

2021 Policy review

Type-o's & minor issues

EFB:

- Page 1, near the bottom: "excel" should be changed to "excess." Also, there's a reference to "vaping excess food" which is confusing (at least to me.)

THE CORRECTION WAS SAVING EXCESS FOOD

GB:

- Page 2, section B: "sitenesses" should be changed to "witnesses."

THIS WAS CORRECTED

GBA/JFHA

- First paragraph: "gorup" should be changed to "group."

THIS WAS CORRECTED

GCL

- I couldn't find the new language on cultural competency on my copy.

THIS WAS AN UPDATE IN LEGAL REFERENCES THAT INCLUDE CULTURAL COMPETENCY LEGISLATION

JHCD

- Under the section on diabetes, he/she pronouns are used; probably want to change those for consistency.

THIS WAS CHANGED

KN

- Page 3 at the bottom: "cord order" should be changed to "court order."

THIS WAS CORRECTED

KP

- Section A: question: Does the term "custodial parent" refer to a parent with legal custody or physical custody? These are sometimes different.

THIS PRIMARILY MEANS LEGAL CUSTODY BUT COULD ALSO INCLUDE PHYSICAL CUSTODY

Policies needing 5 year review

CMA: Division Report Card

- Page 2, paragraph 1: Refers to the "No Child Left Behind Act" of 2001. Should this be updated to ESSA?

WHEN I REVIEWED THE COMPLETE VSBA POLICY MANUAL, THIS POLICY HAD RECOMMENDED CHANGES IN 2017 WHICH WERE NOT COMPLETED. I AM ADDING THE ENTIRE CMA RECOMMENDED BY VSBA WHICH DOES INCLUDE UPDATED LANGUAGE BUT SAME INTENT.

EGAAAA: Website

- Refers to old website link in a few places. Should be updated to current website "charlottesvilleschools.org."

- May need other revisions to reflect current operations, but I'm not sure what these are. Just seems outdated.
- **I HAVE REMOVED THE OLD WEBSITE LISTED AS AN ALIAS.**

GBAA: Sexual Harassment

- P. 2 – Change gender pronouns to be consistent with other revisions.

WHEN GOING BACK TO THIS, VSBA RECOMMENDED A COUPLE YEARS AGO FOR THIS POLICY TO BE DELETED AND COMBINED WITH GBA WHICH IS UPDATED THIS TIME.

I: Mission Statement

- Should be updated to sync with the Strategic Plan.

I HAVE UPDATED TO INCLUDE CURRENT MISSION. THIS WAS NOT UPDATED EARLIER WHEN NEW MISSION WAS ADOPTED.

IGBH: Alternative School Programs

- This was revised in the other section, so this form can probably be deleted.

I AM NOT SURE I UNDERSTAND THIS COMMENT. I AM PROPOSING WE MAINTAIN A POLICY FOR ALTERNATIVE PROGRAMS IN THE EVENT SOMETHING IS ADDED IN THE FUTURE.

JECC: Admission of Non-resident students

- Refers to “No Child Left Behind” mandates; probably needs updating to current federal law & mandates.
- **UPON REVIEW, THIS POLICY WAS RECOMMENDED TO CHANGE IN 2020. NCLB HAS BEEN REMOVED AND HIS/HER REMOVED.**

JFHAA: Sexual Harassment

- JFHA/GBA (Prohibition against harassment & retaliation) was included in the “revised” section, so I'm not sure if this should be either deleted or incorporated into that policy.
- Gender pronouns should be changed for consistency.

AT LEAST TWO YEARS AGO THIS POLICY WAS RECOMMENDED TO BE COMBINED WITH JHFA BUT THE JFHAA WAS NOT DELETED. IT CAN BE.

QUALITY PROFILES

I. Division Information

The Charlottesville City School Board annually prepares and disseminates information on the school division and each school within the division. The information is concise, presented in an understandable and uniform format, and, to the extent practicable, presented in a language that parents can understand. The information is accessible to the public and shows how students in the division achieved on the state's student academic assessments compared to students in the state as a whole and how students at individual schools achieved compared to students in the division and in the state.

