) Teacher, principal, and superintendent evaluations to include cultural competency; 2) Persons seeking licensure or renewal of license from the BOE must complete instructional training in Cultural Competency and complete instruction in African American History; and 3) Licensed staff with an endorsement in history, must complete Cultural Competency training every two years. Cultural Competency is "having an awareness of one's own cultural identity and views about difference, and the ability to learn and build on the varying cultural and community norms of students and their families." Critical Race Theory (CRT) is not related and is separate from the Culturally Competent Educators' Bill. On July 14, 2021, the school board moved to not implement CRT in Prince George Schools, and therefore, it will not be part of the school division's educational curriculum. Dr. Pennycuff provided links for the history and social sciences Standards of Learning (SOLs) for the public to review. The school division is focused on

personalized learning through Tiered System of Supports, which is data-informed decision-making framework for establishing the academic, behavioral, and socio-emotional supports needed for a school to be an effective learning environment for students. Children learn to become effective communicators, critical thinkers, contributing members of collaborative work groups, and positive citizens of their school and community. These attributes prepare our children with choices to choose from as they transition for K-12 education into the world. (See the attached PowerPoint presentation for additional information).

XI. PUBLIC COMMENT – GENERAL

Several people were in attendance to speak out on issues that related to 1) Family life issues and transgender policies; 2) Human Rights violations, education, and safeguards to protect all students from bullying, sexual harassment and other forms of harassment; 3) COVID-19 mitigation, use of masks, vaccines and HIPPA violations; 4) Education of Afghanistan students housed at Fort Lee; 5) Unfunded state mandates and opposition to controversial subjects taught in the schools; and 6) Invitation to attend a Town Hall meeting on August 30, 7:00 p.m., at the Disputanta Library, to discuss same issues with Delegate Emily Brewer and Senator Frank Ruff.

The following citizens spoke during the Public Comment period:

Kylene Botts, 13300 Pole Run Road, Disputanta
Neil Jernigan, 15145 S. Crater Road, South Prince George
Scott Whittle, 1045 Drayton Court, South Prince George
Marty Baird, 11643 Red Cedar Drive, Disputanta
Morgan Messner, 6016 Chinquapin Circle, Prince George
William Steele, 9921 County Line, Disputanta
Terry Joyner, 6205 Thweatt Drive, Disputanta
Mike Covington, 16121 N. Burrow Lane, South Prince George
Jennifer Matthews, 10006 Easy Street, Disputanta

Mr. Eley acknowledged an email received from Leila Holmes, 4260 Cedar Creek Lane, Prince George.

The Board took a 10-minute recess.

XII. INFORMATION ITEMS/SUPERINTENDENT'S REPORT

- A. Current enrollment as of July 26, 2021
- B. Facility Use Requests for July 2021
- C. Back to School Fair, Drive-thru event @ PGHS – August 7, 2021
9:00 a.m. – noon

- D. VSBA Creating a Strategic Collective Bargaining Resolution Workshop – Charlottesville – August 26, 2021
- E. VSBA Title IX: Best Practices in Training & Compliance – Charlottesville – September 14, 2021
- F. VSBA Legislative Advocacy Conference – Richmond Hilton – September 23, 2021
- G. VSBA 2021 Fall Superintendent Evaluation Workshop – Charlottesville – October 6, 2021
- H. PGCPs Superintendent Messages

The Back-to-School Fair is on August 7 at Prince George High School as a Drive-Thru event from 9:00 – noon. Each child present will be given a backpack. We are also excited to share that we are re-starting the Prince George Education Alliance Foundation. Mr. Smith is leading our first fund raiser with a Pancake Breakfast on September 11. More information will be forthcoming, and people will have the opportunity to volunteer and participate with the PGAEF. This organization helps raise funds for student scholarships, grant applications for our teachers and students. Also, National Night Out is August 3 and several of our administrators will be joining the Prince George Police Department in the neighborhoods. She stated the subject matters discussed during the Public Comment Period are hard, but stated we have already come through a difficult year. She believes that while the things we must work through now, we are blessed with a strong community who care so much to get things right. We will do our best to do what is right for our children and we are thankful for the team of people we have in place. We hope our families recognize that when the school division has choices, we pass those choices onto our families and personnel. When we do not have choices, we will do the best we can with facts that we are given. She thanked the parents for showing their support.

XIII. SCHOOL BOARD MEMBER COMMENT

Ms. Taylor thanked everyone for their comments tonight. She welcomed all the new administrators and new teachers starting the year. She said to the audience that it doesn't matter how one votes, if you do not like the laws that are being put before us then you must look at the candidates running and what they truly stand for and vote to help us locally. She reiterated that the School Board would do what is best for students and staff.

Mr. Smith appreciated all the public participants tonight speaking on the tough topics. It is important to do what is right for the kids first. He spoke about the Prince George Alliance Education Foundation and the upcoming Pancake Breakfast and requested volunteers to help on September 11 from 7:00 – 11:00. They are anticipating serving approximately 500 people. Please contact him if you wish to volunteer.

Mrs. Andrews thanked everyone for coming tonight and speaking on these hard subject matters. Her children graduated from Prince George and her grandson currently

attends and she understands everything people are speaking on, and the Board is listening. She appreciates people getting involved because that is the way to make a difference. She welcomed the new employees and hopes we get everyone in place before the start of the year.

Mr. Johnson wished Mrs. Kirk a happy birthday and thanked Mrs. Barnes for her contributions and hopes she does well in her new venture. He is grateful for the good people who have come out tonight to express themselves to protect our children. "We as a board advocate for what is right for our kids". Points that have been made tonight are the same comments that the board members have said. We have relationships with delegates and senators, and we will use those relationships to advocate for things that are right for our children. Our superintendent will communicate with the state superintendent to express our concerns on these issues happening in our community. "We are committed to protecting all of our children, not divide but unite our children and keep them safe."

Mr. Eley also thanked everyone for coming out tonight to discuss difficult topics put before us with a lot of emotion involved to protect our children. He has children in the school district too, and he understands that there are laws that the state has passed down and put before us. Our Board may not like them or support them, but we have certain criteria to follow. He reiterated for people to reach out to their legislators. He has spoken to Delegate Aird and Delegate Brewer about unfunded mandates. Unfunded mandates cause a financial burden on the school division to find funds to support things passed by law. He begged the audience to contact their Delegates and Senators to share their concerns about the issues surrounding schools, and he reiterated to educate yourself on the candidates and vote in November for change. These new laws are very difficult for everyone, but our superintendent and her staff are trying to do the best for our children.

XIV. CONSENT AGENDA

- A. Personnel Report**
- B. Board Requests
- C. Warrants
 - 1. General
 - 2. Title I
 - 3. Food and Nutrition Services
- D. Project Updates
 - 1. Support Services
 - 2. Technology

Mr. Smith made a motion to approve the Consent Agenda as amended. Ms. Taylor seconded the motion.

Appointments (Effective August 16, 2021 unless otherwise noted)

Reva Eubanks – Highly Qualified Paraprofessional, Harrison – September 7, 2021
Yanet Torres – Highly Qualified Paraprofessional, South – September, 7 2021
Brittany Elder – Highly Qualified Paraprofessional, Walton – September 7, 2021
Courtney Rackley – Highly Qualified Paraprofessional, Walton – September 7, 2021
Brandy Sturm – Office Associate III, South – August 1, 2021
Jonalyn Reyes – Math Teacher, Clements
Salvador Tolete – Math Teacher, Clements
Alexis Adobas – Math Teacher, Moore
Andrew Harris – Tech Ed Teacher, Moore
John Carlo Pasigay – Math Teacher, Moore
Ruth Janida Simon – Math Teacher, Moore
Dexter Yumang – Math Teacher, Moore
Natasha Morgan – English Teacher, PGEC
Juan Lopez – Spanish Teacher, PGHS
Jay Mendoza – Math Teacher, PGHS
Precious Hernandez – SPED Teacher, Walton
Shermae Dela Cruz – SPED Teacher, Walton
Jabar Smith - Science Teacher, PGHS
Morgan Vaughan – School Social Worker, SBO - August 23, 2021
Stefanie Selck – English 10, PGHS
Dawn Page – School Counselor, PGHS
Kristin Scheivert – History/Economics & Personal Finance, PGHS
Roger Lee McKay – Math 8, Clements
Alex West – PE Teacher, Clements/Moore
Liz Ramsey – Teacher, Beazley
Mary Dunnigan – English Teacher, Crater – August 2, 2021
Amelia Farrar – Art Teacher, Walton
Patrick Barnes – Chief Student Services Officer, SBO – August 9, 2021
Bernard Burwell – Assistant Principal, Beazley – August 11, 2021
Wendy Wyatt – Assistant Principal, PGHS – August 2, 2021
Anne Graham – Highly Qualified Paraprofessional, North – September 7, 2021
Welton Dabney – School Counselor, North – TBD
Raven Mason – School Psychologist, SBO – August 9, 2021

Resignations

Brandy Sturm – Copy Aide, South – July 31, 2021
Lindsey Hines – Administrative Associate III/Medicaid Associate, Transportation – August 31, 2021
Lindsey Rouse – Bus Driver, Transportation – July 29, 2021
Larry Chen – Math Teacher, Clements – June 30, 2021

Board Requests

Waiting to Purchase a Home

Ms. Monica Emanuelli requests permission for her child, Abygail Martinez, to start the school year at Prince George High School. They are currently living in Colonial Heights and are purchasing a new home and expect occupancy by September 1, 2021.

Facility Use

Butch Pearson/Prince George Police Department request permission for use of school facilities (Prince George High School Driving Range) to conduct police driving training on August 3 and 4, 2021.

Cecil Smith/Prince George Alliance for Education Foundation request permission of school facilities (Prince George High School Commons, Kitchen, and concession stand at stadium) for a fund-raising pancake breakfast for PGAEF on September 11, 2021.

Bold indicates amendments to Consent Agenda.

VOTE: Ayes: Unanimous

XV. ACTION ITEMS

A. Approval of 2022-2027 Comprehensive Plan – Betsy Overkamp-Smith

Ms. Overkamp-Smith presented the strategic plan for the Comprehensive Plan to bring together the division for the next five years. It is a living document which means it can be changed/revised. She thanked the Board for trusting her with this process.

Mr. Smith made a motion to approve the 2022-2027 Comprehensive Plan as presented. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

B. School District Lunch Increase for Adult Meals – Ginger Absher

Students at all schools will continue to eat free. However, there is an increase for adult meal lunches from \$3.50 to \$3.85.

Mr. Smith made a motion to approve the charge for an adult meal to \$3.85. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

C. 2021-22 Student Conduct and Safety Handbook – William Barnes

Mr. Barnes stated that the Student Conduct and Safety Handbook had been presented at the July 14, 2021 meeting. The only additional changes have been updates to personnel.

Ms. Taylor made a motion to approve the 2021-22 Student Conduct and Safety Handbook as presented. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

D. VSBA May Policy Revisions (Part 1) – Lisa Pennycuff

VSBA May Policy Revisions were presented at the July 14, 2021 meeting.

Ms. Taylor made a motion to approve the May Policy Revisions (Part 1) as presented. Mr. Smith seconded.

VOTE: Ayes: Unanimous

E. Request for Approval for Supplemental Appropriation to the 2021-22 Grant Fund (0510) Budget for American Rescue Plan Act (ARPA) Elementary and Secondary School Emergency Relief (ESSER) III

The school division has received an approval for a grant that falls under the American Rescue Plan Act, Elementary and Second School Emergency Relief Fund to safely reopen schools and sustain the safe operations in schools. The total award for the grant is \$4,988,272.08 and we are requesting \$1,540,930 be included in the FY22 grant budget to cover a roofing project at N.B. Clements Junior High School, costs for Virtual Virginia, and the salary and benefits for the Coordinator of Educational Technology and Innovation position as well as other technology initiatives.

Mrs. Andrews made a motion to make a request of the Board of Supervisors for a Supplemental Appropriation in the amount of \$1,540,930 to be included in the FY22 Grant Fund (0510) Budget. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

F. Request for Approval for Supplemental Appropriation to the 2021-22 Regular Operating Fund (0500) Budget for Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) Elementary and Secondary School Emergency Relief (ESSER) II

Prince George County Public Schools has incorporated \$1,095,859.01 into its current FY22 regular/operating fund budget. The total award is \$2,221,098.66 and now that we are receiving the ARPA funds, we can move some projects forward. We are asking to have the balance of the grant, which is \$1,125,239.65 added to the regular/operating

fund in the FY22 budget and this will free up local funding that will allow the division to move forward with additional facility maintenance.

Ms. Taylor made a motion to request the Board of Supervisors for a supplemental appropriation in the amount of \$1,125,239.65 to be included into the FY22 Regular/Operating fund budget. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

G. Tuition Rates for 2021-22 – Monique Barnes

Tuition costs are reviewed annually. A new methodology aligns the costs to the programs. Recommended tuition rate for a regular education student is \$2,506 and the tuition rate for a student with special education student is \$9,159. These tuition rates are only applied if non-resident county students are identified and are attending our school district without School Board approval. Contracted school division employees are tuition free pursuant to Policy JEC. The School Board previously approved contracted employees who lived outside of the school division to enroll their children in Prince George Schools, tuition free, as a benefit of employment.

Mr. Johnson made a motion to approve the tuition rate for out-of-district, regular education students at \$2,506.00 and \$9,159 tuition rate for out-of-district, special education students. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

XVI. DISCUSSION ITEMS

A. American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) Fund III – Monique Barnes

Prince George County Public Schools has been allocated \$4,988,272.08. Part of the requirements to be eligible for the grant is to post a Return to Learn plan on our website. Another requirement is that we put together a plan for the use of the funding, as well as the process that the school division went through to determine the needs while listening to stakeholders and then publishing the plan on our website. Our plan describes the division's actions and processes for responding to COVID-19 pandemic. We will continue to work closely with the local, state, and federal health and education partners as we continue to develop our plans. A Public Hearing was held last month to collect opinions regarding the uses for the grant. A survey was sent to families and employees of Prince George County Public Schools and a survey was also posted to our website, as well as mentioned in social media. Dr. Pennycuff provided the results last month and the top three choices are addressed in our plan with 62.98 % responding to address facility air quality, 61.51% chose to repair and improve our facilities, and 54.68% chose to support learning through technology. The funding plan addresses the approved uses

of the grant. We are planning to use the funding for the replacement, repairs, and upgrades of four HVAC systems at three of our schools, including Prince George High School, Clements Jr. High, and South Elementary to improve the air quality in those buildings. The grant also requires that 20% of the funding be used to address unfinished learning and it is in our plan to use approximately \$1M to provide a virtual learning alternative for families who are not yet comfortable in sending their children back to school in person. These services will be provided through Virtual Virginia, an online virtual instruction provider. Finally, we realize how important technology has been in providing a learning environment for our students who wish to study remotely; therefore, Prince George County Public Schools intends to use \$988,682 to address this continued need. This grant will cover expenditures through September of 2024, so not all \$4.9 million will be spent during this fiscal year. Finally, to address accessibility to the plan, a version in Spanish has been generated and when requested, we can have the plan translated into other languages, and we can provide an alternative format for accessibility for those who need it.

B. 2021 Summer School Report – William Barnes

Mr. Barnes explained that 729 students were enrolled in the 2021 Summer School Programs (578 in person, 51 synchronous, 100 virtual), with 632 (508 in person, 44 synchronous, 80 virtual) students completing the programs led by 86 staff members (see attached chart with enrollment numbers per program).

C. VSBA May Policy Revisions (Part 2) – Lisa Pennycuff

VSBA May policy revisions were made available to the Board for review. These policies will be presented at the September 15, 2021 meeting for approval.

D. Financial Report for July 2021 – Monique Barnes

Mrs. Barnes provided an overview of the July 2021 Financial Report to the School Board.

E. Review of School Crisis, Emergency Management, and Medical Emergency Response Plan – Lisa Pennycuff

Dr. Pennycuff stated that except for staff changes and individual school locations for command posts, loading/unloading bus areas, staging areas, etc., all elementary and secondary guidelines are the same as created in the 2017 standard template. A certification is required with the state before August 31, 2021

Mr. Johnson made a motion to advance the Crisis Plan to an action item and approve as presented. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

F. 2020-21 Professional Development Report – William Barnes

Professional staff is to participate annually in high-quality professional development activities at the state, local or national levels. In addition to the building-level professional activities, the district offers division-wide activities planned and coordinated by the Instruction Department. A list of these activities was presented to the board by school. Conference requests for Professional Development was interrupted due to COVID-19, with only 36 staff members taking advantage of conferences. Mr. Johnson requested a report of how many people attended per subject group, per school.

G. BoardDocs – Lisa Pennycuff/Monique Barnes

Mrs. Barnes, Mr. Brubaker, and Mrs. Kirk attended a demonstration to show us the BoardDocs program. BoardDocs is a cloud-based Board management service that has been developed specifically for governing bodies. It provides a means to collect information and to publish and revise information for Board meetings easily and quickly. The agenda is generated and pushed out to each of the responsible parties. Those supervisors prepare the agenda item, or rationales and attach the documents. Then the package goes through the workflow to supervisors and the Superintendent and finally to the Board Clerk. Also, the format sets up the minutes for Mrs. Kirk and can even pull in the voting information and it does this electronically, greatly reducing the need for paper. The meetings may also be videoed and if you go to a site with a video, you may click on an agenda item, and it shows the portion of the meeting that pertains to the agenda. Policy may be updated in real-time and there is a search engine to aid anyone in looking up any portion of policy. It also has the capability to look up information from any school division who uses the platform. The program has the capabilities to track the progress of the strategic plan and goals. More than 100 school divisions in Virginia utilize the platform. They have extended the discount that allows a waiver of the \$1,000 implementation fee until August 31.

XVII. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES (pursuant to Va. Code § 2.2-3711)

A. Personnel Matters – Section 2.2-3711.A.1
3. P03/21-22

Ms. Taylor made a motion to go back into a closed meeting for the purpose to discuss specific personnel matters relating to non-renewals, employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, pursuant to the personnel exemptions of the VA Code §§2.2-3711.A.1. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

XVIII. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Smith made a motion to return to an open meeting and certified nothing was disclosed other than what was stated in the original motion. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P03/21-22; information only.

XIX. ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 10:50 p.m. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 10:50 p.m.

IN WITNESS WHEREOF, we set our signatures this ____ day of September, 2021.

Approved:

Robert E. L. Eley, III - Chairman of the Board

Attest:

Rebecca B. Kirk, Clerk of the Board

CERTIFICATION OF CLOSED MEETINGS

WHEREAS, the Prince George County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this school board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Prince George County School Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered.

VOTE

Ayes: 5

Rebecca B. Kirk - Clerk of the Board
August 2, 2021
Meeting Date

DRAFT
PRINCE GEORGE COUNTY SCHOOL BOARD
PRINCE GEORGE, VIRGINIA
August 19, 2021

A special meeting of the Prince George School Board came to order at 6:00 p.m. on Thursday, August 19, 2021, at the Prince George School Board Office.

School Board Members and staff present:

Mrs. Jill Andrews, Board Member
Mr. Robert E.L. Eley, III, Chairman
Mr. Christopher A. Johnson, Vice Chairman
Mr. Cecil M. Smith, Board Member
Ms. Sherry D. Taylor, Board Member
Dr. Lisa Pennycuff, Superintendent
Mr. William Barnes, Assistant Superintendent
Mrs. Rebecca B. Kirk, Clerk of the Board

I. CALL TO ORDER

Mr. Eley, Chairman, called the special meeting to order at 6:00 P.M.

II. ROLL CALL

Roll call indicated all School Board members present:

Present: Andrews, Eley, Johnson, Smith, Taylor

III. PLEDGE OF ALLEGIANCE – led by Ms. Smith

IV. SCHOOL BOARD INVOCATION – led by Mr. Johnson

V. APPROVAL OF AGENDA

Mr. Smith made a motion to approve the agenda as amended. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

VI. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS A SPECIFIC LEGAL MATTER RELATING TO STATE MANDATES AND EXCEPTIONS, SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, AND SPECIFIC STUDENT MATTERS RELATING TO STUDENT POLICY, DISCIPLINE, RESIDENCY, OR TUITION (pursuant to Section 2.2-3711 of the Code of Virginia)

- A. Legal Matter – Section 2.2-3711.A.7
 - 1. Legal Matter L01/21-22
- B. Personnel Matter – Section 2.2-3711.A.1
 - 1. Personnel Matter P08/21-22
 - 2. ***Personnel Matter P09/21-22***
 - 3. ***Personnel Matter P10/21-22***
 - 4. ***Personnel Matter P11/21-22***
 - 5. ***Personnel Matter P12/21-22***
 - 6. ***Personnel Matter P13/21-22***
 - 7. ***Personnel Matter P14/21-22***
 - 8. ***Personnel Matter P15/21-22***
- C. Student Matter – Section 2.2-3711.A.2
 - 1. Student Matter S06/21-22
 - 2. ***Student Matter S07/21-22***
 - 3. ***Student Matter S08/21-22***
 - 4. ***Student Matter S09/21-22***

(Bold italics added to revised agenda)

Mr. Smith made a motion to go into a closed meeting to discuss a specific legal matter relating to state mandates and exceptions, specific personnel matters relating to the employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, and specific student matters relating to student policy, discipline, residency, or tuition pursuant to the legal, personnel, and student exemptions of the VA Code 2.2-3711.A.7, 2.2-3711.A.1, and 2.2-3711.A.2. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

VII. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Smith made a motion to return to an open meeting and certified nothing was disclosed other than what was stated in the original motion. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

The School Board will return into closed session immediately after the meeting ends to continue discussions on legal, personnel, and student matters outlined on the agenda.

VIII. CONSENT AGENDA

A. *Personnel Report*

Mr. Johnson made a motion to approve the Consent Agenda as amended. Mr. Smith seconded the motion.

Appointments (Effective August 16, 2021 unless otherwise noted)

Bethany Wurzburg – Teacher, South

Krystal Thompson – Teacher, North

Andrew Sherr – Teacher, Walton

Lamisha Compton – Student Services Coordinator, SBO – August 23, 2021

Samantha Reed – Highly Qualified Paraprofessional, Harrison – September 7, 2021

Jennifer Phillips – Highly Qualified Paraprofessional, Walton – September 7, 2021

Christopher Carleton – Fleet Maintenance Technician II, Maintenance – September 1, 2021,

Kelly Feltner – Administrative Associate III, SBO – August 16, 2021

Whitney Rickman – Office Associate I, South – TBD

Coaching Assignments FY22 (see attached list)

Resignations

Susan Mahl – Highly Qualified Paraprofessional, Beazley – August 31, 2021

James Lipford – Network Technician, SBO – August 17, 2021

Elizabeth Morris – Highly Qualified Paraprofessional, Beazley – July 29, 2021

Kelly Feltner – Office Associate, Beazley – August 16, 2021

Sarah Montgomery – Learning Specialists, North – August 10, 2021 (

Kimberley Lee – Teacher, PGHS – August 12, 2021

Caitlin Poppell – Chemistry Teacher, PGHS – July 27, 2021

Mary Dunnigan – English Teacher, Crater – August 17, 2021

Mark Blankenship – Teacher, Clements – August 18, 2021

Rochelle Massingill – Teacher, Riverside – August 19, 2021

Leslie Wargofcak – Teacher, Harrison – August 19, 2021

Retirement

Jamie Gilliam – Library Media Specialist, Clements – October 1, 2021

Bold indicates amendment

VOTE: Ayes: Unanimous

IX. ACTION ITEMS

- A. Resolution to Approve the Dedication of Easement for the Land on Middle Road – Lisa Pennycuff

A resolution is necessary to ensure that all utility and access easements for the new Prince George Elementary School, now owned by the School Board are included on School Board plats 1 and 2. The plat shows the easements being located on property that is labeled "N/F County of Prince George". The reference on the plat should show the real estate as now being owned by the School Board. The school division's counsel recommends the plat be revised before it is recorded.

Mr. Johnson made a motion to adopt a resolution to approve the Dedication of Easement for the land on Middle Road where the new Prince George Elementary School is being built with revision recommended by school division counsel. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

X. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS A SPECIFIC LEGAL MATTER RELATING TO STATE MANDATES AND EXCEPTIONS, A SPECIFIC PERSONNEL MATTER RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, AND SPECIFIC STUDENT MATTER RELATING TO STUDENT POLICY, DISCIPLINE, RESIDENCY, OR TUITION (pursuant to Section 2.2-3711 of the Code of Virginia)

- A. Legal Matter – Section 2.2-3711.A.7
 - 1. Legal Matter L01/21-22
- B. Personnel Matter – Section 2.2-3711.A.1
 - 1. Personnel Matter P08/21-22
 - 2. **Personnel Matter P09/21-22**
 - 3. **Personnel Matter P10/21-22**
 - 4. **Personnel Matter P11/21-22**
 - 5. **Personnel Matter P12/21-22**
 - 6. **Personnel Matter P13/21-22**
 - 7. **Personnel Matter P14/21-22**
 - 8. **Personnel Matter P15/21-22**
- C. Student Matter – Section 2.2-3711.A.2
 - 1. Student Matter S06/21-22
 - 2. **Student Matter S07/21-22**
 - 3. **Student Matter S08/21-22**
 - 4. **Student Matter S09/21-22**

Mr. Smith made a motion to go into a closed meeting to discuss a specific legal matter relating to state mandates and exceptions, specific personnel matters relating to the employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, and specific student matters relating to student policy, discipline, residency, or tuition pursuant to the legal, personnel, and student exemptions

of the VA Code 2.2-3711.A.7, 2.2-3711.A.1, and 2.2-3711.A.2. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

XI. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Smith made a motion to return to an open meeting and certified nothing was disclosed other than what was stated in the original motion. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Legal Matter L01/21-22; information only
No action was taken on Personnel Matter P08/21-22; information only.

Ms. Taylor made a motion then in Personnel Matter P09/21-22 to approve the Interim Director of Transportation as recommended. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

[For the record, Marc Stefaniak was approved as the Interim Director of Transportation].

No action was taken on Personnel Matters P10/21-22, P11/21-22, P12/21-22, P13/21-22, P14/21-22, or P15/21-22; information only.

No action was taken on Student Matters S06/21-22, S07/21-22, S08/21-22, or S09/21-22; information only.

XII. ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 9:52 p.m. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 9:52 p.m.

IN WITNESS WHEREOF, we set our signatures this ____ day of September, 2021.

Approved:

Robert E. L. Eley, III - Chairman of the Board

Attest:

Rebecca B. Kirk, Clerk of the Board

CERTIFICATION OF CLOSED MEETINGS

WHEREAS, the Prince George County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this school board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Prince George County School Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered.

VOTE

Ayes: 5

Rebecca B. Kirk - Clerk of the Board
August 19, 2021
Meeting Date

SPECIAL RECOGNITIONS

- A. Virginia Council of Teachers of Mathematics (VCTM) Math Beauty Contest
 - Keira Temple (J.E.J. Moore Middle School)

- B. Pastor Chris Jenkins – Unity Baptist Church

- C. Retirement
 - Jamie Gilliam – Library Media Specialist, Clements (15 years of service)

Active Enrollment Summary

| School Name | School ID | PK | KG | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | Total |
|---------------------------------------|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| Prince George High School | 0020 | | | | | | | | | | | 472 | 513 | 380 | 419 | 1784 |
| William A. Walton Elementary | 0280 | 22 | 92 | 93 | 84 | 112 | 98 | 83 | | | | | | | | 584 |
| North Elementary | 0290 | 37 | 124 | 125 | 124 | 113 | 117 | 118 | | | | | | | | 758 |
| South Elementary | 0300 | 17 | 84 | 83 | 77 | 67 | 74 | 74 | | | | | | | | 476 |
| L. L. Beazley Elementary | 0310 | 16 | 93 | 85 | 92 | 104 | 98 | 97 | | | | | | | | 585 |
| J. E. J. Moore Middle School | 0320 | | | | | | | | 472 | 459 | 521 | | | | | 1452 |
| David A. Harrison Elementary | 0340 | 24 | 60 | 88 | 76 | 83 | 88 | 83 | | | | | | | | 502 |
| Student Special Services | 8000 | | | | 2 | 1 | 4 | | 2 | 1 | 3 | 4 | 2 | 1 | 3 | 23 |
| Appomattox Regional Governor's School | ARGS | | | | | | | | | | | 3 | 3 | 2 | 4 | 12 |
| CodeRVA Regional High School | CRVA | | | | | | | | | | | 3 | | 1 | | 4 |
| Maggie L Walker Governor's School | MWGS | | | | | | | | | | | 2 | 1 | 3 | 4 | 10 |
| Total | | 116 | 453 | 474 | 455 | 480 | 479 | 455 | 474 | 460 | 524 | 484 | 519 | 387 | 430 | 6190 |

2021-22
REQUESTS FOR USE OF SCHOOL FACILITIES

July 26, 2021 – September 8, 2021

| | PERSON/ADDRESS REQUESTING | ORGANIZATION NAME | FACILITY REQUESTED (reason) | DATES/TIMES OF REQUEST | ACTION TAKEN BY BOARD | FEE WAIVED |
|----|--|--------------------------|--|--|------------------------------|-------------------|
| 30 | In house: JoAnne Moyer | Food Service | Moore Lecture Room (annual food service in-service meeting) | August 16, 2021 7:00 – 4:00 | n/a | n/a |
| 31 | Detective Stewart 6600 Courthouse Road Prince George, VA 23875 | PG Police Dept. | PGHS driving range (driver training) | Sept. 26, Oct. 10, 17, 24, and 31, 2021 8:00 – 5:00 p.m. | | |
| 32 | In house: Kae Partin | Student Services Dept. | PGHS Library (VA IEP Training) | Aug. 31, Sept. 2, 2021 8:00 – 12:00 | n/a | n/a |
| 33 | In house: Kae Partin | Student Services Dept. | PGHS Commons (Student Services Opening Meeting) | August 24, 2021 8:00 – 2:00 p.m. | n/a | n/a |
| 34 | In house: Julie Stoke | PGHS PTA | PGHS Commons (Homecoming Dance) | Sept. 25, 2021 6:30 – 11:30 p.m./ | n/a | n/a |
| 35 | In house: Ltc. Jason Pape | PGHS JROTC | PGHS auditorium – lecture rooms A&B (Conducting ASVAB) | Oct 7, Dec. 9, 2021 March 3, April 21, 2022 8:00 - noon | n/a | n/a |
| 36 | In house: Mike Darby | Moore | Moore auxiliary gym (middle school Choir) | Aug. 24, 25, 30, 2021 3:00 – 5:00 p.m | n/a | n/a |
| 37 | In house: Mike Darby | Moore | Moore gym (middle school girls basketball) | August 25, 27, 30, 31, Sept. 1, 2021 4:00 – 6:30 p.m. | n/a | n/a |
| 38 | Boys to Men Mentoring 12311 Stancroft Road Rockville, VA 23146 | PGEC | PGEC multipurpose room (in-school group mentoring) | Weekly during school year | n/a | n/a |

MITIGATION PLANS REQUIRED FOR ALL EVENTS

| | PERSON/ADDRESS REQUESTING | ORGANIZATION NAME | FACILITY REQUESTED (reason) | DATES/TIMES OF REQUEST | ACTION TAKEN BY BOARD | FEE WAIVED |
|----|---|-----------------------------|--|---|------------------------------|------------|
| 39 | Oakland Baptist Church 12601 Prince George Dr Disputanta, VA 23842 | Oakland Baptist Church | PGHS pavilion (welcome event to celebrate their contributions to the construction of the pavilion) | Sept. 2, 2021 7:00 – 9:00 p.m. | n/a (before next meeting) | n/a |
| 40 | In house: Alexis Austin | PG Royalties | PGHS Gym lobby (practice Tue/Thur) | Sept. 7, 2021 – Dec. 16, 2021 3:00 – 4:30 p.m. | n/a | n/a |
| 41 | In house: Lisa Pennycuff | SBO | PGHS bus loop/parking lots (Storybook Character5 Parade Drive-In) | Oct. 28, 2021 5:00 – 8:00 p.m. | n/a | n/a |
| 42 | In house: Dennis Sebera jwsebera@aol.com | PG Regional Heritage | Clements Kitchen (baking for the VA Czech and Slovak Festival Bake Sale) | Oct. 9, 16, 2021 | | |
| 43 | In house: Greta Francy | PG Theatre | Moore – Spring Musical rehearsal and performances | March 21-26, 2022 3-5, 5-9 | n/a | n/a |
| 44 | In house: Greta Francy | PG Theatre | Moore – Choir room, band room cafeteria - Rehearsal for spring musical | Jan 4-March 18, 2022 3:00 – 5:00 p.m. | n/a | n/a |
| 45 | In house: Greta Francy | PG Theatre | Moore gym (fall production rehearsal) | Dec 6-8 3:00 – 5:00 p.m. | n/a | n/a |
| 46 | In house: Greta Francy | PG Theatre | Moore choir and band rooms (auditions for spring musical) | Nov. 15-17, 22, 2021 3:00 – 5:00 p.m. | n/a | n/a |
| 47 | In house: Mike Darby | Moore Girls/Boys Basketball | Moore gym (basketball season) | Sept. 7, 2021 – February 3, 2022 2:30 – 6:30 | n/a | n/a |
| | | | | | | |

MITIGATION PLANS REQUIRED FOR ALL EVENTS

Prince George County Public Schools September 2021

Events • School Board Meetings

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-----------|-----------|--|---|--|-----------|
| 29 | 30 | 31 | 1 | 2 Football Game vs. Midlothian 7 PM – 9 PM (@ PGHS) | 3 | 4 |
| 5 | 6 | 7 | 8 Boys Varsity Golf ^{TODAY} away vs. Meadowbrook, Petersburg, PG 3:30 PM – 6 PM (First Tee) Football: JV @ Highland Springs HS 4 PM – 8 PM Volleyball: Girls/Boys Varsity vs. Colonial Heights 5:45 PM – 9 PM (@ PGHS) | 9 Field Hockey: JV/Varsity vs. Deep Run @ PGHS Stadium 5:30 PM – 9 PM Volleyball: Girls/Boys Varsity vs. Dinwiddie @ Dinwiddie HS 5:45 PM – 9 PM | 10 Football Game vs. Highland Springs (Recreation Night) 7 PM – 9 PM (@ PGHS) | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 Football Game vs. Meadowbrook (Homecoming) 7 PM – 9 PM (@ PGHS) | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 Football Game vs. Thomas Dale (Pink Out) 7 PM – 9 PM (@ PGHS) | 2 |

<http://www.pgs.k12.va.us>

PO Box 400, Prince George, VA 23875
Phone: (804) 733-2700 | Fax:

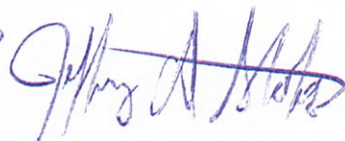


Dr. Pennycook,

8/9/21

I want to thank you and your entire team for your assistance at the 2021 Dixie Softball World Series. Without the school system as a partner, this tournament does not happen. Every member of your team said "Yes, how can I help?" I can only measure results by the smiles on ball player faces - there were many.

Sincerely,



Mr. Rhodes,

I want to thank you and your entire Operations Team for your assistance during the 2021 Dixie Softball World Series. You promptly solved all our issues at this multi-venue, multi-day event. This tournament does not happen without the partnership of the school system. You played a vital role in our success. Looking forward to a bid in 2024. I would appreciate any thoughts for improvement you may have.

Sincerely,
Gifford

Becky Kirk

From: Lisa Pennycuff
Sent: Tuesday, August 17, 2021 2:05 PM
To: Becky Kirk
Subject: FW: EXTERNAL - Local Determinations for FFY 2019
Attachments: Prince George County.pdf

Becky,

Please put this in the Supt's Report/Info for the September School Board meeting.

Thank you,

Lisa

From: DOE - Assistant Superintendent of Special Education, rr
<specialed.assistantsuperintendent.memo@doe.virginia.gov>
Sent: Tuesday, August 17, 2021 2:01 PM
To: Lisa Pennycuff <lpennycuff@pgs.k12.va.us>
Cc: Kae Partin <kpartin@pgs.k12.va.us>
Subject: EXTERNAL - Local Determinations for FFY 2019



Samantha Marsh Hollins, Ph.D.

Assistant Superintendent of Special
Education & Student Services

TO: Superintendent and Directors of Special Education

SUBJECT: Local Determinations for FFY 2019

The Virginia Department of Education (VDOE) would like to thank you for your submission of data that was used in Virginia's Federal Fiscal Year (FFY) 2019 Annual Performance Report (APR) and revised State Performance Plan (SPP) under Part B of the *Individuals with Disabilities Education Improvement Act* (IDEA 2004).

The VDOE is required, pursuant to IDEA 2004, at 34 C.F.R. § 300.600(a)(2), to make determinations for each school division based on their submitted APR data. The determination categories are as follows: Meets Requirements; Needs Assistance; Needs Intervention; or Needs Substantial Intervention. The determination is based on whether the division: (1) demonstrated substantial compliance with indicators 1, 3B (FFY 2018), 3C (FFY 2018), 4B, 9, 10, 11, 12, and 13; (2) corrected previously identified noncompliance within one year; (3) submitted accurate and timely data; and (4) had no longstanding or unresolved Part B audit issues. Attached to this email is a copy of the determination letter, the local determination accountability matrix, and the scoring rubric.

The VDOE is committed to supporting efforts to improve results for children with disabilities and looks forward to working with your division in continuing to meet our State Performance Plan/Annual Performance Report requirements.

If you have questions about the determination or to request targeted technical assistance and professional development, please contact Jeff Phenicie by email at Jeff.Phenicie@doe.virginia.gov.



VIRGINIA
IS FOR
LEARNERS

August 17, 2021

Dr. Lisa Pennycuff
Superintendent
Prince George County Public Schools
PO Box 400
Prince George, Virginia 23875

Dear Dr. Pennycuff:

The Virginia Department of Education (VDOE) would like to thank you for your submission of data that was used in Virginia's Federal Fiscal Year (FFY) 2019 Annual Performance Report (APR) and revised State Performance Plan (SPP) under Part B of the *Individuals with Disabilities Education Improvement Act* (IDEA 2004).

The VDOE is required, pursuant to IDEA 2004, at 34 C.F.R. § 300.600(a)(2), to make determinations for each school division based on their submitted APR data. The determination categories are as follows: Meets Requirements; Needs Assistance; Needs Intervention; or Needs Substantial Intervention. Based on your division's 2019-2020 submitted data, VDOE has designated Prince George County Public Schools as **Meets Requirements**.

The determination is based on whether the division: (1) demonstrated substantial compliance with indicators 1, 3B (FFY 2018), 3C (FFY 2018), 4B, 9, 10, 11, 12, and 13; (2) corrected previously identified noncompliance within one year; (3) submitted accurate and timely data; and (4) had no longstanding or unresolved Part B audit issues. A copy of the local determination scoring rubric and Part B accountability matrix are enclosed for your review. Listed below is the web link to the 2019-2020 Division Performance Reports that includes the data used to make the determination.

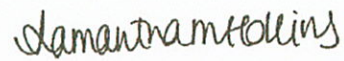
http://www.doe.virginia.gov/special_ed/reports_plans_stats/special_ed_performance/division/2019-2020/index.shtml

The VDOE is committed to supporting efforts to improve results for children with disabilities and looks forward to working with your division in continuing to meet our State Performance Plan/Annual Performance Report requirements.

Dr. Lisa Pennycuff
August 17, 2021
Page Two

If you have questions about the determination or to request targeted technical assistance and professional development, please contact Jeff Phenicie by email at Jeff.Phenicie@doe.virginia.gov.

Sincerely,



Samantha Marsh Hollins, Ph.D.
Assistant Superintendent
Department of Special Education and Student Services

SMH/JAP/ag

Enclosures

c: Ms. Kea Partin, Prince George County Public Schools

Agenda Thursday, September 23, 2021

- 8:30 am **Registration and Light Continental Breakfast**
- 9:00 am **Welcome and Greetings**
Janet Turner-Giles, President, VSBA
- 9:05 am **United States Secretary of Education**
Invited Guests: The Honorable Miguel Cardona
- 9:30 am **Candidates for Governor of Virginia**
Invited Guest: The Honorable Glenn Youngkin, Republican Nominee
Invited Guest: The Honorable Terry McAuliffe, Democratic Nominee
- 9:55 am **Federal Relief Dollars: Making Wise Investments for the Future**
Invited Guests: Virginia Department of Planning and Budget
- 10:45 am **Candidates for Lieutenant Governor**
Invited Guest: The Honorable Winsome Sears, Republican Nominee
Invited Guest: The Honorable Hala Ayala, Democratic Nominee
- 11:10 am **Healthy Snack Break provided by BPA**
- 11:20 am **Presentation of the 2021 VSBA Legislative Award of Excellence**
- 11:30 am **A Look Ahead: The 2022 Virginia General Assembly**
Stacy Haney, Chief Lobbyist, VSBA
J.T. Kessler, Government Relations Specialist, VSBA
- 12:30 pm **Lunch Speaker**
COIA Training
Rebekah Stafanski
- 1:30 pm **Overview and Findings: Task Force Report 3.0**
Rodney Jordan, Co-Chair, VSBA Task Force
Dr. Mark Lineburg, Co-Chair, VSBA Task Force
- 2:30 pm **Adjournment**

Thank You to
Our Sponsor!

V M D O

Lodging

Overnight lodging is available at the Hilton Richmond Hotel and Spa Short Pump by calling 804-364-3600 and letting them know you are with VSBA. If you need assistance making room reservations, please contact VSBA at 434-295-8722 opt. 5.

Registration:

Registration for VSBA meetings is only open to VSBA members and affiliate members. Please reach out to your school division clerk to register for this event. For affiliate members, please reach out to Mikaela Coffey for registration at mikaela@vsba.org.

Cost: \$195 per registration

Please mail payment to:

VSBA, 200 Hansen Road, Suite 2 Charlottesville, VA 22911



Now Available:
Pay with Credit Card!

2021 VSBA LEGISLATIVE ADVOCACY CONFERENCE REFUND AND CANCELLATION POLICY

The deadline for cancellations is Sept. 22. Cancellations must be received in writing via email to mikaela@vsba.org by Sept. 22 and will incur a \$50 cancellation fee. Cancellation requests received after Sept. 22 and no shows will not be refunded. Substitution of an individual may be made at any time. If a meeting or conference is canceled and/or postponed due to inclement weather, registration fees will be automatically transferred to the rescheduled date of the conference. If attendees are unable to attend the rescheduled date, a substitution can be made, or the school division will be credited the registration fee to use for future events.

Becky Kirk

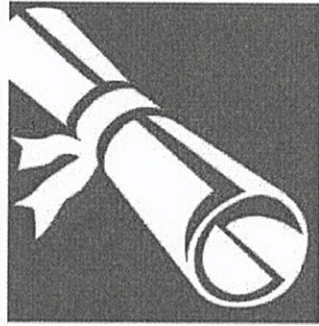
From: Brittany Moore <Brittany@vsba.org>
Sent: Tuesday, September 7, 2021 12:02 PM
To: Becky Kirk
Subject: EXTERNAL - VSBA Bullying Prevention Month- October 2021
Attachments: BullyingPrevention_2021.pdf



VSBA Bullying Prevention Month- October 2021

In an effort to promote awareness of school bullying, the VSBA Board of Directors has designated the month of October as VSBA Bullying Prevention Month. Childhood bullying is a significant problem nationwide. It can cause school absenteeism, mental and physical stress, poor school performance, poor self-esteem, and in some cases, school violence. Statistics show Students who experience bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school. School board members, superintendents, teachers, and parents play a critical role in creating a climate where bullying is not tolerated. It has been proven when adults and children stand together, bullying ends.

Attached is a packet of information to help prepare for VSBA Bullying Prevention Month, and VSBA President Janet Turner-Giles's PSA on bullying prevention is available at: http://www.vsba.org/news/public_service_announcements/



VSBA

Virginia School Boards Association

Leadership · Advocacy · Support

**VSBA Bullying Prevention
Month**

October 2021

OCTOBER 2021 – VSBA BULLYING PREVENTION MONTH

Dear School Board Member/Superintendent:

In an effort to promote awareness of school bullying, the VSBA Board of Directors has designated the month of October as VSBA Bullying Prevention Month.

Childhood bullying is a significant problem nationwide. It can cause school absenteeism, mental and physical stress, poor school performance, poor self-esteem, and in some cases, school violence. Statistics show Students who experience bullying are at increased risk for depression, anxiety, sleep difficulties, lower academic achievement, and dropping out of school. (Centers for Disease Control, 2019)

School board members, superintendents, teachers, and parents play a critical role in creating a climate where bullying is not tolerated. It has been proven that when adults and children stand together bullying ends.

VSBA will publicize Bullying Prevention Month in our newsletter, on the VSBA website, through social media and will send out a statewide news release urging news organizations to provide coverage of local activities. School divisions are encouraged to issue their own news releases, and it would be helpful if divisions would apprise the VSBA of any related activities taking place in their division. Potential activities could include:

- Adopt a proclamation similar to the one adopted by the VSBA Board of Directors (see enclosed).
- Write a letter to the editor or contact a local reporter to see if they will do a story about bullying prevention initiatives taking place in the division.
- Hold school or division student contests (poster, video, writing, etc.) around the theme of “VSBA Bullying Prevention Month”.
- Conduct parent/caregiver workshops on bullying, which could include the opportunity for parents/caregivers to spend time with their child’s guidance counselor.


This guide includes several resources to assist you in these efforts, including references to VSBA policies on bullying, a sample news release, and a proclamation adopted by the VSBA Board of Directors.

We hope you will take advantage of this opportunity to help spread awareness of the serious nature of bullying in our schools.

Sincerely,



Janet Turner-Giles
VSBA President



Gina G. Patterson
Executive Director

VSBA ANTI-BULLYING POLICIES

The VSBA Policy Manual includes several policies that address bullying. For example, Policy JFC-R Standards of Student Conduct states:

Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

Policy IGAI Character Education states that the division's character education program will include instruction on the inappropriateness of bullying.

Policy GCL Professional Staff Development provides that the division's professional development program educates school board employees about bullying and the need to create a bully-free environment.

In addition to policies that address bullying by name, it is important to remember that bullying is a term which incorporates many types of conduct. Some of that conduct, such as hitting, may amount to criminal misconduct. When that is the case, the conduct must be reported to law enforcement officials pursuant to VSBA Policy CLA Reporting Acts of Violence and Substance Abuse. The conduct may also be addressed by VSBA Policy JFHA/GBA Prohibition Against Harassment and Retaliation. Whenever a division is confronted with conduct that may be bullying, it should carefully consider whether the conduct is also prohibited harassment. When a division discovers harassment, it should consider not only appropriate discipline for the harasser(s) but should also consider whether broader remedies, such as school-wide or division-wide training are necessary.

Additional information from the Office for Civil Rights (OCR) is available by visiting <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.html>

Becky Kirk

From: Virginia School Boards Association <mikaela@vsba.org>
Sent: Friday, July 16, 2021 3:05 PM
To: Becky Kirk
Subject: EXTERNAL - Registration is Open for the Superintendent Evaluation in October!



VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

REGISTER NOW !!

You're Invited to Join
**2021 Fall
Superintendent
Evaluation
Workshop**

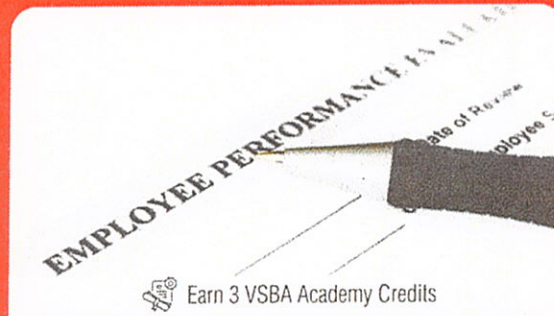


WEDNESDAY, OCTOBER 6 2021
VSBA Offices in Charlottesville



VSBA

Virginia School Boards Association
Leadership • Advocacy • Support



Are you prepared to evaluate your Superintendent? Register now for the Superintendent Evaluation Workshop!

The Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents developed by the Virginia Department of Education provide a wealth of information regarding the requirements. Filtering through this document to determine what is required and what is optional requires focused attention. For some, the changes to their current evaluation model may be minor, while others face major revisions in order to be in compliance with the regulations.

Becky Kirk

Subject: FW: EXTERNAL - Return To Learn: Update on the Use of Masks for Prince George County Public Schools

From: Prince George County Public Schools <pgs@pgs.k12.va.us>

Sent: Wednesday, August 4, 2021 4:00 PM

To: Becky Kirk <bkirk@pgs.k12.va.us>

Subject: EXTERNAL - Return To Learn: Update on the Use of Masks for Prince George County Public Schools

Prince George County Public Schools

August 4, 2021

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA



Return to Learn: Update on the Use of Masks for Prince George County Public Schools

Good afternoon, Prince Geoge Families:

Prince George County Public Schools continues to monitor the health of our community and guidance provided by state and local health officials as we prepare for the start of the 2021-22 School Year.

In July, the Virginia Department of Health (VDH) and the Virginia Department of Education (VDOE) announced local school public Pre-K12 school divisions are to make locally informed decisions regarding masking and prevention measures, as informed by Centers for Disease Control and Prevention (CDC) recommendations.

Guidance from the VDOE strongly recommends:

- Elementary school students, teachers, and staff wear masks indoors, regardless of vaccination status, until vaccination is available for children under 12 years old and there has been sufficient time to allow for children younger than 12 years old to be fully vaccinated.
- Middle and high school students, teachers, and staff who are not fully vaccinated wear masks indoors.
- All schools be prepared to adjust local mask policies as local public health conditions evolve throughout the year.
- The CDC federal order requiring masks be worn on public transportation remains in effect and applies to buses operated by Virginia public schools.

On July 27, the CDC adjusted their masking guidance to recommend universal mask wearing for all teachers, students, staff, visitors to K-12 schools, regardless of vaccination status.

At this time, Prince George County Public Schools **highly recommends and strongly encourages, but does not require, the use of face coverings on school grounds**. Our district recommends families, faculty, and staff consider the guidance from the VDH, VDOE, and CDC when making their own decisions about whether to continue the use of masks and face coverings on campus.

The division will continue to monitor the health of our community and collaborate with our health partners from the VDH and Crater Health District, and mask policies may have to be adjusted throughout the school year based on these considerations.

An informational presentation regarding the use of masks was provided to the Prince George School Board during their Monday, August 2 meeting. The presentation can be viewed on our website by clicking the link below.

Return to Learn: Update on the Use of Masks for Prince George County Public Schools

(PDF document; Adobe Acrobat or similar PDF reader may be needed to view file)

For more information regarding COVID-19, please visit the following websites:

- Virginia Department of Health (VDH) 'Healthy Back to School'
<https://www.vdh.virginia.gov/backtoschool/>
- Virginia Department of Education (VDOE) 'COVID-19 & Virginia Public Schools'
https://www.doe.virginia.gov/support/health_medical/office/covid-19.shtml
- Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Thank you,

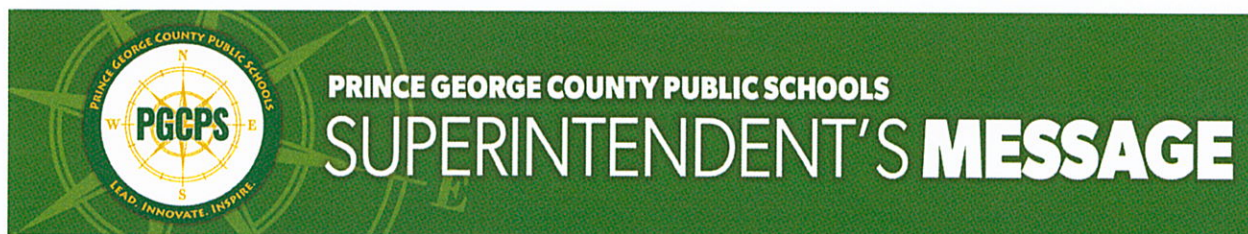
Lisa Pennycuff, Ed.D

Superintendent

6410 Courts Drive, Prince George, Virginia 23875

(804) 733-2700

<http://www.pgs.k12.va.us>



August 26, 2021

Good afternoon Prince George Families,

The afternoon of March 23, 2020, marked the beginning of one of the most challenging times in the world of education following Governor Ralph Northam's announcement that all K-12 school campuses were to close for the remainder of the academic year as the COVID-19 pandemic found its way to the Commonwealth.

In only a few moments, the traditional model of instruction centered around face-to-face communication and interactions temporarily ceased, requiring divisions across Virginia to shift their efforts to the virtual world to serve the needs of their students. After completing the 2019-2020 School Year, Prince George County Public Schools, like many districts surrounding us, spent the summer evaluating the health of our community and the needs of our children to determine the best avenues to bring students back to campus safely and prevent further interruptions to their educational journey.

Through a multifaceted learning continuum, Prince George County Public Schools was able to offer choice to our families of in-person or virtual instruction for the entirety of the 2020-2021 School Year. In September, nearly 3,000 students returned to on-campus learning, while the remaining students were served virtually by PGCPs instructors.

As students returned to learning last year, our division understood some of our students would face challenges due to the extended time away from the classroom last spring. School and division-level administrators closely monitored student achievement data throughout the year and made critical interventions when needed for both in-person and virtual students. For our virtual families, while their students may not have been physically in the classroom for all or part of the school year, teachers and principals at our schools remained in regular contact with families. The efforts of our teachers and instructional teams at our schools helped guide students and families through the "new normal" of learning and, in some cases, determine ways to bring their children back in person to better serve their educational and socioemotional needs.

Thanks to the diligent efforts of our teachers and staff through recognition of the challenges some students faced, an additional 500 students returned to on-campus instruction by the beginning of the second semester.

One of the many aspects of a traditional school year that was interrupted following the March 2020 closure of the Commonwealth's schools was the administration of Standards of Learning (SOLs) tests. SOL results are one of many data points our teachers and school leaders use to support the academic needs of our students. The Virginia Department of Education (VDOE) confirmed SOL testing would resume during the 2020-2021 School Year, though accreditation would be waived for the year.

Across the Commonwealth, participation in SOL testing during the previous school year was down significantly in all subject areas when compared with pre-pandemic participation in 2018-2019. For example, only 75.5% of students in tested grades took reading tests in 2020-2021, and only 78.7% took math tests, compared with 99% in

both subjects in 2018-2019. Additionally, fewer students retook SOL tests during 2020-2021 due to the waiver of state accreditation for 2021-2022 and the flexibility for students granted by the Board of Education in its emergency guidelines for awarding verified credits for graduation.

The SOL results from this extraordinary year in education will serve as a roadmap for how we will help our children who struggled with learning during this difficult year get back on track with their educational endeavors. Prince George County Public Schools is home to some of the very best educators in the Commonwealth, who all united together and sought innovative and creative ways to serve their students despite the challenging circumstances presented to them. The school division commends them for their hard work throughout the 2020-2021 School Year and for their ability to continue instruction and administer SOL testing. The data generated from last year's tests will inform instructional decisions to recover missed learning opportunities.

The major takeaway from the VDOE's recently released data is that we should not use this year's SOL results to compare to previous years. The way our student population attended school during the 2020-2021 School Year was vastly different than has ever been seen, and significantly impacted our children's participation and outcomes on these standardized assessments.

Prince George County Public Schools is ready to help our students get back on track with their learning. The division has already been actively working with teachers and school leaders to develop strategies to bridge the gaps that our students may have between the content from the previous grade and the one they will soon be entering when they return to us on Tuesday, September 7th.

We thank our families for entrusting us with the responsibility of serving their children's educational needs and their support as we unite to do everything we can for the children of Prince George County. They are the future of our community.

Thank you,

Lisa Pennycuff, Ed.D
Superintendent

Becky Kirk

From: Lisa Pennycuff
Sent: Monday, August 30, 2021 3:33 PM
To: Becky Kirk
Subject: FW: Superintendent's Message: Mask Information for the Start of the 2021-22 School Year
Attachments: PGCPS Religious Accommodation Form - Staff.08.30.2021.pdf; Medical Accommodation and Medical Authorization Packet - Staff - 08.30.2021.pdf

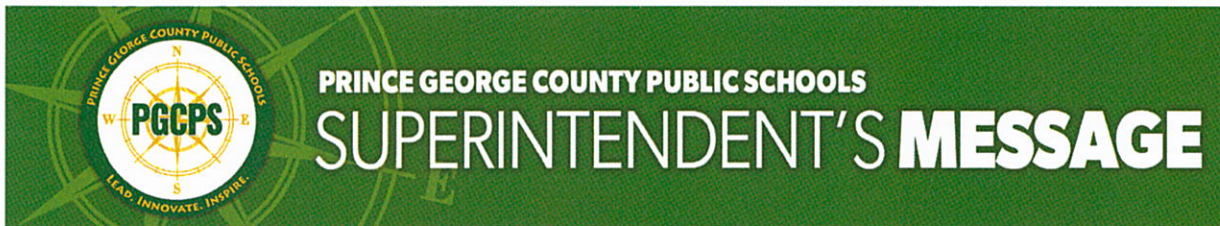
Becky,

Please include in Supt's Report/Info for September School Board meeting.

Thank you,

Lisa

From: PGCPS - Royal Messenger <noreply@pgs.k12.va.us>
Sent: Monday, August 30, 2021 3:29 PM
Subject: Superintendent's Message: Mask Information for the Start of the 2021-22 School Year



August 30, 2021

Good afternoon Prince George Family,

Prince George County Public Schools has been committed to establishing policies and procedures that support the health of our school community and, when possible, provide choices for our families, faculty, and staff. This has been accomplished through active monitoring of the health of our community-at-large and guidance from our local health partners, the Virginia Department of Health (VDH), the Virginia Department of Education (VDOE), and Centers for Disease Control and Prevention (CDC).

The Commonwealth's [current public health order](#) issued by State Health Commissioner Dr. Norman Oliver on August 12th **requires** "all individuals aged two and older to wear masks when indoors" at public and private K-12 schools to reduce the spread of COVID-19, with

medical exceptions for those with health conditions or disabilities that prohibit wearing a mask or those with religious objections, among others.

Given the guidance provided by the Commonwealth of Virginia, Prince George County Public Schools will need to require the use of masks as we begin the school year in all nine school buildings.

The current Public Health Order includes the provision that reasonable accommodations be considered for individuals unable to wear a mask: *“Adaptations and alternatives for individuals with health conditions or disabilities should be considered whenever possible to increase the feasibility of wearing a mask to reduce the risk of COVID-19 spreading if it is not possible to wear one.”*

As we wish to collaborate with you in identifying any necessary accommodations, please review the attached forms which include the *Medical Accommodation and Medical Authorization Packet* and the *Religious Accommodation Form*.

For those who may require accommodations, please review the attached ***Options for Medical Accommodation*** form and select the option that would best help to alleviate your concerns about wearing a mask for medical reasons. Options 1 and 2 require the requesting staff member’s signature. If you are unable to tolerate a mask for any duration, please select Option #3, discuss this matter with your physician or other licensed medical health provider, and have the medical professional complete the enclosed ***Medical Authorization*** form to be returned to your supervisor. Please be aware that while accommodations will be developed to support promotion of a safe learning environment, failure to use a mask will increase the risk of contracting COVID-19 and will be a factor during trace investigations to determine exposure as a close contact.

The school division will continue to monitor these areas and remain in regular communications with the Crater Health District, as well any additional requirements from local, state, and federal agencies regarding the use of masks and face coverings. PGCPs remains prepared to adjust mask policies based on these factors to ensure our students' educational and socio-emotional needs are met in safe and healthy environments on our campuses alongside other COVID-19 prevention and mitigation strategies during the upcoming school year when the health of our community and state mandates allow.

The district continues to encourage our families, faculty, and staff to get vaccinated against COVID-19. The district has continuously provided resources from the Crater Health District to our families, faculty, and staff regarding vaccinations and allowed the district to hold clinics at our schools to allow those who wish to get vaccinated against COVID-19 the opportunity to do so. **Our next on-site vaccination clinic for students and staff ages 12 and above will be**

held on September 9th at Prince George High School and J.E.J. Moore Middle School. More information about this vaccination opportunity can be found on the school division's website by clicking the following link

Vaccination Clinic Information: [CLICK HERE](#)

We thank our community for their support as we continue to navigate the ongoing COVID-19 pandemic and we look forward to safely welcoming our students back to school on Tuesday, September 7th.

Lisa Pennycuff, Ed.D.

Superintendent



**Prince George County Public Schools
2021-2022 School Year**

Face Mask Religious Accommodation Request

Staff Member Information:

| | |
|----------------|-------------|
| Last Name: | First Name: |
| Work Location: | Email: |
| Phone: | |

I request that Prince George County Public Schools (PGCPS) staff provide accommodations for me from the use of a face mask while inside a school building due to a sincerely held religious objection to wearing a face mask. I understand that:

1. The Centers for Disease Control and Prevention (CDC) recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
2. If I do not wear a face mask while in the school building then I may be at increased risk of contracting COVID-19;
3. To protect others from the transmission of COVID-19, the school staff may take additional virus transmission mitigation precautions, including: requiring me to wear a face shield; requiring me to physically distance to the greatest extent practicable; etc.

Name of Religious Organization: _____

To be completed by Requesting Staff Member:

Provide a personal written statement detailing the religious basis for your objection to wearing a face mask. Explain why you are requesting this religious exemption, the religious principle(s) that guide your objections to wearing a face mask, and the religious basis that supports your objection. You may attach additional documentation in support of your objection.

I certify that my statements above are true and accurate and that I am a member of the named religious organization in good standing and have a sincerely held religious objection to the wearing

of a face mask.

Signature: _____ Date: _____

School staff will contact you to discuss a reasonable accommodation such as the use of a face shield.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Office of the Superintendent

Dear Staff Member:

The purpose of this letter is to follow up with you about your request to be considered for a medical exception from wearing a mask. One of our top priorities is to be able to continue to offer in-person learning, five days a week for every student, while also continuing to be able to offer a robust extra-curricular program for students. However, in order to achieve these priorities, we have a shared responsibility as administrators, staff, students, and families to maintain a safe learning environment for all.

The current Public Health Order issued on August 12, 2021, by the State Health Commissioner includes the provision that reasonable accommodations be considered for individuals unable to wear a mask: *“Adaptations and alternatives for individuals with health conditions or disabilities should be considered whenever possible to increase the feasibility of wearing a mask to reduce the risk of COVID-19 spreading if it is not possible to wear one.”*

As we wish to collaborate with you in identifying any necessary accommodations, please review the enclosed ***Options for Medical Accommodation*** form and select the option that would best help to alleviate your concerns about wearing a mask for medical reasons. If you are unable to tolerate a mask/face covering for any duration, please select option #3, discuss this matter with your physician or other licensed medical health provider, and have the medical professional complete the enclosed ***Medical Authorization*** form. Please be aware that while accommodations will be developed to support promotion of a safe learning environment, failure to use a mask will increase the risk of contracting COVID-19 and will be a factor during trace investigations to determine exposure as a close contact.

Each person who requires an exception to wearing a mask will be required to return the ***Options for Medical Accommodation*** form. Otherwise, all staff without an approved exception form will be expected to wear a mask while the current Public Health Order is in effect. As always, if you have any questions, please contact your supervisor.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Options for Medical Accommodation

Directions: Complete and return this form to your supervisor. All staff will be expected to wear a mask while the current Public Health Order is in effect, unless required documentation for an exception has been received and approved. As a reminder, masks are required for using school provided transportation.

Name: _____ Work Location: _____

Job Title: _____

1. What is the current medical condition that prevents you from wearing a mask?

2. How does the medical condition restrict your ability to wear a mask?

3. Select from the following three options:

- Option #1: (Periodic Breaks)

I have restrictions on the duration of time for using a mask.

Reasonable accommodations may include:

- Physical distancing of six feet from students in the classroom while not wearing a mask.
- Use of a mask for any small group activity where physical distancing cannot be maintained. In these settings, mask breaks will be scheduled every 30 minutes.
- Use of a mask during times of transition through indoor common spaces.

- Option #2: (Use of a Face Shield)

I have restrictions on the skin contact of a mask.

Reasonable accommodations may include:

- Use of a face shield while indoors to include during times of transition through indoor common spaces.
- Physical distancing from students in the classroom while wearing a face shield.

Option #3:

My medical condition is not reasonably accommodated with the options listed above. I will make an appointment with my physician/other licensed medical provider for completion of the **Medical Authorization Form**. I understand that I will need to submit the completed information along with the certification from the physician/other licensed medical provider regarding my medical condition to Human Resources, so that the school division may work with me to determine a reasonable accommodation.

Signature of Staff Member: _____

Date: _____

If Option 1 or 2 is selected, the requesting staff member's signature is sufficient.

If Option 3 is selected, please work with your physician to complete the following **Medical Authorization Form**. **All forms must be submitted to Dr. Laura Estes, Chief Human Resources Officer.**

Prince George County Public Schools
2021-2022 School Year

Medical Authorization Form

(Must Be Completed if Option 3 Selected)

Staff Member's Information:

| | |
|----------------|-------------|
| Last Name: | First Name: |
| Work Location: | Email: |
| Phone: | |

I understand that:

1. The Centers for Disease Control and Prevention (CDC) recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
2. If I do not wear a face mask while in the school building, then I may be at increased risk of contracting COVID-19.
3. To protect others from the transmission of COVID-19, the school staff may take additional virus transmission mitigation precautions, including: requiring me to wear a face shield; requiring me to be physically distanced from students to the greatest extent practicable; etc.

| | |
|------------|-------|
| Signature: | Date: |
|------------|-------|

Prince George County Public Schools
2021-2022 School Year

Medical Authorization Form - Continued

(Must Be Completed if Option 3 Selected)

| |
|---|
| Staff Member's First and Last Name: |
| Physician/Licensed Medical Provider Name: |
| Physician/Licensed Medical Provider Specialty: |
| Licensed Medical Position Held (e.g. Physician, Physician's Assistant, Nurse Practitioner, Nurse, Psychologist, License Mental Health Professional) |
| Office Address: |
| Phone Number: |

CERTIFICATION OF DISABILITY AND REASONABLE ACCOMMODATION

Dear Licensed Medical Care Provider:

[_____], an employee of **Prince George County Public Schools**, has made a request for a reasonable workplace accommodation. In order to have this request considered and assist with the interactive process, we are requesting you to provide feedback to the following questions based on your medical expertise.

Background

An employee has a disability if he or she has an impairment that substantially limits one or more major life activities or a record of such an impairment. "Substantially limits" under the Americans with Disabilities Act (as amended) (ADAAA) has been broadened to allow someone with an impairment to be "regarded as" having a disability, even without the perception that the impairment limits a major life activity, provided that the impairment does not have an actual or expected duration less than or equal to six months. The employee must present medical evidence of impairment under the ADAAA.

The ADAAA provides examples of "major life activities," including "caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function, such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions."

Please answer these questions to help determine disability and reasonable accommodation. *Your prompt reply to this request is appreciated.*

- 1) Please review the attached **job description**. If no job description is attached, please discuss the position with the employee to determine the employee's essential job duties.

2) Does the employee have a physical or mental impairment?

___ Yes ___ No

3) What is the impairment or the nature of the impairment?

4) How long is the impairment expected to last?

___ # of days ___ # of weeks ___ # of months ___ Permanently.

5) Does the impairment substantially limit a major life activity as compared to most people in the general population?

___ Yes ___ No

6) If you answered "Yes" to the Question 5, what major life activity(ies) is/are affected?

- | | | | | |
|---------------------|--------------------------------|--------------|--------------|--------------------------|
| ___ Bending | ___ Hearing | ___ Reaching | ___ Speaking | ___ Other (describe): |
| ___ Breathing | ___ Interacting w/others | ___ Reading | ___ Standing | |
| ___ Caring for self | ___ Learning | ___ Seeing | ___ Thinking | |
| ___ Concentrating | ___ Lifting | ___ Sitting | ___ Walking | |
| ___ Eating | ___ Performing Manual Tasks | ___ Sleeping | | |

7) What limitation(s) is interfering with the employee's job performance?

8) What job function(s), if any, is the employee having difficulty performing or may have difficulty performing because of the limitation(s)?

9) How does the employee's limitation(s) interfere with the employee's ability to perform the job function(s)?

10) What suggestions, if any, do you have for possible reasonable accommodations to permit the employee to perform the employee's essential job functions? The recommended accommodations must be necessary for medical reasons and not for convenience or personal preference:

11) The employee's typical schedule is Monday through Friday ____ a.m. to ____ p.m. What, if any, adjustments need to be made to the employee's work schedule to enable the employee to perform the essential functions of that position?

12) How would your suggestions improve the employee's job performance?

13) How long will the employee need the above reasonable accommodation to perform the employee's essential job functions?

____ # of days ____ # of weeks ____ # of months ____ Permanently.

If unable to provide a timeframe, when will the employee be medically reevaluated?

14) If any of your recommended accommodations cannot be provided, would the employee still be able to perform some or all of the essential job functions?

15) Please provide any additional comments or suggestions:

Licensed Medical Care Provider Information
(to be completed by healthcare provider completing this form)

Licensed Medical Care Provider Name
(Please Print)

Licensed Medical Care Provider Signature

Date

Type of Practice/Area of Specialization

Licensed: ____ Yes ____ No

Please submit this completed form to Dr. Laura Estes, Chief Human Resources Officer.

If you have any questions, please contact

:

Dr. Laura Estes, Chief Human Resources Officer
Prince George County Public Schools
6410 Courts Drive, P.O. Box 400
Prince George, Virginia 23875
(804) 733-2700

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Becky Kirk

Subject: FW: EXTERNAL - Help Student Needs on your Campus

From: pastorcjenkins75 <pastorcjenkins75@gmail.com>

Sent: Monday, August 30, 2021 10:44 AM

To: Lisa Pennycuff <lpennycuff@pgs.k12.va.us>; Theresa M. Marshall <tmarshall@pgs.k12.va.us>; Susan Braswell <Sbraswell@pgs.k12.va.us>; Christopher Scruggs <Cscruggs@pgs.k12.va.us>; Chrystal Barnwell <Cbarnwell@pgs.k12.va.us>; Elizabeth D. Pell <epell@pgs.k12.va.us>

Subject: EXTERNAL - Help Student Needs on your Campus

Good Morning Principals Marshall, Braswell, Scruggs, Barnwell and Pell!

After receiving Dr Pennycuff's blessing I am reaching out to ask would it be possible to meet you (maybe Central Office) to give you \$1,000 donation to each campus from our church family to meet student needs on your respective campus?

Each year for the last 4-5 years we have partnered with Beazley and Harrison through weekly Backpacks (cinch sacks) of food for 50+ students identified by the Campus Administration as students with a need. With the recent infusion from FDA and other agencies meeting food insecurities we recognize the "Backpack Program" could possibly be duplicitous, at least this year. We wish to still love on students with practical needs. Dr Pennycuff agreed spreading these funds across the schools with the intent they can be used, at your discretion, to meet any need (ie food, clothing, supplies, etc) students may have would be a great application this year.

Again, the funds can be used at your discretion to meet any need you deem necessary to help your students. It is our joy to be able to partner in a small way to share the blessings and love Christ has poured out in our lives.

My one request is that I might be able to meet with you, collectively, for five minutes to get a picture to take back to our church family to celebrate their generosity and encourage them to keep showing their love in practical and tangible ways.

If acceptable, what would be a good date after September 6 to meet at the Central Office?

With Great Respect and Admiration,

Pastor Chris Jenkins
Unity Baptist Church
Prince George, VA
804-691-4437

PS WELCOME TO THE TEAM Mrs. Pell!!! We're praying for a great year!

Becky Kirk

From: Lisa Pennycuff
Sent: Wednesday, September 1, 2021 1:59 PM
To: Becky Kirk
Subject: FW: Virginia Department of Health to Hold COVID-19 Vaccination Clinic on Sept. 9th at J.E.J. Moore Middle, PGHS
Attachments: 2021 MenACW Informed Consent Form - English.pdf; Pfizer-BioNTech COVID-19 Vaccine Fact Sheet.pdf; Pfizer Hoja Informativa Sobre la Vacuna COVID-19 - Español.pdf; MenACW Formulario de Consentimiento de Vacunación para Estudiantes de 20.pdf

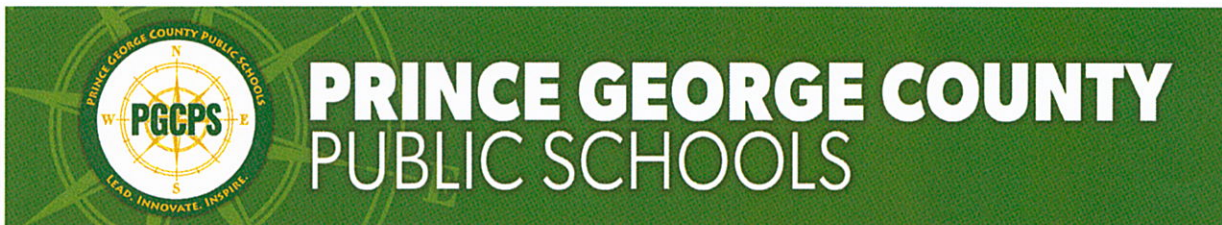
Becky,

Please add to the Supt's Report/Info for September.

Thank you,

Lisa

From: PGCPSS - Royal Messenger <noreply@pgs.k12.va.us>
Sent: Wednesday, September 1, 2021 1:54 PM
Subject: Virginia Department of Health to Hold COVID-19 Vaccination Clinic on Sept. 9th at J.E.J. Moore Middle, PGHS



Virginia Department of Health to Hold COVID-19 Vaccination Clinic on September 9th at J.E.J. Moore Middle, PGHS

COVID-19 Vaccines Available for PGCPSS Staff, Students During Upcoming Clinic

September 1, 2021

Good afternoon Prince George Family,

The Virginia Department of Health will return to our campuses as they did at the end of the 2020-2021 School Year to host a pair of clinics for our school community. On Thursday, September 9th, 2021, our health district will be on site at Prince George High School & J.E.J. Moore Middle School to administer:

- COVID-19 vaccines to PGCPS employees and students whose families wish to have their children vaccinated against the disease; and
- Meningococcal conjugate vaccine (MenACWY) to students who have yet to receive their dose as part of school entry requirements.

The times for the September 9th, 2021 vaccine clinics are as follows:

- Prince George High School - 9:00 a.m. - 11 a.m.
- J.E.J. Moore Middle School - 1:00 p.m. - 2:30 p.m.

A CONSENT FORM MUST BE COMPLETED PRIOR TO RECEIVING A VACCINE

The Crater Health District WILL NOT BE ABLE TO ADMINISTER vaccines to anyone whose forms are incomplete in any manner.

NOTE for those receiving the meningococcal conjugate vaccine (MenACWY): Families with health insurance will need to provide a copy of their health insurance card (front and back) **AND** a copy of your child's immunization record before they can receive the MenACWY vaccine.

COVID-19 Vaccinations

The Centers for Disease Control and Prevention (CDC) recommends individuals **aged 12 and older** to receive a COVID-19 vaccine to protect against the virus.

If you wish to receive a dose of the Pfizer two-dose COVID-19 vaccine, please register online through the Virginia Department of Health provided below.

- **Prince George High School - September 9, 2021 - 9:00 a.m. - 11 a.m.**
For PGCPS staff, N.B. Clements Jr. High School & PGHS students
[REGISTRATION LINK](#)

- **J.E.J. Moore Middle School - September 9, 2021 - 1:00 p.m. - 2:30 p.m.**
For PGCPS staff and J.E.J. Moore Middle students
[REGISTRATION LINK](#)

NOTE: This online registration portal is ONLY for COVID-19 vaccinations, not Meningococcal conjugate vaccine (MenACWY).

Meningococcal conjugate vaccine (MenACWY)

On July 1, 2021, amendments to the [Code of Virginia §32.1-46.A.4](#) approved by the 2020 General Assembly regarding minimum immunization requirements for children took effect. These changes require, among other immunizations:

- Two properly spaced doses of meningococcal conjugate vaccine (MenACWY). The first dose shall be administered prior to entry to the seventh grade. The second dose shall be administered prior to entry to the twelfth grade.

To see additional immunization requirements, please visit the Virginia Department of Health's Immunization & School Requirements webpage by clicking [here](#).

The meningococcal conjugate vaccine (MenACWY) is required as part of school entry.

If you wish to have your child receive the meningococcal conjugate vaccine (MenACWY), please complete the paper form included in this message. Complete the form in its entirety for each child receiving the vaccine. Completed forms must be turned in to your child's school nurse **as soon as possible on or before 9:30 a.m. on Tuesday, September 7th, 2021.**

Please contact your school's nurse if you need assistance obtaining and/or completing the included forms.

Thank you,

Lisa Pennycuff, Ed.D
Superintendent

Michelle Grate, RN, MHA, MPA, CERT
Division Coordinator of Health Services

Date: September 15, 2021

Presenter: Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: VSBA May 2021 Policy Manual Revisions (Part 2)

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

VSBA encourages the School Board to review the attached revised policies.

RECOMMENDATION: Approve revisions as presented at the August 2, 2021 meeting.

Explanation of Revisions – May 2021 Policy Update (Part 2)

| Policy Code | Revision |
|--|--|
| EBCB <i>(with PG change)</i> | Safety Drills Policy updated to reflect amendment of Va. Code § 22.1-137.2 by HB 1998. |
| GB | Equal Employment Opportunity/Nondiscrimination Policy updated to reflect amendment of Va. Code § 22.1-295.2 by HB 2161. Legal References updated to reflect enactment of Va. Code § 2.2-3905.1 by HB1848 and § 22.1-23.3 by HB 145/SB 161 (2020). |
| GBB | Prohibition of Abusive Work Environments Policy updated to reflect amendment of Va. Code § 22.1-291.4 by HB 2176. |
| GCDA | Effect of Criminal Conviction or Rounded Complaint of Child Abuse or Neglect Policy and Legal References updated. |
| GCN | Evaluation of Professional Staff Policy updated to reflect amendment of Va. Code § 22.1-253.13:5 by HB1904. |
| GCPF | Suspension of Staff Members Policy updated. |
| GEA/JOH (Optional) | Acceptance of Electronic Signatures and Records Policy updated. |

SAFETY DRILLS

Fire Drills

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least ~~twice~~ once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten students participates in each lock-down drill after the first 60 days of each school session.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Each school shall have a crisis plan for emergency evaluations.

Adopted:

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-137.3, 22.1-184.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.: EB School Crisis, Emergency Management and Medical
Emergency Response Plan

EQUAL EMPLOYMENT OPPORTUNITY/ NONDISCRIMINATION

I. Policy Statement

The BLANK School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention ~~or~~ and other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, creed, religion, national origin, ancestry, political affiliation, sex, sexual orientation, gender, gender identity, age, pregnancy, childbirth or related medical conditions, marital status, ~~status as a veteran,~~ military status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

~~The BLANK School Board provides facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities. Further, the BLANK School Board does not discriminate against qualified persons with disabilities in the provision of health, welfare and other social services.~~

The statement, "BLANK School Board is an equal opportunity employer," is placed on all employment application forms.

II. Notice of Policy/Prevention

This policy is (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination is included in employee in-service training.

III. Complaint Procedure

A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance

Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent, superintendent's designee or committee concludes that prohibited discrimination occurred, the BLANK School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

D. Appeal

If the superintendent, superintendent's designee or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, superintendent's designee or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

E. Compliance Officer and Alternate Compliance Officer

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at **[INSERT GENERIC EMAIL ADDRESS WHICH WILL AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS THE COMPLIANCE OFFICER]**.¹ Complaints of discrimination may also be made to the Alternate Compliance Officer at **[INSERT GENERIC EMAIL ADDRESS WHICH WILL AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS THE ALTERNATE COMPLIANCE OFFICER]**²

The Compliance Officer

- receives reports or complaints of discrimination;
- conducts or oversees the investigation of any alleged discrimination;
- assesses the training needs of the school division in connection with this policy;
- arranges necessary training to achieve compliance with this policy; and
- ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity and has the authority to protect the alleged victim and others during the investigation.

IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer informs persons who make complaints, who are the subject of complaints and who participate in investigations of how to report any subsequent problems.

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

¹ To avoid changing the policy any time the Compliance Officer or Alternate Compliance Officer changes, a school board may designate the positions by title and provide an email address established for those position. However, the division website **MUST** reflect the current, complete name and contact information for the Compliance Officer and Alternate Compliance Officer.

² ~~The Alternate Compliance Officer must be of the opposite gender than the Compliance Officer. The School Board may want to name an Alternate Compliance Officer who is not the same gender as the Compliance Officer.~~

V. Right to Alternative Complaint Procedure

Nothing in this policy denies the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent discrimination is included in employee orientations and in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to school personnel and (2) included in employee handbooks. All employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Employees who knowingly make false charges of discrimination are subject to disciplinary action.

Adopted:

Legal Refs.: 20 U.S.C. § 1681 et seq.
29 U.S.C. § 701.
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1(a) and 12101 et seq.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3905.1, 22.1-23.3, 22.1-295.2, 22.1-306.

| | | |
|-------------|----------|---|
| Cross Refs: | AC | Nondiscrimination |
| | AD | Educational Philosophy |
| | BCE | School Board Committees |
| | GB-F | Report of Discrimination |
| | GBA/JFHA | Prohibition Against Harassment and Retaliation |
| | GBM | Professional Staff Grievances |
| | GBMA | Support Staff Grievances |
| | GCPD | Professional Staff Discipline |
| | JB | Equal Educational Opportunities/Nondiscrimination |
| | KKA | Service Animals in Public Schools |

PROHIBITION OF ABUSIVE WORK ENVIRONMENTS

Generally

The BLANK School Board prohibits abusive work environments in the school division.

Any ~~school board~~ School Board employee who contributes to an abusive work environment is appropriately disciplined.

Retaliation or reprisal against ~~school board~~ School Board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

Definitions

As used in this policy,

"Abusive conduct" means conduct of a School Board employee in the workplace that a reasonable person would find hostile and that is severe enough to cause physical harm or psychological harm to another School Board employee based on a determination in which the following factors are considered: the severity, nature, and frequency of the conduct and, when applicable, the continuation of the conduct after a School Board employee requests that it cease or demonstrates outward signs of physical harm or psychological harm in the face of the conduct. "Abusive conduct" includes verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; the gratuitous sabotage or undermining of another School Board employee's work performance; attempts to exploit another School Board employee's known psychological or physical vulnerability; or repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, or epithets. "Abusive conduct" does not include (i) a single act, unless it is especially severe, or (ii) conduct that the School Board proves with clear and convincing evidence is necessary for the furtherance of its legitimate and lawful interests.

"Abusive work environment" means a workplace in the school division in which abusive conduct occurs.

"Physical harm" means a material impairment of a School Board employee's physical health or bodily integrity, as documented by a licensed physician or another licensed health care provider.

"Psychological harm" means a material impairment of a School Board employee's mental health, as documented by a licensed psychologist, psychiatrist, or psychotherapist or another licensed mental health care provider.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-291.4.

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

Generally

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

I. APPLICANTS FOR EMPLOYMENT

A. Criminal Convictions

As a condition of employment for all of its employees, whether full-time or part-time, permanent, or temporary, the BLANK School Board ~~shall require~~ requires on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or any crime of moral turpitude.

The School Board does not employ any individual who has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

~~Notwithstanding the requirements of subsection A of Va. Code § 22.1-296.1, the School Board may employ an individual who, at the time of the individual's hiring, has been convicted of a felony, provided that such individual (i) was employed in good standing by a school board on or before December 17, 2015; (ii) has been granted a simple pardon for such offense by the Governor or other appropriate authority; and (iii) has had his civil rights restored by the Governor or other appropriate authority. However, the School Board may employ, until July 1, 2020, such an individual who does not satisfy the conditions set forth in clauses (ii) and (iii), provided that such individual has been continuously employed by the School Board from December 17, 2015 through July 1, 2018.~~

The BLANK School Board ~~shall also require~~ also requires on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall

be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

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

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

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

B. Founded Complaints of Child Abuse or Neglect

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

pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

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

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

II. EMPLOYEE CHARGES AND CONVICTIONS

A. Criminal Proceedings

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

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

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

B. Founded Complaints of Child Abuse or Neglect

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

III. COURT ORDERED PROBATION

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

IV. COSTS OF FINGERPRINTING, CRIMINAL RECORD AND ABUSE AND NEGLECT CHECKS

[Insert one of the following three options for payment of the fingerprinting, criminal record check and abuse and neglect check.]

~~Option 1~~

~~The applicant or employee shall must pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.~~

✓ Option 2

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

~~Option 3~~

~~The School Board and the applicant or employee shall share the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy. The School Board shall ~~pay~~ pays [insert percentage] and the applicant or employee shall ~~pay~~ pays [insert percentage].~~

Adopted:

Legal Ref.: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

~~Acts 2018, c. 833.~~

Cross Refs.: GCPF Suspension of Staff Members
 GCPD Professional Staff Discipline

EVALUATION OF PROFESSIONAL STAFF

Every employee of the BLANK School Board staff is evaluated on a regular basis at least as frequently as required by law.

The superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

~~The procedures are consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals.~~ Teacher, principal, and superintendent evaluations are consistent with the performance standards included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents. Evaluations include student academic progress as a significant component and an overall summative rating. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities. Evaluations include an evaluation of cultural competency.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education as ~~revised July 23, 2015~~) (~~http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf~~). approved March 18, 2021).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education as ~~revised July 23, 2015~~) (~~http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf~~). effective January 10, 2020).

Cross Ref.: CBG Evaluation of the Superintendent
 GCG Professional Staff Probationary Term and Continuing Contract

SUSPENSION OF STAFF MEMBERS

Employees of BLANK School Board, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause

- when the safety or welfare of the school division or the students therein is threatened or
- when the employee has been charged by summons, warrant, indictment or information with the commission of
 - a felony; or
 - a misdemeanor involving
 - sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, of the Code of Virginia,
 - obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, of the Code of Virginia,
 - drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, of the Code of Virginia,
 - moral turpitude, or
 - the physical or sexual abuse or neglect of a child;
 or an equivalent offense in another state.

Except when an employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above-listed offenses, the superintendent or appropriate central office designee shall not suspend an employee for longer than sixty (60) days and shall not suspend an employee for a period in excess of five (5) days unless such employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the school board in accordance with Va. Code §§ 22.1-311 and 22.1-313, if applicable. Any employee so suspended shall continue to receive his then applicable salary unless and until the school board, after a hearing, determines otherwise. No employee shall be suspended solely on the basis of the employee's refusal to submit to a polygraph examination requested by the School Board.

Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above-listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to the employee's salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of one of the above-listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earnings received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

In the event an employee is found guilty by an appropriate court of any of the above-listed criminal offenses and, after all available appeals have been exhausted and

such conviction is upheld, all funds in the escrow account shall be repaid to the School Board.

If an employee is suspended because of information appearing on ~~his/her~~ the employee's criminal history record, the School Board ~~shall provide~~ provides a copy of the information obtained from the Central Criminal Records Exchange to the employee.

No employee will have his insurance benefits suspended or terminated because of suspension in accordance with this policy.

The placing of a school employee on probation pursuant to the terms and conditions of Va. Code § 18.2-251 shall be deemed a finding of guilt.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.2, 22.1-315.

Cross Refs.

| | |
|------|--|
| GBMA | Support Staff Grievances |
| GCDA | Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect |
| GCPD | Professional Staff Discipline |
| GDG | Support Staff Probationary Period |

ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS

Policy Statement

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The BLANK School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this division.

Definitions

“Attribution” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

“Electronic Signature”- An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Electronic Record” – Any record created, generated, sent, communicated, received or stored by electronic means.

Applicability

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled in the division; and also to individuals affiliated with the division, whether paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

Electronic Records

Electronic records created or received by the division shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The division shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the division may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the BLANK School Board agrees to accept or send such communication electronically; and

2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non-electronic form. The issuance and/or acceptance of an electronic signature by the School Board may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by ~~his/her~~ the individual's name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The School Board shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the School Board can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

The School Board shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied.

The School Board shall maintain a secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with School Board business.

The School Board may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.

Adopted:

_____)

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 59.1-479 et seq.

Cross Ref.: JO Student Records

Date: September 15, 2021

Presenter: Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: VSBA May 2021 Policy Manual Revisions (Part 3)

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

VSBA encourages the School Board to review the attached revised policies. The policies will be presented at the October 4, 2021 meeting for approval.

RECOMMENDATION: Review VSBA changes for approval at the October 4, 2021 meeting.

Explanation of Revisions – May 2021 Policy Update (Part 3)

| Policy Code | Revision |
|---------------------------------|--|
| AD | Educational Philosophy Policy updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020). |
| BDD | Electronic Participation in Meetings from Remote Locations Policy updated to reflect amendment of Va. Code § 2.2-3708.2 by SB 1271 and HB 1931. |
| CBA | Qualifications and Duties for the Superintendent Policy updated to remind school boards that adopt collective bargaining to define the superintendent's role with regard to collective bargaining. |
| CBG | Evaluation of the Superintendent Policy and Legal References updated. |
| EGAA | Reproduction and Use of Copyrighted Materials Policy and Cross References updated. |
| GAA | Staff Time Schedules Policy and Legal References updated to reflect enactment of Va. Code § 40.1-29.2 by HB 2063. |
| GAB/IIBEA | Acceptable Computer System Use Policy and Cross References updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020). |
| GAB-R/IIBEA-R | Technology Use Guidelines Regulation deleted . |
| IC/ID | School Year/School Day Policy updated to reflect amendment of Va. Code § 22.1-98 by HB 1790. |
| IGAJ | Driver Education Text in first paragraph updated to reflect amendment of Va. Code § 22.1-205 by HB 1918. Text in footnote 2 updated to reflect amendment of Va. Code § 22.1-205 by HB 2119. |

| | |
|-------------------------|---|
| IHA | Grouping for Instruction Policy deleted because not required by law. |
| IIEA/GAB | Acceptable Computer Use Policy and Cross References updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020). |
| IIEA-R/GAB-R | Technology Use Guidelines Regulation deleted . |
| JBA | Section 504 Nondiscrimination Policy and Complaint Procedures Policy, Legal References and Cross References updated. |
| JED | Student Absences/Excuses/Dismissals Policy updated to reflect amendment of Va. Code § 22.1-254 by HB 1940. |
| JFC (w/ PG Changes) | Student Conduct Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020). |
| JFCA | Teacher Removal of Student From Class Policy updated. |
| JFCF (Option 1) | Drugs in School Policy updated to reflect amendment of Va. Code §§ 18.2-255.2 and 22.1-277.08 by HB 2312. Legal References and Cross References updated. |
| JGDA | Disciplining Students with Disabilities Policy and Legal References updated. |
| JGD/JGE | Student Suspension/Expulsion Policy updated to reflect amendment of Va. Code § 22.1-277.08 by HB 2312/SB 1406. Legal References updated. |
| JHCD | Administering Medicines to Students Policy updated to reflect amendment of Va. Code § 22.1-274.2 by HB 2019 which goes into effect on January 1, 2022 and to reflect content of Legal References. Legal References and Cross References updated. |

EDUCATIONAL PHILOSOPHY

BLANK School Board is committed to providing equal opportunity for every student to achieve intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education and to feel confident of the ability to make creative and constructive decisions.

BLANK School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student
- treats all members of the school community equitably and with respect
- allocates and uses assets fairly and efficiently

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ ~~22.1-23.2~~, 22.1-23.3, 22.1-78.

| | | |
|--------------|----------|---|
| Cross Refs.: | AC | Nondiscrimination |
| | GA | Personnel Policies Goals |
| | GB | Equal Employment Opportunity/Nondiscrimination |
| | GBA/JFHA | Prohibition Against Harassment and Retaliation |
| | IGBC | Parent and Family Engagement |
| | JB | Equal Education Opportunities/Nondiscrimination |

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, or as otherwise permitted by law, the School Board does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the School Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

For purposes of this policy, "electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

I. Quorum Physically Assembled

A. The School Board may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if 1) on or before the day of a meeting, a member of the School Board notifies the chair that such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance attendance, a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, or that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter; and 2) the School Board approves the member's participation by a majority vote of the members present at the primary or central meeting location.

Participation by a School Board member by electronic communication means due to a personal matter is limited each calendar year to ~~two meetings.~~ meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. If participation by a School Board member through electronic communication means is approved pursuant to subsection A above, the School Board records in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved due to a temporary or permanent disability or other medical condition, the School Board also includes in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved due to a personal matter, the School Board also includes in its minutes the specific nature of the personal matter cited by the member.

If a School Board member's participation from a remote location due to a personal matter is disapproved, such disapproval is recorded in the minutes with specificity.

- C. A School Board member may participate in a meeting by electronic means pursuant to subsections A and B above only when:
- a quorum of the School Board is physically assembled at one 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, or the locality in which the School Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, 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~~; provide for the continuity of operations of the School Board or the discharge of its lawful purposes, duties, and responsibilities.

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

- gives public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board; ~~and~~
- makes arrangements for public access to the ~~meeting~~; meeting through electronic communications means, including videoconferencing if already used by the School Board; and
- provides the public with the opportunity to comment at those meetings when public comment is customarily received.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held are stated in the minutes of the meeting.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3710.

Acts 2020, c. 1283.

Cross Ref.: BDDG Minutes

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

QUALIFICATIONS

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

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

MAJOR ~~DUTIES~~ DUTIES

As chief executive officer of the school board, the superintendent

- attends school board meetings,
- implements school board policies and ensures that they are posted on the division's website,
- reports to the school board about the status of programs, personnel and operations of the school division,
- recommends actions to the school board,
- facilitates communication between the school board and school personnel,
- assists the chairman in developing agenda of meetings of the school board, and
- develops regulations as directed by the school board.

As the educational leader of the school division, the superintendent

- supervises the principals and assistant superintendents,
- oversees planning and evaluation of curriculum and instruction,
- develops for approval by the school board procedures for adopting textbooks and other instructional materials,
- visits schools on a regular basis, and
- maintains a current knowledge of developments in curriculum and instruction.

The superintendent enforces school laws and regulations, including by

- observing directions and regulations prescribed by the Superintendent of Public Instruction or Board of Education,
- reporting information to the Superintendent of Public Instruction as required,
- promptly distributing all reports, forms, laws and regulations received from the Superintendent of Public Instruction,
- enforcing school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education, and
- developing and maintaining procedures, guidelines and regulations to implement school board policy. If board action is required by law or the board

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

The superintendent oversees staff personnel management, including by

- organizing recruitment of personnel,
- reassigning personnel in accordance with school board policy,
- administering personnel policies and programs,
- upon request of the School Board, surveying the school division at least annually to identify critical shortages of teachers and administrative personnel by subject matter and school bus drivers and reporting such critical shortages to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;
- supervising evaluation of personnel, and
- providing for maintenance of up-to-date job descriptions for all personnel.

The superintendent oversees facility management, including by

- preparing long- and short-range plans for facilities and sites,
- providing for the maintenance of school property and safety of personnel and property,
- inspecting, or providing for the inspection of, school property on a regular basis,
- overseeing the utilization of school property,
- monitoring any construction, renovation and demolition of school facilities,
- representing the school division before local or state agencies which control building requirements or provide financing for buildings, and
- closing public school buildings which appear to be unfit for occupancy.

The superintendent oversees financial management by

- preparing the budget for school board approval,
- ensuring that expenditures are within the limits approved by the school board,
- reporting to the school board on the financial condition of the division,
- establishing procedures for procurement of equipment and supplies, and
- ensuring that an accurate record of all receipts and disbursements of school funds is kept.

The superintendent directs community relations activities, including by

- articulating educational programs and needs to the community,
- responding to concerns expressed in the community,
- maintaining contact with the news media,
- participating in community affairs, and
- involving the community in planning and problem solving for the school division.

The superintendent oversees pupil personnel services by

- monitoring pupil personnel services,
- providing for an adequate pupil record system,
- implementing policies and programs relating to behavior and discipline of pupils,
- maintaining programs for the health and safety of pupils, and
- facilitating communication between the school division and community agencies.

Adopted:

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

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-70.3, 22.1-79, 22.1-136; 22.1-253.13:5, 22.1-253.13:7.

8 VAC 20-23-50.

8 VAC 20-23-630.

8 VAC 20-390-10.

8 VAC 20-390-40.

8 VAC 20-390-50.

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

8 VAC 20-390-90.

8 VAC 20-390-100.

8 VAC 20-390-110.

Cross Refs.: BBA School Board Powers and Duties

EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving ~~his or her~~ the superintendent's effectiveness.

Annually, the superintendent provides the School Board with a work plan designed to implement the goals set for the division by the School Board. The School Board evaluates the superintendent annually. The School Board develops the instrument to evaluate the superintendent after consulting the uniform performance standards and criteria developed by the Board of Education and the superintendent. The superintendent's evaluations include student academic progress as a significant component and an overall summative rating. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the superintendent.

Each Board member is involved in assessing the superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation is reviewed with the superintendent by the Board or its designees.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, as revised on ~~July 23, 2015~~, November 13, 2019).

Cross Ref.: CBA Qualifications and Duties for the Superintendent

SAFETY DRILLS

Fire Drills

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least ~~twice~~ once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten student participates in each lock-down drill after the first 60 days of each school session.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Each school shall have a crisis plan for emergency evaluations.

Adopted:

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-137.3, 22.1-184.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.: EB School Crisis, Emergency Management and Medical
Emergency Response Plan

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 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 [INSERT POSITION TITLE]¹ 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 is it necessary for a staff member to violate copyright laws in order to properly perform his or her the staff member's duties. At no time is it 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

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY

¹ Position titles which divisions may wish to include here include superintendent, principal, or librarian.

STAFF TIME SCHEDULES

Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes¹ and continues until professional responsibilities to the students and school division are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.

Work schedules for other employees are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for employees of Prince George School Board is 12:00 a.m. Sunday until 11:59 p.m. Saturday.²

Overtime and Compensatory Time³ Overtime³

Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. The Prince George School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL 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.

employee's supervisor. All overtime work must be expressly approved in writing⁴ by the superintendent or superintendent's designee.⁵ All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked.⁶ Principals or supervisors may need to adjust daily schedules 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 must be signed by each employee and submitted to the finance officer.⁷ The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

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

- is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- 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 will be paid for any unused compensatory time at the rate of not less than the higher of

- the average regular rate received by the employee during the employee's last three years of employment, or
- the final regular rate received by the employee.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

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.

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 8 hours of compensatory time. Individual boards may elect to permit employees to accrue a lesser number of compensatory hours.

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

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

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.⁹

Adopted: June 13, 2005

Revised: July 13, 2009; May 12, 2014; March 9, 2015; January 17, 2017; May 13, 2019 ; August 2, 2021

Legal Refs.: 29 U.S.C. 29 U.S.C. §§ 203, 207.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, 40.1-29.2.

8 VAC 20-131-240.

Cross Ref.: G CBD Staff Leaves and Absences
IC/ID School Year/School Day

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

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

ACCEPTABLE COMPUTER SYSTEM USE

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

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

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this ~~policy~~ policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
- (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
- (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall must be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

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

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

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

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

responsible for any unauthorized charges or fees resulting from access to the computer system.

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

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

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

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

SCHOOL YEAR/SCHOOL DAY

School Year

The length of the school year is at least 180 teaching days or 990 teaching hours. Days on which a school or schools or all the schools in the division are closed due to severe weather or other emergencies are made up as provided below if necessary to meet these requirements.

Students are provided a minimum of 680 hours of instructional time in elementary school, except for students in half-day kindergarten, in the four academic disciplines of English, mathematics, science, and history and social science and a minimum of 375 hours of instructional time in half-day kindergarten in the four academic disciplines of English, mathematics, science, and history and social science.

Unstructured recreational time that is intended to develop teamwork, social skills, and overall physical fitness may be included in the calculation of total instructional time or teaching hours for elementary school, provided that such unstructured recreational time does not exceed 15 percent of total instructional time or teaching hours.

Make Up Days

If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in the school division or in an unscheduled remote learning day for a school or schools in the division for

- five or fewer days, all missed days are made up by adding teaching days to the school calendar or extending the length of the school day;
- six days or more, the first five days plus one day for each two days missed in excess of the first five are made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

If severe weather conditions or other emergency situations result in the closing of any school in the school division for in-person instruction, the school division may declare an unscheduled remote learning day whereby the school provides instruction and student services that are consistent with guidelines established by the Department of Education to ensure the equitable provision of such services.

The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the School Board desires a

waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the superintendent and chairman of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

The Board of Education waives the requirement that school divisions provide additional teaching days or teaching hours to compensate for school closings resulting from an evacuation directed and compelled by the Governor pursuant to Va. Code § 44-146.17 for up to five teaching days. If the School Board desires such a waiver, it notifies the Board of Education and provides evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the superintendent and chair of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted. After receiving such notification, the Board of Education grants the waiver and there is no proportionate reduction in the amount paid by the Commonwealth from the Basic School Aid Fund. Further, the local appropriations for educational purposes necessary to fund 180 teaching days or 990 teaching hours shall not be proportionally reduced by the local appropriating body due to any reduction in the length of the term of any school or the schools in a school division permitted by such waiver.

School Calendar

The School Board establishes the division's calendar in accordance with state law.¹ The School Board establishes teaching contracts in accordance with applicable

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY

¹ School divisions may set the school calendar such that the first day students are required to attend is up to 14 days before Labor Day. Divisions beginning school prior to Labor Day must close from the Friday immediately preceding Labor Day through Labor Day except as follows. Divisions granted a waiver to open prior to Labor Day for the 2018-2019 school year may begin school earlier than 14 days before Labor Day but must close the Friday immediately preceding Labor Day. Divisions granted a waiver to open prior to Labor Day for the 2011-2012 school year may begin school earlier than 14 days before Labor Day and are not required to close the Friday immediately preceding Labor Day. In addition, any school board in Planning District 16 (which includes the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania and Stafford) that was not granted a good cause waiver pursuant to Va. Code § 22.1-79.1 for the 2018-2019 school year but would qualify for such a waiver pursuant to Va. Code § 22.1-79.1 as it was in effect prior to July 1, 2019, for the 2019-2020 school year may set the school calendar so that the first day students are required to attend is earlier than Labor Day, including earlier than 14 days before Labor Day. Additionally, the school board of any school division located in Planning District 16 that is entirely surrounded by two school divisions that either were granted a waiver pursuant to Chapter 3 of the Acts of Assembly of 2012, Special Session I, or would qualify for a good cause waiver pursuant to § 22.1-79.1 as it was in effect prior to July 1, 2019, for the 2019-2020 school year may open schools on the same opening date as either such surrounding school division.

regulations of the Board of Education to include contingencies for making up teaching days and teaching hours missed for emergency situations.

An advisory committee composed of teachers, parents and school administration may be utilized to recommend a proposed calendar to the superintendent. The recommendation of this committee is advisory.

School Day

The standard school day for students in grades 1 through 12 averages at least 5-1/2 instructional hours excluding breaks for meals and recess. The standard school day for kindergarten is a minimum of three instructional hours.

All students in grades 1 through 12 maintain a full day schedule of classes (5-1/2 hours) unless a waiver is granted in accordance with policies defined by the School Board.

Each elementary school provides students with a daily recess during the regular school year, as determined appropriate by the school.

The secondary school class schedule contains a minimum of 140 clock hours for each unit of credit. When credit is awarded in less than whole units, the increment awarded is no greater than the fractional part of the 140 hours of instruction provided.

The time for opening and closing schools is established by the School Board upon recommendation of the superintendent, provided that the daily program for students in grades 1 through 12 averages at least 5 ½ hours, not including meal intermissions. If the required program length is maintained, the School Board may approve occasional shortened days for staff development, conferences, planning and other activities designed to improve the instructional program, provided that no more than one day in each five-day week may be shortened to no less than four hours. The daily program for kindergarten is at least three hours, not including meal intermissions.

When exceptions in the length of the daily program are necessary, the Board requests approval by the Superintendent of Public Instruction of the exceptions by August 1 preceding the school year for which they are requested.

The length of the work day for employees is determined by the School Board. It is of sufficient length to allow for the daily program for students and additional time as

Joint or regional schools, such as academic year Governor's Schools, may set the school calendar so that the first day students are required to attend school will be the same as the day set by any of the participating school divisions.

The Virginia Department of Education has prepared information that provides a convenient source for school divisions to determine whether they have had waivers in the past and thus which legal provisions apply to the division. That information can be found at http://www.doe.virginia.gov/boe/pre-labor-day_waiver/index.shtml.

may be necessary for such activities as planning, preparation, meetings, workshops, conferences, meal intermissions or other contractual obligations.

Joint or Regional Schools

School boards operating joint or regional high schools, including regional charter schools, offering a specialized curriculum leading to a high school diploma and a postsecondary credential, such as industry certification, career certificate, or degree may, by agreement, establish alternative schedules for the delivery of instruction. Those schedules may include alternatives to standard school day and year requirements, subject to the issuance of any necessary waivers by the Board of Education and relevant Board of Education regulations.

Certification

The superintendent and School Board chair certify the total number of teaching days and teaching hours each year as part of the annual report to the Board of Education.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended §§ 22.1-26, 22.1-79.1, 22.1-98, 22.1-200.2.

Acts 2019, cc. 569, 570 and 637.

8 VAC 20-131-150.

8 VAC 20-131-200.

8 VAC 20-490-30.

| | | |
|-------------|-------------------|---|
| Cross Ref.: | BCF | Advisory Committees to the School Board |
| | DL | Payroll Procedures |
| | GAA | Staff Time Schedules |
| | IKF | The Virginia Assessment Program and Graduation Requirements |
| | IKFD ² | Alternative Paths to Attaining Standard Units of Credit |

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY

² Policy IKFD is an optional policy. A division which has not adopted it should not add it as a Cross Reference here.

DRIVER EDUCATION

The BLANK School Board offers a program of driver education in the high schools in the safe operation of motor vehicles.¹ The program includes instruction concerning alcohol and drug abuse, aggressive driving, motorcycle awareness, the dangers of distracted driving, driving and speeding, organ and tissue donor awareness, fuel-efficient driving practices and traffic stops, including law-enforcement procedures for traffic stops, appropriate actions to be taken by drivers during traffic stops and appropriate interactions with law-enforcement officers who initiate traffic stops.

The School Board establishes fees, that do not exceed the limit established by the Department of Education, for the behind-the-wheel portion of the program. The School Board may waive the fee or surcharge in whole or in part for those students it determines cannot pay the fee or surcharge.

Any student who participates in a driver education program must meet the academic requirements established by the Board of Education. No student is permitted to operate a motor vehicle without a learner's permit or a license. Necessary certification of students' academic standing and compliance with compulsory attendance laws is provided by the administration to the Department of Motor Vehicles upon request, in accordance with state law.

Driver education instructors possess valid driver's licenses and maintain satisfactory driving records. Any teacher of behind-the-wheel instruction who receives six or more demerit points in a 12-month period will be suspended from teaching driver education for 24 months².

At the beginning of each school year and thereafter as necessary, the superintendent reports to the Department of Motor Vehicles the name and driver's license number of all persons providing instruction in driver education for the school division.

Adopted:

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

¹ School boards are not required to offer driver education programs. A division that does not offer such a program should not adopt this policy. Boards that do offer driver education may offer classroom training or behind-the-wheel instruction or both. Divisions that do not offer behind-the-wheel should not adopt the second paragraph of this policy and should remove Policy JN as a Cross Reference to this policy.
FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

² Each school board can determine what a satisfactory driving record is for driver education instructors. Boards are free to include requirements which are more or less stringent than those included here.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-205, 46.2-334, 46.2-340.

8 VAC 20-340-10.

8 VAC 20-720-80.

Cross Ref.: JED Student Absences/Excuses/Dismissals
JFC-R ~~Standards of Student Conduct~~
JN Student Fees, Fines, and Charges

ACCEPTABLE COMPUTER SYSTEM USE

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

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

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this ~~policy~~ policy and the Technology Use Guidelines established by the superintendent.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. The superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and

- (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the division's computers;
 - (4) provisions establishing that all usage of the computer system may be monitored;
 - (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
 - (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;
 - (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
 - (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
 - (9) a component of internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division's computer system is not a public forum.

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

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

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The ~~school board~~ School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the ~~school board~~ School Board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

The ~~school board will review, amend if necessary, and approve~~ School Board reviews and amends, if necessary, this policy every two years.

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

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

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

SECTION 504 NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURES

The **BLANK** School Board does not discriminate against individuals on the basis of disability. The **BLANK** School Board has established this policy as a way to provide prompt and impartial review of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973. This policy provides an optional resolution procedure for a complainant. This procedure is not a prerequisite before a complainant may directly pursue any other remedy available under state or federal law. However, the policy of **BLANK** School Board is for students, parents/guardians and employees to have the opportunity to make concerns known to the School Board and for the School Board to have the opportunity to respond to and resolve concerns as rapidly as practicable.

The goal of these procedures is to protect the substantive rights of interested persons, meet appropriate due process standards, assure School Board compliance with Section 504 of the Rehabilitation Act of 1973 and provide a prompt, equitable and impartial resolution of complaints alleging a violation of Section 504.

Any student or any parent or guardian of a student may be a complainant and may file a formal or informal grievance as provided below.

A. FORMAL PROCEDURE

1. Filing a Complaint

Any complainant should submit a complaint alleging discrimination as soon as possible to the Compliance Officer or to any other school or school division staff. The complaint shall be submitted within 45 school days of the alleged discrimination. Any employee who has knowledge of conduct which may constitute discrimination shall immediately report such conduct to the Compliance Officer, the employee's supervisor, or to any other school or school division staff. Any employee who receives a complaint under this policy shall immediately forward the complaint to the Compliance Officer.

The complainant should use the "Complaint of Discrimination" form (see end of this policy) to make a complaint of discrimination. However, oral complaints ~~shall also be~~ are also accepted. The complaint should be filed with the school principal, other school or school division staff, or the Compliance Officer. School or school division staff receiving a complaint of discrimination shall forward it to the school principal; who shall immediately forward the complaint of discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent. Any complaint that involves the superintendent shall be reported to the School Board Chair.

The complaint and the identity of the complainant, the individual who is the subject of the complaint (if other than the complainant), and the persons

allegedly responsible for the discrimination will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

2. Investigation

Upon receipt of a report or complaint of discrimination, the Compliance Officer ~~shall immediately authorize or undertake~~ immediately authorizes or undertakes an investigation. The investigation may be conducted by school staff or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than 15 school days after receipt of the complaint of alleged discrimination by the Compliance Officer unless the extension below is exercised. Within 3 school days of receiving the complaint, the Compliance Officer ~~shall send~~ sends written notice that the complaint has been received to the complainant and the person or persons allegedly responsible for the ~~discrimination (the accused):~~ discrimination.

Also upon receiving the complaint, the Compliance Officer ~~shall determine~~ determines whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 15 school days will be required to investigate the complaint, the Compliance Officer will notify the complainant and the person or persons allegedly responsible for the discrimination of the reasons for the extended investigation and of the date by which the investigation is projected to be concluded, which will be no longer than an additional 15 school days. The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The complainant and the ~~accused shall~~ person or persons allegedly responsible for the discrimination have the right to identify witnesses and other relevant information as well as rebut evidence presented by ~~opposing parties:~~ others. The school division ~~shall take~~ takes necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any. The Compliance Officer's written report, and all written notices sent pursuant to this policy ~~shall be~~ are maintained and distributed in accordance with the Family Educational Rights

and Privacy Act and Policy JO Student Records. The report shall be issued to the superintendent, the complainant and the accused person or persons allegedly responsible for the discrimination within 20 school days of receipt of the complaint, unless additional time was utilized for the investigation in which case the report shall be issued within 35 school days of receipt of the complaint.

3. Action by the Superintendent

Within 10 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding: (1) whether this policy was violated and, if so (2) what action, if any, will be taken. This decision must be provided in writing to the complainant and the accused person or persons allegedly responsible for the discrimination. If the superintendent determines that discrimination occurred, the school division shall ~~take~~ takes prompt, appropriate action to address and remedy the harm and prevent any recurrence. Such action may include discipline up to and including recommending that a student be expelled or that an employee be discharged.

4. Appeal

If the superintendent or designee determines that no discrimination occurred, the complainant may appeal this determination to the School Board within 5 calendar days of receiving the decision. Notice of appeal must be filed with the superintendent, who shall forward the Compliance Officer's report and any documentation or information deemed relevant by the Compliance Officer during the course of the investigation to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may require oral or written argument from the complainant, the person or persons ~~accused of~~ allegedly responsible for the discrimination, the superintendent, and any other individual it deems appropriate. An extension of the 30 calendar day time limit may occur if necessary as determined by the School Board Chair up to an additional 10 calendar days. The decision of the School Board shall be in writing and shall be provided to the complainant and the ~~accused~~ person or persons allegedly responsible for the discrimination.

If the superintendent or superintendent's designee determines that discrimination occurred and discipline is imposed, the disciplined person (i.e. student or employee) may appeal the disciplinary sanction in accordance with existing School Board policies and regulations.

5. Compliance Officer

The School Board shall ~~at all times designate~~ designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer shall be is posted on the Division's website at all times. The

Compliance Officer may be contacted at **[INSERT GENERIC EMAIL ADDRESS WHICH WILL AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS COMPLIANCE OFFICER].¹**

The **BLANK** School Board's Compliance Officer ~~shall receive training and shall be receives training and is~~ knowledgeable about the requirements of Section 504 in order to impartially and equitably resolve complaints and ensure compliance with the law. In addition, the Compliance Officer ~~shall:~~

- ~~receive~~ receives reports and complaints of discrimination,
- ~~conduct or oversee~~ conducts or oversees the investigation of any alleged discrimination,
- ~~assess~~ assesses the training needs of the school division in connection with this policy and
- ~~arrange~~ arranges necessary training to achieve compliance with this policy.

B. INFORMAL PROCEDURE

If the complainant and the person or persons allegedly responsible for the discrimination agree, the school principal, principal's designee or the Compliance Officer may arrange for them to resolve the complaint informally with the assistance of a counselor, teacher or other school or school division staff.

If the complainant and the person or persons allegedly responsible for the discrimination agree to attempt to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the above formal procedures.

If the complaint is resolved informally, the counselor, teacher or other school or school division staff shall notify the school principal of the resolution. The school principal shall notify the complainant, the person or persons allegedly responsible for the discrimination and the Compliance Officer in writing that the complaint has been resolved informally.

C. RETALIATION

Retaliation against students, school staff or school division staff who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

¹ To avoid changing the policy any time the Compliance Officer changes, a school board may designate the position by title and provide an email address established for that position. However, the division website **MUST** reflect the current, complete name and contact information for the Compliance Officer.

against another student or employee who reports alleged discrimination or participates in related proceedings.

D. FALSE CHARGES

Students, school staff or school division staff who make false charges of discrimination shall be are subject to disciplinary action.

Adopted:

Legal Ref.: 29 U.S.C. § 794

34 C.F.R. ~~Part 104.7(b)~~ § 104.7

| | | |
|------------|------------------|---|
| Cross Ref: | GCPD | Professional Staff Discipline |
| | JB | Equal Educational Opportunities/Nondiscrimination |
| | JFC-R | Standards of Student Conduct |
| | JGD/JGE | Student Suspension/Expulsion |
| | JO | Student Records |

COMPLAINT OF DISCRIMINATION

Name of Complainant: _____

Student's School and Class: _____

Address: _____

Email Address: _____ Phone Number(s): _____

Name(s) of Parent/Legal Guardian: _____

Address(es): _____

Email address(es): _____ Phone Number(s): _____

Dates of Alleged Discrimination: _____

Names of the person or persons you believe discriminated against you or others:

Please describe the disability that forms the basis of the complaint.

Please describe in detail the incidents of alleged discrimination, including where and when the incidents occurred. Please name any witnesses that may have information regarding the alleged discrimination. Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

Please identify any attempts you have made to discuss or resolve this issue with any school division staff, including the results of those discussions.

Please provide your suggestions about how the issue can be resolved.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge.

Signature of Complainant _____ Date _____

Complaint Received By: _____
Compliance Officer _____ Date _____

STUDENT CONDUCT

Generally

The BLANK School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all BLANK school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Parental Involvement and Responsibility

Each parent of a student enrolled in BLANK schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility

to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Intentional Injury of Others

Students are prohibited from intentionally injuring others. Exchanging mutual, physical contact between two or more persons, including but not limited to, pushing, shoving, or hitting with or without injury, is prohibited. Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the

training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56, 18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.

Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education January 2019.

| | | |
|--------------|--------------------------|--|
| Cross Refs.: | CLA | Reporting Acts of Violence and Substance Abuse |
| | EBB | Threat Assessment Teams |
| | ECAB | Vandalism |
| | IIBEA/GAB | Acceptable Computer System Use |
| | IIBEA-R/GAB-R | Technology Use Guidelines |
| | JFCE | Gang Activity or Association |
| | JFCF | Drugs in School |
| | JFG | Search and Seizure |
| | JFHA/GBA | Prohibition Against Harassment and Retaliation |
| | JGA | Corporal Punishment |
| | JGD/JGE | Student Suspension/Expulsion |
| | JGDA | Disciplining Students with Disabilities |

| | |
|------|--|
| JGDB | Discipline of Students with Disabilities for Infliction of |
| | Serious Bodily Injury |
| JN | Student Fees, Fines and Charges |

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers have the initial authority to remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board policies or regulations issued by the superintendent governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal

In order for a teacher to remove a student from class for disruptive behavior

- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior
- interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, ~~his or her~~ attempts to request and encourage the parents to meet with him or her or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a "Student Removal Form" (JFCA-E) with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any incident report and Student Removal Form to the student and ~~his or her~~ the student's parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within twenty-four hours of each incident. The teacher shall document, in writing, ~~his or her~~ attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

Guidelines for Alternative Assignment and Instruction of Removed Students

The principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may

- assign the student to an alternative program
- assign the student to another class
- send the student to the principal's office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student
- suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law
- return the student to class in accordance with the procedures below

Procedure for the Student's Return to Class

The principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the principal's decision to return a student to the class

- the teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- the teacher, after meeting with the principal, may appeal the principal's decision to the superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior.

Other Provisions

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

Adopted:

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2.

| | | |
|-------------|---------|--|
| Cross Refs: | GCN | Evaluation of Professional Staff |
| | JFC | Student Conduct |
| | JGDA | Disciplining Students with Disabilities |
| | JGDB | Discipline of Students with Disabilities for Infliction of Serious Bodily Injury |
| | JGD/JGE | Student Suspension/Expulsion |

STUDENT SUSPENSION/EXPULSION

I. DEFINITIONS

As used in this Policy,

“Aggravating circumstances” as defined by the Virginia Department of Education shall mean:

- i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or
- ii. That a student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or
- iii. That a student engaged in a serious offense that is:
 - a) persistent (repeated similar behaviors are documented on the student’s disciplinary record), and
 - b) unresponsive to targeted interventions as documented through an established intervention process.

“Alternative education program” includes night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Destructive device” means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use

as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code § 18.2-308.2:2.

“Disruptive behavior” means a violation of school board policies or the Standards of Student Conduct issued by the superintendent pursuant to Policy JFC Student Conduct that interrupts or obstructs the learning environment.

“Exclusion” means a Virginia school board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

“Expulsion” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.

“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for 11 to 45 school days.

“One year” means 365 calendar days as required in federal regulations.

“Pneumatic gun” means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. “Pneumatic gun” includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

“School property” means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

“School Board Disciplinary Committee or Disciplinary Committee” means a committee composed of at least three members of the Prince George School Board.

“Short-term suspension” means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

In Sections III, IV, VI, and VIII of this Policy, "superintendent's designee" means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Except as provided in subsection C of Va. Code § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

The superintendent is responsible for creating procedures to ensure that suspended students are able to access and complete graded work during and after the suspension.

III. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal ~~or teacher~~ or in their absence, a designee, may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or ~~teacher~~ principals designee responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent's designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or ~~teacher~~ principal's designee upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee is final and may not be appealed.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee for matters related to drugs, alcohol, weapons, and physical contact with staff. The Disciplinary Committee may confirm or disapprove the suspension. If the Disciplinary Committee's decision is not unanimous, the pupil or the pupil's parent may appeal the Disciplinary Committee's decision to the full School Board. Such appeal shall be decided by the School Board within thirty days.

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the superintendent or superintendent's designee for all other matters than those seen by the School Board Discipline Committee. The decision of the superintendent or superintendent's designee may be appealed to the full School Board. Such appeal will be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon

the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

V. EXPULSION

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee. The ~~School Board~~ Committee confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and the pupil's parent includes notification of the length of the expulsion and provides information to the parent of the student concerning the availability of community-based educational, training and intervention programs. The notice also states whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during the expulsion is borne by the parent of the student.

Nothing in this section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or

an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of the expulsion, and of the conditions, if any, under which readmission may be granted.

Such students may apply and reapply for readmission to school in accordance with the following schedule:

In an effort to ensure that the initial petition for readmission will be reviewed by the School Board Disciplinary Committee or the superintendent, and, if granted, enable the student to resume school attendance one calendar year from the date of the expulsion. The student may submit the petition for readmission one month before the one year anniversary of the date of expulsion, in order to receive a decision that, if permitted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the School Board Disciplinary Committee or the superintendent denies such petition, the student may petition the School Board for review of such denial.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student's disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student's age and grade level;
- the results of any mental health, substance abuse or special education assessments;
- the student's attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Firearms, Destructive Devices and Pneumatic Guns

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code

§ 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board authorizes the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this section do not apply to students who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted to use school premises.

Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled ~~substance, imitation controlled substance or marijuana as~~ substance or imitation controlled substance as those terms are defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board authorizes the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

C. Procedure for School Board Hearing

The procedure for the School Board hearing is as follows:

- The ~~School Board~~ Discipline Committee determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the School Board.
- The ~~School Board~~ Discipline Committee may ask for opening statements from the principal or principal's representative and the student or student's parent(s) (or their representative) and, at the discretion of the School Board, may allow closing statements.

- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the ~~School Board~~ Discipline Committee members and by the parties (or their representative). The ~~School Board~~ Discipline Committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the School Board may take the testimony of student witnesses outside the presence of the student, the student's parent(s) and their representative if the School Board determines, in its discretion, that such action is necessary to protect the student witness.
- The parties shall produce such additional evidence as the ~~School Board~~ Discipline Committee may deem necessary. The School Board is the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the ~~School Board~~ Discipline Committee and, when so received, are marked and made part of the record.
- The ~~School Board~~ Discipline Committee may, by majority vote, uphold, reject or alter the recommendations.
- The ~~School Board~~ Discipline Committee transmits its decision, including the reasons therefor, to the student, the student's parent(s), the principal and superintendent.

VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

- charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
 - found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
 - found to have committed a serious offense or repeated offenses in violation of School Board policies;
 - suspended pursuant to Va. Code § 22.1-277.05; or
 - expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277,
- to attend an alternative education program.

The School Board may require such student to attend such programs regardless of where the conduct occurred.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

The School Board authorizes the superintendent or superintendent's designee to require students to attend an alternative education program consistent with the provisions of the previous paragraph after (i) written notice to the student and the student's parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or the student's parent to participate in a hearing to be conducted by the superintendent or the superintendent's designee regarding such placement.¹ If the student or parent wants to participate in a hearing regarding the placement, the student or parent must notify the superintendent or superintendent's designee within 5 days of receiving the written notice of the student's assignment to the alternative education program. The decision of the superintendent or superintendent's designee regarding such alternative education placement is final unless altered by the Board upon written petition by the student or student's parent for a review of the record by the School Board. Such petition must be received by the superintendent or superintendent's designee within 5 days after receiving written notice of the decision after the hearing.

A principal or principal's designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used in this section, "charged" means that a petition or warrant has been filed or is pending against a pupil.

VII. REPORTING

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

¹ School boards are not required to authorize the superintendent or superintendent's designee to require students to attend an alternative education program in the situations described in the previous paragraph. If a board does not authorize the superintendent or superintendent's designee to require students to attend alternative education programs in such circumstances, it should not adopt this paragraph.

- A. Except as may otherwise be required by federal law, regulation or jurisprudence, reports are made to the superintendent and to the principal or principal's designee on all incidents involving
- (1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
 - (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
 - (3) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
 - (4) any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
 - (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
 - (6) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85 or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school-sponsored activity;
 - (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
 - (8) the arrest of any student for an incident occurring on a school bus, on school property or at a school sponsored activity, including the charge therefor; and
 - (9) any illegal possession of weapons, alcohol, drugs or tobacco products.
- B. The superintendent and the principal or principal's designee receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of the student's parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.

- C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.

In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

- D. The principal or principal's designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information concerning other students.
- E. Whenever any student commits any reportable incident as set forth in this subsection, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.
- F. Except as may otherwise be required by federal law, regulation or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a felony offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

In addition, except as may be prohibited by federal law, regulation or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports whether the incident has been reported to local law enforcement pursuant to this subsection and if the incident is so reported, that the parents may contact local law enforcement for further information, if they so desire.

- G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

VIII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to the student's regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the BLANK Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

No suspended student is admitted to the regular school program until such student and the student's parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's designee determines that re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board or superintendent or superintendent's designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board Committee may permit students excluded pursuant to this section to attend an alternative education program provided by the School Board for the term of such exclusion.

IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted:

Legal Refs.: ~~20 U.S.C. § 7151.~~ 20 U.S.C. § 7961.

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.
8 VAC 20-560-10.

| | | |
|--------------|------|--|
| Cross Refs.: | IGBH | Alternative School Programs |
| | JEC | School Admission |
| | JFC | Student Conduct |
| | JFCD | Weapons in School |
| | JGDA | Disciplining Students with Disabilities |
| | JGDB | Discipline of Students with Disabilities for Infliction of Serious Bodily Injury |
| | KG | Community Use of School Facilities |

DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with this policy. Additionally, the regular disciplinary procedures must be followed. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability as a result of discipline.

I. Long-Term Suspensions, Expulsions or Short-Term Suspensions Which Constitute a Pattern are Long Term Removals and Considered a Disciplinary Change in Placement

For the purpose of removing students with disabilities from their current educational placements, a disciplinary change in placement occurs when:

- (1) the removal is for more than 10 consecutive school days at a time; or
- (2) Pattern analysis: there is a series of removals during the school year, each of which is for 10 days or less and they cumulate to more than 10 days in a school year and constitute a pattern because of:
 - (a) the length of each removal,
 - (b) the proximity of the removals to each other,
 - (c) the total time the student is removed, and
 - (d) the child's behavior is substantially similar to the child's behavior in the series of removals for previous incidents in the school year.
- (e) The pattern analysis determination is made and documented by the administration.

If the disciplinary action will result in a long term removal, the student's parents must be sent notice of the recommendation of discipline the same day as the decision is made for the disciplinary change in placement and must be provided with a copy of the procedural safeguards. The procedures outlined in Section IV must also be followed.

A parent may request a due process hearing to challenge the pattern analysis determination. For any disciplinary change in placement, a Manifestation Determination Review ("MDR") must be held and the Individualized Education Program (IEP) team must meet to determine the educational services to be provided during the long-term removal.

II. Short-Term Suspensions

A short-term suspension is a suspension of 10 consecutive days or less at a time.

School authorities may remove a student with a disability from ~~his or her~~ the student's current educational setting for 10 school days cumulative in a school year

to the extent that such removals would be applied to students without disabilities and for additional short-term suspensions during the school year provided no pattern exists. Short term suspensions which constitute a pattern will be handled through long term removal procedures.

No MDR or IEP meeting is required for a short term removal, although an IEP meeting may be held if needed. Educational services are provided for each day of removal after the first ten days of removal in a school year. Educational services should also be provided during the first ten days of removal if services are provided to a student without disabilities in the same circumstances.

III. Functional Behavior Assessments and Behavior Intervention Plans

If the MDR team members determine that a manifestation exists, the IEP team must:

- conduct a Functional Behavioral Assessment (FBA) and implement a Behavioral Intervention Plan (BIP), if no FBA was conducted previously; or,
- if the student already has an FBA and a BIP in place, review and modify the BIP, as necessary to address the behavior.

If a manifestation is found, the school division and the parent may still agree to a change in placement made through the IEP process. Without this agreement, the student must return to the placement from which the student was removed. Nothing in this section limits the authority of the school division for the first ten days of removal in a school year or for applicable forty-five school day removals.

If the MDR team members determine that there is no manifestation, then the IEP team should decide whether there is a need to conduct or review an FBA and BIP.

IV. Educational Services While Disciplined

For the first 10 days of removal in a school year, the School Board is not required to provide educational services to the student with a disability if services are not provided to students without disabilities who have been similarly removed.

After the first 10 days of removal in a school year, the School Board shall provide educational services to the student during the period of removal. The services must enable the student to:

- 1) continue to progress in the general curriculum, although in another setting, and
- 2) make progress toward meeting the goals set out in the student's IEP.

The determination of the educational services is made by the IEP team if the discipline constitutes a change in placement. For a short term removal which is not

a change in placement, the determination of the education services is made by school personnel in consultation with the student's special education teacher.

V. Manifestation Determination Review

When a disciplinary action is proposed that will result in a disciplinary change of placement, an MDR shall be conducted within 10 school days after the date on which the decision to take disciplinary action is made. This review shall be conducted by the Manifestation Team which consists of a local educational agency representative, the parent(s) and relevant members of the IEP team (as determined by the parent and the school division).

The Manifestation Team may determine that the behavior of the student was not a manifestation of such child's disability only if the Team:

- 1) considers all relevant information in the student's file, including the student's IEP, any teacher observations, and any relevant information supplied by the parents; and
- 2) determines that:
 - (a) the conduct in question was not caused by, or did not have a direct and substantial relationship to, the student's disability; and
 - (b) the conduct in question was not the direct result of the school division's failure to implement the IEP.

VI. Disciplinary Action Following an MDR Determination that there is No Manifestation

If the behavior is not a manifestation of the student's disability, the disciplinary procedures will be applied in the same manner as applied to students without disabilities. The student must continue to receive the educational services necessary to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. In addition, the special education and disciplinary records of the student must be made available to the person who makes the final decision regarding the imposition of discipline.

A parent may request an expedited due process hearing if the parent disagrees with the determination that the behavior was not a manifestation of the student's disability or if the parent disagrees with any decision regarding the placement of the student while disciplined. During any appeal, the student will remain in the interim alternative education setting unless reversed by decision of the hearing officer; provided, however, the student may still serve the balance of any applicable forty-five school day removal. The placement may also be changed through the IEP process with the consent of the parent.

VII. Disciplinary Action Following MDR Determination that there is a Manifestation

A student with a disability whose behavior is determined to be a manifestation of ~~his or her~~ the student's disability may not be disciplined except to the extent a removal is otherwise permitted by law. The student may be removed to a more restrictive placement by following change in placement procedures through the IEP process. The IEP team must conduct or review an FBA and/or BIP as provided in Section III.

VIII. Interim Alternative Educational Settings for Weapons, Drugs and Infliction of Serious Bodily Injury

Students with disabilities 1) who carry or possess a weapon to or at school, or on school premises, or to or at a school function under the jurisdiction of a state or local educational agency; 2) who knowingly possess or use illegal drugs or sell or solicit the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency; or 3) who inflict serious bodily injury upon another person at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency may be disciplined pursuant to Policies JFCD Weapons in School, JFCF Drugs in School or JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury and may be placed in an interim alternative educational setting for up to forty-five school days. These options are available even if a manifestation exists. If no manifestation is found, the student may be disciplined to the extent a student without disabilities would be disciplined.

Weapons, controlled substance and serious bodily injury have the meaning given under state regulations in 8 VAC 20-81-10.

Any interim alternative educational setting shall be selected, by the IEP team, so as to enable the student to continue to progress in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the student's IEP. The student must also receive, as appropriate, an FBA, behavioral intervention services and modifications designed to address the behavior so it does not recur.

IX. Change of Placement by Hearing Officer

In addition to the other options for removal, a hearing officer through an expedited due process hearing requested by the school division, may order a change in the placement for a student with a disability to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the hearing officer determines that maintaining the current placement of such student is substantially likely to result in injury to the student or others. Additional forty-five (45) school day removals may be authorized by the hearing officer as appropriate.

X. Placement During Appeals

During the course of any appeals, the student's placement shall be in accordance with the provisions of state and federal law unless the parent and the school division agree otherwise. Students with disabilities are also entitled to the due process rights available to a non-disabled student who is subject to discipline. In addition, students with disabilities are entitled to the due process procedures available under the Individuals with Disabilities Education Act, as amended, and any state procedures.

XI. Students Not Yet Identified as Disabled

Students for whom the parents assert there is a disability but who have not yet been identified as disabled may be subjected to the same measures applied to students without disabilities if the school division did not have knowledge of the disability before the behavior that precipitated the disciplinary action occurred. A school division will be found to have knowledge of the student's disability if, before the behavior that precipitated the disciplinary action occurred, one of the following occurred:

- (1) the parent expressed concern in writing to supervisory or administrative personnel of the school division, or to a teacher of the student, that the student is in need of special education and related services; or
- (2) the parent requested an evaluation of the student for special education eligibility; or
- (3) the student's teacher or other school personnel expressed specific concerns about a pattern of behavior demonstrated by the student directly to the director of special education or to other supervisory personnel of the school division that suggests the presence of a disability.

A school division would not be found to have knowledge of a student's disability if:

- (1) the parents refused to allow an evaluation of the student or refused special education services; or
- (2) the student was evaluated and found not eligible for special education services.

If a request for an initial evaluation is made during the period a student is subject to disciplinary measures, the evaluation shall be conducted in an expedited manner. If the student is found eligible as a child with a disability, taking into consideration information from the evaluation conducted by the school division and information provided by the parents, then the student must be provided special education and related services, although in another setting. Pending the results of the evaluation, the student shall remain in the educational placement determined

by the school authorities which placement can include suspension or expulsion without services.

XII. Disciplining Certain Section 504 Students Who Violate Alcohol and Drug Policies

Students who are identified as disabled solely under Section 504 of the Rehabilitation Act, and who are currently engaging in the illegal use of drugs or alcohol, may be disciplined for violating the division's alcohol and drug policies to the same extent as non-disabled students. The student is not entitled to a due process hearing under special education procedures in this circumstance but does retain the protections afforded to regular education students.

XIII. Reporting of Crimes

Nothing in these procedures prevents the reporting of a crime to appropriate authorities or prevents state law enforcement and judicial authorities from exercising their responsibilities.

Adopted:

Revised:

Legal Refs.: 20 U.S.C. § 1415(k) 1415.
29 U.S.C. § 705(20)(C)(iv) 705.

34 C.F.R. 300.530-300.536.

Code of Virginia, 1950, as amended, § 22.1-279.6.

8 VAC 20-81-160.

| | | |
|-------------|---------|--|
| Cross Ref.: | JFC | Student Code of Conduct |
| | JFCD | Weapons in School |
| | JFCF | Drugs in School |
| | JGD/JGE | Student Suspensions/Expulsions |
| | JGDB | Discipline of Students with Disabilities for Infliction of Serious Bodily Injury |

ADMINISTERING MEDICATION TO STUDENTS

The administration of medication to a student during school hours shall be provided for the purpose of providing essential medications necessary in order for the student to attend school or benefit from his/her educational program.

Prince George County Public School qualified personnel may administer medication to students only pursuant to written authorization as follows. All medication (with the exception of acetaminophen, ibuprofen and naproxen) shall require written authorization of student's licensed prescriber (physician, nurse practitioner, or physician assistant) and parent or guardian. Acetaminophen, ibuprofen and naproxen shall require only written authorization of student's parent or guardian, unless any of the following situations exist, at which time licensed prescriber's authorization is required:

- student requires medication for more than three consecutive school days;
- dosage exceeds recommended amount for age and/or weight;
- medication is contraindicated according to student's health condition and/or other medication being taken;
- personnel administering medication, at his/her discretion, determines that the medication should not be administered.

For purposes of this policy, "medication" shall be defined as all medications including over-the-counter nonprescription medications, vitamins, herbal products, dietary supplements, and those prescribed by a physician.

All medication must be delivered to the principal, school nurse or school division designee by the parent or guardian of the student. Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-the-counter medication must be in the original, unopened container, labeled with student's name.

With the exception of insulin, asthma medication and/or auto-injectable epinephrine, (as discussed below) the possession, sharing, borrowing, distributing, manufacturing or selling of any medication is prohibited for students.

Diabetes Self-Care

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the physician/prescriber, is permitted to carry with him/her and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, and insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and be able to self-check his/her own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A local school board employee who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. For the purposes of this subsection, "employee" has the same meaning as in subsection E of § 22.1-274. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this section shall require any employee to assist with the insertion or reinsertion of the pump or any of its parts."

Self-Administration of Medication

Self-administration of any medication with the exception of insulin, asthma medication and/or auto-injectable epinephrine (as discussed below) is prohibited for students.

Students with a diagnosis of diabetes, asthma, and/or anaphylaxis are permitted to possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer insulin, asthma medication, and/or auto-injectable epinephrine when the following conditions are met:

- Written parental consent that the student may self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of diabetes, asthma and/or anaphylaxis, and approving self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine, and before the permission to possess and self-administer insulin, inhaled asthma

medications and/or auto-injectable epinephrine at any point during the school year is revoked.

- Self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedures Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. Permission granted to a student to possess and self-administer insulin must be renewed annually at the beginning of each school year. However, a student's right to possess and self-administer insulin, inhaled asthma medication and/or auto-injectable epinephrine may be limited or revoked after appropriate school personnel consult with the student's parents.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, a school nurse or any School Board employee who is authorized and trained in the administration of epinephrine may possess epinephrine and may administer it to any student believed to be having an anaphylactic reaction.

Each school shall provide at least two (2) doses each of 0.15mg and 0.3mg of auto-injectable epinephrine (called "stock epinephrine") to be administered to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

Stock epinephrine does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). Stock epinephrine is intended for use on school premises and shall not be carried offsite. It is expected that parents of students with known life threatening allergies and/or anaphylaxis provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. Stock epinephrine is not intended to replace student specific orders or parent provided individual medications.

Albuterol Inhalers

As of January 1, 2022, albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

Civil Immunity

School principals and other employees of school boards who supervise the self-administration of inhaled asthma medication or auto-injectable epinephrine by a student will be immune from liability for any civil damages for acts or omissions resulting from the supervision of self-administration of inhaled asthma medication or auto-injectable epinephrine, when such function is performed in good faith, without compensation, and in the absence of gross negligence or willful misconduct. School principals and other employees of school boards will be immune from liability for any civil damages for any injuries or deaths resulting from the misuse of such auto-injectable epinephrine.

A school nurse or an employee of a school board, authorized by a prescriber and trained in the administration of epinephrine, who provides, administers, or assists in the administration of epinephrine to a student believed in good faith to be having an anaphylactic reaction, or is the prescriber of the epinephrine, shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment.

An employee of a school board, authorized by a prescriber and trained in the administration of insulin and glucagon, who, upon the written request of the parents as defined in § 22.1-1, assists with the administration of insulin or administers glucagon to a student diagnosed as having diabetes who requires insulin injections during the school day or for whom glucagon has been prescribed for the emergency treatment of hypoglycemia shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment if the insulin is administered according to the child's medication schedule or such employee has reason to believe that the individual receiving the glucagon is suffering or is about to suffer life-threatening hypoglycemia. Whenever any employee of a school board is covered by the immunity granted herein, the school board employing him shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such insulin or glucagon treatment.

Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Adopted: June 13, 2005

Revised: August 8, 2005; July 9, 2007; July 13, 2009 (administratively); August 8, 2011; August 13, 2012 (administratively); August 11, 2014; June 29, 2017

Legal Ref.: Code of Virginia, as amended, sections 22.1-78, 22.1-274.2, 54.1-2957.02, 8.01-225, 8.01-226.5:1, 54.1-3401

Cross Ref.: EBBA First Aid/CPR Certified Personnel
JHCD-R Anaphylaxis Policy - Recognition and Treatment of Anaphylaxis
(Severe Allergic Reaction) in the School Setting
JHCE Recommendation of Medication by School Personnel

Additional References:

American Academy of Pediatrics. (2003). Policy statement: Guidelines for the administration of medication in school. *Pediatrics*, 112 No. 3, 697-699.

Hootman, J., Schwab, N. C., Gelfman M. H. B., Gregory, E. K., & Pohlman, K. J. (2005). School nursing practice: Clinical performance issues. In N. Schwab and M. Gelfman's (Eds.), *Legal issues in school health services—A resource for school administrators, school attorneys, and school nurses*, (pp 167-230). New York: Authors Choice Press.

Smith, G. P. & Cruise, E. G. (Eds.). (2006). *Manual for the training of public school employees in the administration of medication*. Virginia Department of Education.

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- for middle and high school students, one¹ school day per school year to engage in a civic event
- Illness;
- Medical appointments;
- Court appointments;
- Religious holidays; and
- Funerals

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of five (5) school days each academic year participating in High School to Work Partnerships established pursuant

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

¹ Virginia law requires school boards to excuse a one school-day absence for middle school and high school students to engage in a civic event. School boards may permit additional excused absences for such purpose. School boards may require that the student provide advance notice of the intended absence and require that the student provide documentation of participation in a civic event.

to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) ~~reasonable efforts to notify the parent of the absences have a reasonable effort to notify the parent has failed,~~ then the principal or principal's designee shall ~~make~~ makes a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his the student's parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The

superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

In the case of marital difficulty where one parent provides evidence of legal custody granted by the court and has requested that the student not be permitted to leave with the other parent, the request is to be enforced.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-730-10.

8 VAC 20-730-20.

Cross Refs.: IGAJ Driver Education
JFC Student Conduct

DRUGS IN SCHOOL

I. Generally

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

No person may manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance or imitation controlled substance while

- on the property, including building or grounds, of any public school;
- on public property or any property open to public use within 1,000 feet of the property, including building or grounds, of any public school;
- on any school bus; or
- at any designated school bus stop or any property open to public use within 1,000 feet of such school bus stop during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school sponsored activity.

A. Expulsion

A student who is determined to have brought a controlled substance, ~~imitation controlled substance, or marijuana,~~ substance or imitation controlled substance onto school property or to a school-sponsored activity may be expelled in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. In addition, the School Board may, ~~by regulation, authorize~~ authorize the superintendent or superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is ~~appropriate.¹~~ appropriate. Any disciplinary action imposed pursuant to such a review must be taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

B. Prevention and Intervention

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

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

~~¹If the School Board adopts such a regulation, it must ensure that any disciplinary action imposed is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.~~

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

C. Required Reporting to Parents and Local Law Enforcement

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

II. Students with Disabilities

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

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

1. In addition to the authority granted in subsection A above, a student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, "illegal drugs" and "controlled substance" are defined as follows:

a. Controlled substance means a drug or other substance identified under schedules I, II, III, IV, or V in § 202(c) of the Controlled Substances Act at 21 U.S.C. § 812(c).

b. Illegal drug means a controlled substance, but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

Adopted:

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

21 U.S.C. § ~~812(e)~~. 812.

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

8 VAC 20-81-10.

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

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Financial Report for AUGUST 2021 FY22

| | Adopted | Adopted Changes | Revised | Prior Period Actual | Current Month | Year to Date | | Remaining Revenue Amount | % |
|----------------------------------|----------------------|--------------------|----------------------|------------------------|---------------------|---------------------|-------------|-----------------------------|---------------|
| | | | | | | Actual | Encumbered | | |
| Revenue | | | | | | | | | |
| Operating Fund | | | | | | | | | |
| Other Funds | \$ 260,000 | \$ - | \$ 260,000 | \$ 1,674 | \$ 2,066 | \$ 3,740 | \$ - | \$ 256,260 | 98.6% |
| State Funds | \$ 47,214,710 | \$ - | \$ 47,214,710 | \$ 2,843,854 | \$ 2,799,048 | \$ 5,642,901 | \$ - | \$ 41,571,809 | 88.1% |
| Federal Funds | \$ 6,825,235 | \$ - | \$ 6,825,235 | \$ - | \$ 853,970 | \$ 853,970 | \$ - | \$ 5,971,265 | 87.5% |
| Local Transfer | \$ 16,893,258 | \$ - | \$ 16,893,258 | \$ - | \$ - | \$ - | \$ - | \$ 16,893,258 | 100.0% |
| | \$ 71,193,203 | \$ - | \$ 71,193,203 | \$ 2,845,527 | \$ 3,655,084 | \$ 6,500,612 | \$ - | \$ 64,692,591 | 90.9% |
| Federal Funds | | | | | | | | | |
| All Grants | \$ 2,613,396 | \$ - | \$ 2,613,396 | \$ - | \$ (134,224) | \$ (134,224) | \$ - | \$ 2,747,620 | 105.1% |
| | \$ 2,613,396 | \$ - | \$ 2,613,396 | \$ - | \$ (134,224) | \$ (134,224) | \$ - | \$ 2,747,620 | 105.1% |
| Textbook Fund | | | | | | | | | |
| State Funds | \$ 478,133 | \$ - | \$ 478,133 | \$ 39,789 | \$ 39,789 | \$ 79,578 | \$ - | \$ 398,555 | 83.4% |
| Use of Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Transfer from School Fund | \$ 163,385 | \$ - | \$ 163,385 | \$ - | \$ - | \$ - | \$ - | \$ 163,385 | 100.0% |
| | \$ 641,518 | \$ - | \$ 641,518 | \$ 39,789 | \$ 39,789 | \$ 79,578 | \$ - | \$ 561,940 | 87.6% |
| Nutritional Services Fund | | | | | | | | | |
| Revenue - Interest | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Cafeteria Receipts | \$ 1,334,135 | \$ - | \$ 1,334,135 | \$ - | \$ 2,116 | \$ 2,116 | \$ - | \$ 1,332,019 | 99.8% |
| Food Commodities | \$ 180,000 | \$ - | \$ 180,000 | \$ - | \$ - | \$ - | \$ - | \$ 180,000 | 100.0% |
| State Funds | \$ 82,185 | \$ - | \$ 82,185 | \$ - | \$ - | \$ - | \$ - | \$ 82,185 | 100.0% |
| Federal Funds | \$ 1,626,478 | \$ - | \$ 1,626,478 | \$ - | \$ 64,557 | \$ 64,557 | \$ - | \$ 1,561,921 | 96.0% |
| Contingency | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| | \$ 3,222,798 | \$ - | \$ 3,222,798 | \$ - | \$ 66,673 | \$ 66,673 | \$ - | \$ 3,156,125 | 97.9% |
| TOTAL ALL SCHOOL FUNDS | \$ 77,670,915 | \$ - | \$ 77,670,915 | \$ 2,885,316 | \$ 3,627,322 | \$ 6,512,638 | \$ - | \$ 71,158,277 | 91.6% |

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Financial Report for AUGUST 2021 FY22

| | Adopted | Adopted Changes | Revised | Prior Period Actual | Current Month | Year to Date | | Available Budget | |
|---|----------------------|--------------------|----------------------|------------------------|---------------------|---------------------|---------------------|----------------------|--------------|
| | | | | | | Actual | Encumbered | Amount | % |
| <u>Expenses</u> | | | | | | | | | |
| <u>Operating Fund</u> | | | | | | | | | |
| Instruction | \$ 50,262,932 | \$ - | \$ 50,262,932 | \$ 879,796 | \$ 1,061,768 | \$ 1,941,564 | \$ 298,539 | \$ 48,022,829 | 95.5% |
| Technology | \$ 3,272,488 | \$ - | \$ 3,272,488 | \$ 110,561 | \$ 286,974 | \$ 397,535 | \$ 125,175 | \$ 2,749,778 | 84.0% |
| Total Instruction | \$ 53,535,420 | \$ - | \$ 53,535,420 | \$ 990,357 | \$ 1,348,742 | \$ 2,339,099 | \$ 423,714 | \$ 50,772,607 | 94.8% |
| Admin., Health & Attendance | \$ 4,217,174 | \$ - | \$ 4,217,174 | \$ 179,614 | \$ 234,238 | \$ 413,852 | \$ 89,137 | \$ 3,714,185 | 88.1% |
| Pupil Transportation | \$ 4,824,643 | \$ - | \$ 4,824,643 | \$ 220,545 | \$ 119,580 | \$ 340,124 | \$ 251,210 | \$ 4,233,309 | 87.7% |
| Maintenance & Operations | \$ 6,182,117 | \$ - | \$ 6,182,117 | \$ 536,730 | \$ 485,620 | \$ 1,022,350 | \$ 275,432 | \$ 4,884,336 | 79.0% |
| Capital Improvements | \$ 764,139 | \$ - | \$ 764,139 | \$ - | \$ 369,865 | \$ 369,865 | \$ 308,248 | \$ 86,027 | 11.3% |
| Contingency Fund | \$ 1,075,031 | \$ - | \$ 1,075,031 | \$ - | \$ - | \$ - | \$ - | \$ 1,075,031 | 100.0% |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| County CIP Transfer | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| County CSA Transfer | \$ 594,679 | \$ - | \$ 594,679 | \$ - | \$ - | \$ - | \$ - | \$ 594,679 | 100.0% |
| Total Regular Fund | \$ 71,193,203 | \$ - | \$ 71,193,203 | \$ 1,927,245 | \$ 2,558,044 | \$ 4,485,290 | \$ 1,347,740 | \$ 65,360,173 | 91.8% |
| <u>Federal Funds</u> | | | | | | | | | |
| Instruction - Title I | \$ 693,454 | \$ - | \$ 693,454 | \$ - | \$ - | \$ - | \$ 6,750 | \$ 686,704 | 99.0% |
| All Grants | \$ 1,919,942 | \$ - | \$ 1,919,942 | \$ 7,856 | \$ 16,214 | \$ 24,070 | \$ 6,717 | \$ 1,889,155 | 98.4% |
| Total Federal | \$ 2,613,396 | \$ - | \$ 2,613,396 | \$ 7,856 | \$ 16,214 | \$ 24,070 | \$ 13,467 | \$ 2,575,859 | 98.6% |
| <u>Textbook Fund</u> | \$ 641,518 | \$ - | \$ 641,518 | \$ - | \$ 429,604 | \$ 429,604 | \$ 60,811 | \$ 151,103 | 23.6% |
| <u>Nutritional Services Fund</u> | \$ 3,222,798 | \$ - | \$ 3,222,798 | \$ 23,024 | \$ 42,592 | \$ 65,617 | \$ 1,149,902 | \$ 2,007,280 | 62.3% |
| TOTAL ALL SCHOOL FUNDS | \$ 77,670,915 | \$ - | \$ 77,670,915 | \$ 1,958,126 | \$ 3,046,455 | \$ 5,004,581 | \$ 2,571,919 | \$ 70,094,415 | 90.3% |

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Financial Report for AUGUST 2021 FY22

Fund Balance from Operations

| | Beginning Balance | Prior Period Y.T.D. | Current Month | Current Y.T.D. | Current Balance |
|-------------------------------|----------------------|------------------------|-------------------|---------------------|---------------------|
| Operating Fund | \$ - | \$ 918,282 | \$ 1,097,040 | \$ 2,015,322 | \$ 2,015,322 |
| Federal Funds | \$ - | \$ (7,856) | \$ (150,438) | \$ (158,295) | \$ (158,295) |
| Textbook Fund | \$ 9,034 | \$ 39,789 | \$ (389,815) | \$ (350,026) | \$ (340,992) |
| Nutritional Services Fund | \$ 724,190 | \$ (23,024) | \$ 24,080 | \$ 1,056 | \$ 725,246 |
| Total All School Funds | \$ 733,224 | \$ 927,190 | \$ 580,867 | \$ 1,508,058 | \$ 2,241,282 |

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA

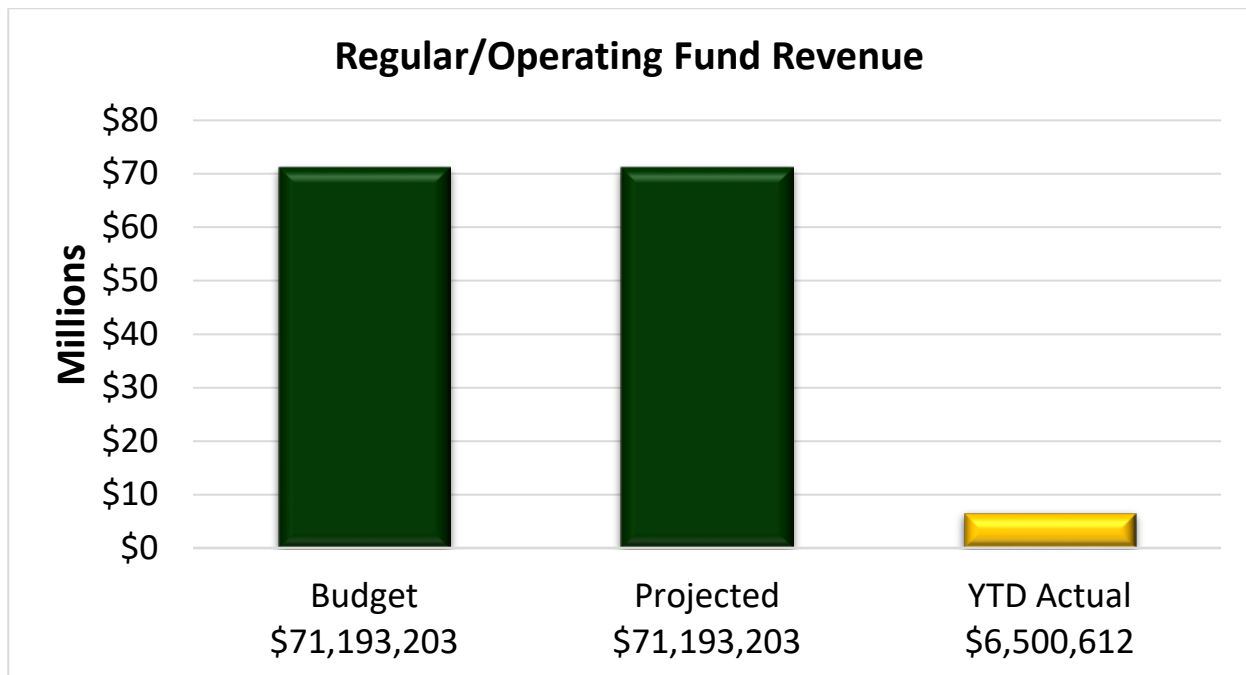


FINANCIAL HIGHLIGHTS

FY 2022 AUGUST

REGULAR/OPERATING FUND REVENUE

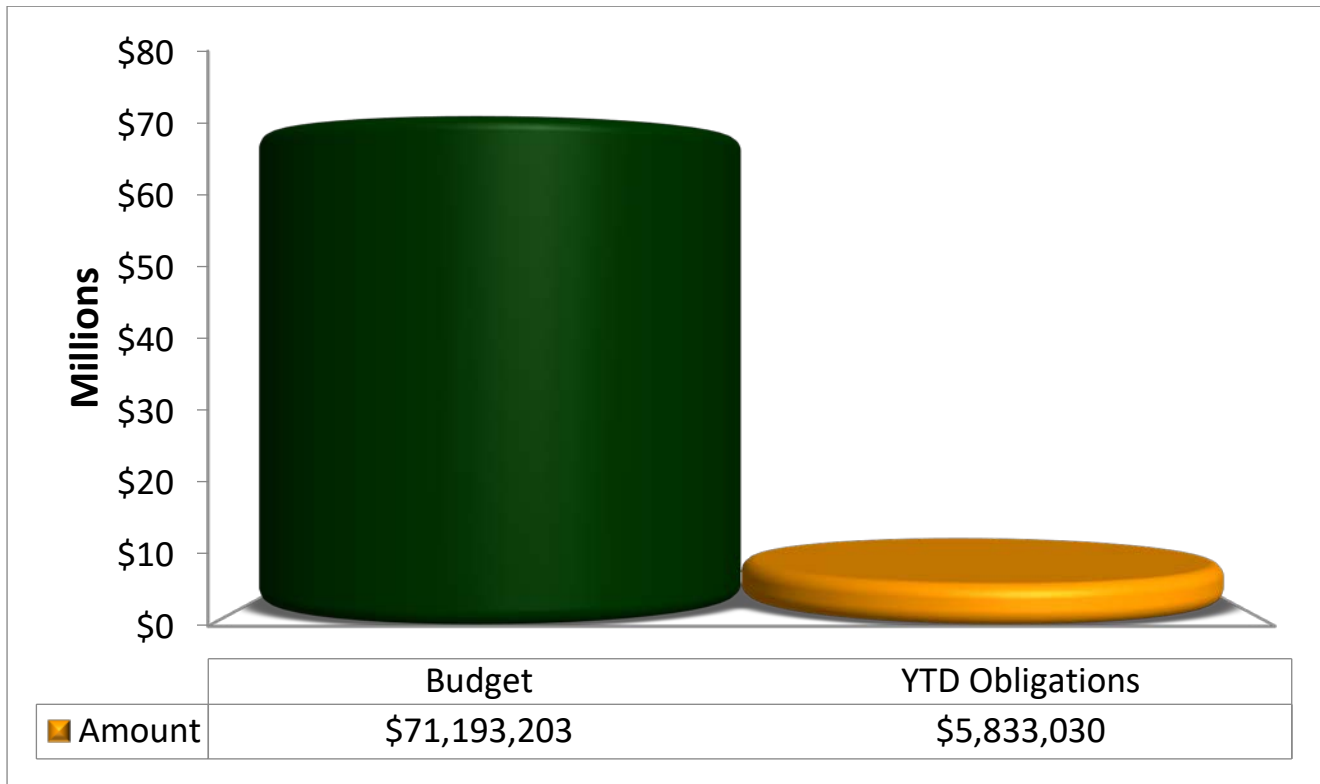
For the month ended August 31, 2021, we had received revenues of \$6,500,612 or 9.1% of budgeted funds. This compares to 10.8% at the same time last year.



| Revenue Type | FY2022 Budget | FY2022 Projected | \$ Diff. | % Diff. |
|-----------------------|---------------------|---------------------|-------------|-------------|
| Local Appropriations | \$16,893,258 | \$16,893,258 | \$ 0 | 0.0% |
| State Funds | 47,214,710 | 47,214,710 | 0 | 0.0% |
| Federal Funds | 6,825,235 | 6,825,235 | 0 | 0.0% |
| Other Local Funds | 260,000 | 260,000 | 0 | 0.0% |
| Total Revenues | \$71,193,203 | \$71,193,203 | \$ 0 | 0.0% |

REGULAR FUND EXPENDITURES & ENCUMBRANCES

For the month ending August 31, 2021, we had obligated (encumbrances + YTD expenses) \$5,833,030 or 8.2% of available funds in the general operating fund. This compares to 7.1% at the same time last year.



PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Financial Report for JUNE 2021 - Period 13 FY21 - August

| | Adopted | Adopted Changes | Revised | Prior Period Actual | Current Month | Year to Date | | Remaining Revenue | |
|---|----------------------|---------------------|----------------------|----------------------|---------------------|----------------------|-------------|---------------------|--------------|
| | | | | | | Actual | Encumbered | Amount | % |
| <u>Revenue</u> | | | | | | | | | |
| <u>Operating Fund</u> | | | | | | | | | |
| Other Funds | \$ 260,000 | \$ - | \$ 260,000 | \$ 228,537 | \$ 1,546 | \$ 230,083 | \$ - | \$ 29,917 | 11.5% |
| State Funds | \$ 43,802,352 | \$ 1,142,030 | \$ 44,944,382 | \$ 45,067,552 | \$ 492,380 | \$ 45,559,933 | \$ - | \$ (615,551) | -1.4% |
| Federal Funds | \$ 5,039,686 | \$ 1,480,997 | \$ 6,520,683 | \$ 6,460,511 | \$ - | \$ 6,460,511 | \$ - | \$ 60,172 | 0.9% |
| Local Transfer | \$ 16,525,450 | \$ 47,039 | \$ 16,572,489 | \$ 16,572,489 | \$ - | \$ 16,572,489 | \$ - | \$ - | 0.0% |
| | \$ 65,627,488 | \$ 2,670,066 | \$ 68,297,554 | \$ 68,329,090 | \$ 493,926 | \$ 68,823,016 | \$ - | \$ (525,462) | -0.8% |
| <u>Federal Funds</u> | | | | | | | | | |
| All Grants | \$ 2,265,345 | \$ 581,041 | \$ 2,846,386 | \$ 2,057,284 | \$ 473,859 | \$ 2,531,142 | \$ - | \$ 315,244 | 11.1% |
| | \$ 2,265,345 | \$ 581,041 | \$ 2,846,386 | \$ 2,057,284 | \$ 473,859 | \$ 2,531,142 | \$ - | \$ 315,244 | 11.1% |
| <u>Textbook Fund</u> | | | | | | | | | |
| State Funds | \$ 498,898 | \$ - | \$ 498,898 | \$ 479,895 | \$ - | \$ 479,895 | \$ - | \$ 19,003 | 3.8% |
| Use of Fund Balance | \$ - | \$ 347,122 | \$ 347,122 | \$ - | \$ 338,088 | \$ 338,088 | \$ - | \$ 9,034 | 2.6% |
| Transfer from School Fund | \$ 163,385 | \$ - | \$ 163,385 | \$ 163,385 | \$ - | \$ 163,385 | \$ - | \$ - | 0.0% |
| | \$ 662,283 | \$ 347,122 | \$ 1,009,405 | \$ 643,280 | \$ 338,088 | \$ 981,368 | \$ - | \$ 28,037 | 2.8% |
| <u>Nutritional Services Fund</u> | | | | | | | | | |
| Revenue - Interest | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0.0% |
| Cafeteria Receipts | \$ 1,334,135 | \$ - | \$ 1,334,135 | \$ 106,592 | \$ - | \$ 106,592 | \$ - | \$ 1,227,543 | 92.0% |
| Food Commodities | \$ 180,000 | \$ - | \$ 180,000 | \$ - | \$ - | \$ 163,339 | \$ - | \$ 16,661 | 9.3% |
| State Funds | \$ 63,756 | \$ - | \$ 63,756 | \$ 49,531 | \$ - | \$ 49,531 | \$ - | \$ 14,225 | 22.3% |
| Federal Funds | \$ 1,590,061 | \$ 37,284 | \$ 1,627,345 | \$ 2,069,811 | \$ 157,326 | \$ 2,227,137 | \$ - | \$ (599,792) | -36.9% |
| Contingency | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| | \$ 3,167,952 | \$ 37,284 | \$ 3,205,236 | \$ 2,225,934 | \$ 157,326 | \$ 2,546,599 | \$ - | \$ 658,637 | 20.6% |
| TOTAL ALL SCHOOL FUNDS | \$ 71,723,068 | \$ 3,635,513 | \$ 75,358,581 | \$ 73,255,587 | \$ 1,463,198 | \$ 74,882,125 | \$ - | \$ 476,456 | 0.6% |

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Financial Report for JUNE 2021 - Period 13 FY21 - August

| | Adopted | Adopted Changes | Revised | Prior Period Actual | Current Month | Year to Date | | Available Budget | |
|---|----------------------|---------------------|----------------------|------------------------|--------------------|----------------------|-------------------|---------------------|--------------|
| | | | | | | Actual | Encumbered | Amount | % |
| <u>Expenses</u> | | | | | | | | | |
| <u>Operating Fund</u> | | | | | | | | | |
| Instruction | \$ 47,236,502 | \$ 1,054,408 | \$ 48,290,910 | \$ 46,926,047 | \$ 25,747 | \$ 46,951,794 | \$ - | \$ 1,339,116 | 2.8% |
| Technology | \$ 2,927,493 | \$ 1,173,619 | \$ 4,101,112 | \$ 4,041,704 | \$ 59,565 | \$ 4,101,269 | \$ - | \$ (157) | 0.0% |
| Total Instruction | \$ 50,163,995 | \$ 2,228,027 | \$ 52,392,022 | \$ 50,967,751 | \$ 85,312 | \$ 51,053,063 | \$ - | \$ 1,338,959 | 2.6% |
| Admin., Health & Attendance | \$ 3,695,068 | \$ - | \$ 3,695,068 | \$ 3,954,765 | \$ 12,761 | \$ 3,967,526 | \$ - | \$ (272,458) | -7.4% |
| Pupil Transportation | \$ 4,545,750 | \$ - | \$ 4,545,750 | \$ 4,292,050 | \$ (25) | \$ 4,292,025 | \$ - | \$ 253,725 | 5.6% |
| Maintenance & Operations | \$ 5,983,422 | \$ (169,360) | \$ 5,814,062 | \$ 5,975,626 | \$ 1,391 | \$ 5,977,018 | \$ - | \$ (162,956) | -2.8% |
| Capital Improvements | \$ 322,253 | \$ 961,399 | \$ 1,283,652 | \$ 1,418,070 | \$ - | \$ 1,418,070 | \$ 354,367 | \$ (488,786) | -38.1% |
| Contingency Fund | \$ 350,000 | \$ (350,000) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| Debt Service | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| County CIP Transfer | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| County CSA Transfer | \$ 567,000 | \$ - | \$ 567,000 | \$ 567,000 | \$ - | \$ 567,000 | \$ - | \$ - | 0.0% |
| Total Regular Fund | \$ 65,627,488 | \$ 2,670,066 | \$ 68,297,554 | \$ 67,175,263 | \$ 99,440 | \$ 67,274,703 | \$ 354,367 | \$ 668,484 | 1.0% |
| <u>Federal Funds</u> | | | | | | | | | |
| Instruction - Title I | \$ 624,151 | \$ 69,303 | \$ 693,454 | \$ 625,132 | \$ - | \$ 625,132 | \$ - | \$ 68,322 | 9.9% |
| All Grants | \$ 1,641,194 | \$ 511,738 | \$ 2,152,932 | \$ 1,989,099 | \$ (83,089) | \$ 1,906,010 | \$ - | \$ 246,922 | 11.5% |
| Total Federal | \$ 2,265,345 | \$ 581,041 | \$ 2,846,386 | \$ 2,614,231 | \$ (83,089) | \$ 2,531,142 | \$ - | \$ 315,244 | 11.1% |
| <u>Textbook Fund</u> | \$ 662,283 | \$ 347,122 | \$ 1,009,405 | \$ 981,368 | \$ - | \$ 981,368 | \$ - | \$ 28,037 | 2.8% |
| <u>Nutritional Services Fund</u> | \$ 3,167,952 | \$ 37,284 | \$ 3,205,236 | \$ 2,625,745 | \$ 163,339 | \$ 2,789,085 | \$ - | \$ 416,151 | 13.0% |
| TOTAL ALL SCHOOL FUNDS | \$ 71,723,068 | \$ 3,635,513 | \$ 75,358,581 | \$ 73,396,607 | \$ 179,690 | \$ 73,576,297 | \$ 354,367 | \$ 1,427,916 | 1.9% |

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
 Financial Report for JUNE 2021 - Period 13 FY21 - August

Fund Balance from Operations

| | Beginning Balance | Prior Period Y.T.D. | Current Month | Current Y.T.D. | Rollover PO's & Transfers | Current Balance |
|-------------------------------|----------------------|------------------------|---------------------|---------------------|------------------------------|---------------------|
| Operating Fund | \$ - | \$ 1,153,827 | \$ 394,487 | \$ 1,548,314 | \$ 354,367 | \$ 1,193,947 |
| Federal Funds | \$ - | \$ (556,948) | \$ 556,948 | \$ - | \$ - | \$ - |
| Textbook Fund | \$ 347,122 | \$ (338,088) | \$ 338,088 | \$ - | \$ 338,088 | \$ 9,034 |
| Nutritional Services Fund | \$ 966,676 | \$ (399,812) | \$ (6,013) | \$ (242,486) | \$ - | \$ 724,190 |
| Total All School Funds | \$ 1,313,798 | \$ (141,020) | \$ 1,283,508 | \$ 1,305,828 | \$ 692,455 | \$ 1,927,171 |

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA

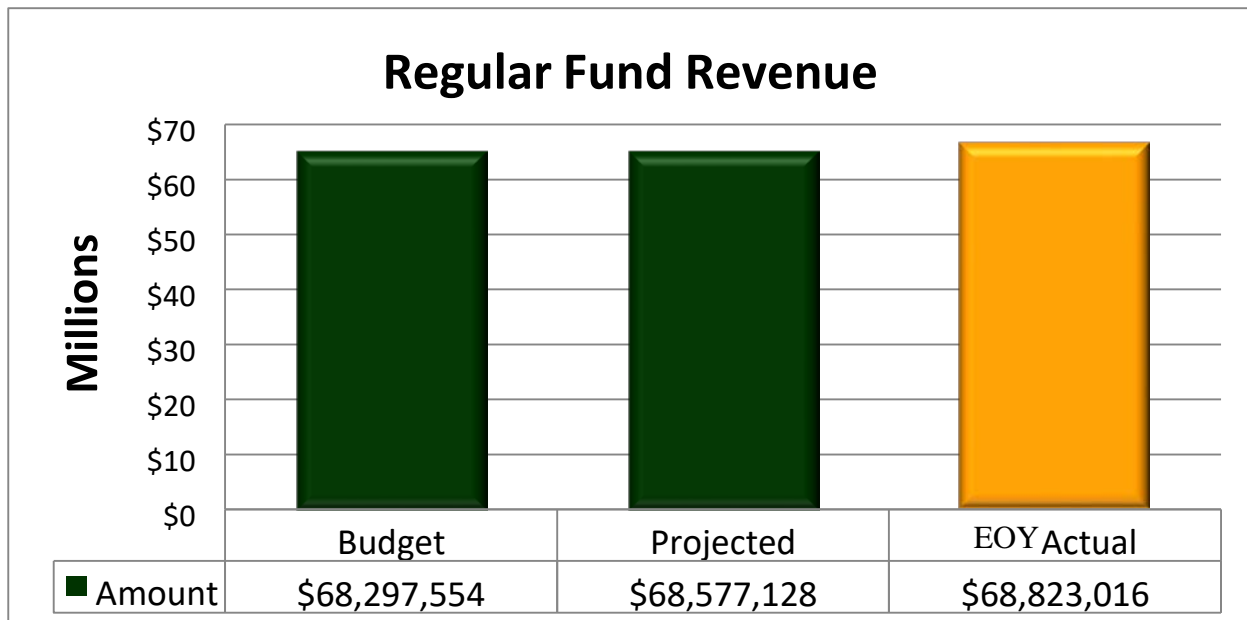


FINANCIAL HIGHLIGHTS

FY 2021 JUNE - Period 13- August

REGULAR/OPERATING FUND REVENUE

For the month ended August, 2021, we had received revenues of \$68,823,016 or 100.1% of budgeted funds. This compares to 101.8% at the same time last year.



| Revenue Type | FY2021 Budget | FY2021 Projected | \$ Diff. | % Diff. |
|-----------------------|---------------------|---------------------|-------------------|------------|
| Local Appropriations | \$16,572,489 | \$16,572,489 | \$ 0 | 0.0% |
| State Funds | 44,944,382 | 45,315,796 | 371,414 | .8% |
| Federal Funds | 6,520,683 | 6,460,306 | -60,377 | -0.9% |
| Other Local Funds | 260,000 | 228,537 | -31,463 | -1.2% |
| Total Revenues | \$68,297,554 | \$68,577,128 | \$ 279,574 | .4% |

REGULAR FUND EXPENDITURES & ENCUMBRANCES

For the month ending August 31, 2021 we had obligated (encumbrances + YTD expenses) \$67,629,070 or 99% of available funds in the general operating fund. This compares to 98.9% at the same time last year. As school divisions operate on a modified accrual basis, this reflects additional invoices and revenue received that were applied to FY21 through August 2021.

Pending the annual audit results, the current fund balance for the Regular/Operating Fund is \$1,193,947.