II. School Quality Profiles

The Charlottesville City School Board ensures that every school in the division annually provides parents and the community a School Quality Profile in a manner prescribed by the Board of Education. The School Quality Profile includes designated information for the most recent three-year period. The School Quality Profile includes information designated by the Board of Education to include indicators of the following: accountability, assessments, enrollment and demographics, college and career readiness, finance, learning environment, and teacher quality. Specific indicators include:

- Virginia Assessment Program results by percentage of participation and proficiency and disaggregated by student reporting groups;
- accreditation status;
- attendance and absenteeism for students;
- information related to school safety to include incidents of crime and violence; and
- information related to qualifications and educational attainment of the teaching staff.

In addition, School Quality Profiles for secondary schools include the following:

- Advanced Placement (AP) information to include percentage of students who take AP courses and percentage of students who take AP tests
- International Baccalaureate (IB) and Cambridge course information to include percentage of students who are enrolled in IB or Cambridge programs and percentage of students who receive IB or Cambridge Diplomas
- college-level course information to include percentage of students who take college-level courses including dual enrollment courses
- number and percentage of (i) graduates by diploma type as prescribed by the Board of Education, (ii) certificates awarded to the senior class including high school equivalency preparation program credentials approved by the Board of Education, and (iii) students who do not complete high school
 - number and percentage of dropouts
 - the number of Board-approved industry certifications obtained
 - the number of state licensure examinations passed
 - the number of national occupational competency assessments passed
 - the number of Armed Services Vocational Aptitude Battery assessments passed
 - the number of Virginia workplace readiness skills assessments passed
- the number of career and technical education completers who graduated. A "career and technical education completer" is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program

Adopted: August 16, 2007

Revised: December 20, 2007

Revised: June 17, 2010

Revised: June 26, 2014

Revised:

Legal Refs.: 20 U.S.C. § 6311.

34 C.F.R. 200.11.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:3, 22.1-253.13:4.

8 VAC 20-131-270.

MANAGEMENT OF SCHOOL DIVISION WEBSITE

The Charlottesville City Schools (CCS) Web site – www.ccs.k12.va.us (a.k.a. www.charlottesvilleschools.org) – serves to provide information about the school division to multiple constituencies: parents, students, staff, families relocating to the area, prospective employees, Charlottesville residents, other interested citizens, and educators nationally and internationally.

This document defines requirements and responsibilities regarding the management of CCS' Internet presence, and applies to all CCS schools, departments, programs. This policy also applies to CCS staff members when representing CCS online, regardless of the computer system used, unless a specific requirement or responsibility is explicitly qualified as being limited in scope, or an exception has been formally granted.

I. REQUIREMENTS

- A.** Web pages representing the Charlottesville City Schools – whether hosted internally or externally – must have an **informational purpose** that is related to a Charlottesville City Schools objective, initiative, assignment, job, or function and must carry information that is appropriate for viewing by a worldwide audience.
- B.** Web sites for CCS schools, departments, and programs must be **hosted** on servers maintained and supported by the CCS Technical Support Department (Tech Support). All exceptions must be approved by the Network Administrator.
- C.** Web sites for CCS schools, departments, and programs must use **domain names** that are approved by the Network Administrator.
- D.** Web pages for CCS schools, departments, and programs must use **templates** provided by the CCS webmaster to ensure consistency in user experience, functionality, navigation, format, branding, and design. Exceptions must be approved by the Network Administrator. Existing sites that do not comply with this requirement are subject to review by the Network Administrator. The Webmaster may work with departmental/program managers to develop custom-built templates that satisfy both CCS requirements and end-user needs. Appeals will be reviewed by an ad-hoc Web Committee (e.g., comprised of Associate Superintendent, Public Relations Specialist, Media Services Coordinator, Instructional Technology Coordinator, and Webmaster).
- E.** CCS web content will be integrated into the **site architecture** and site navigational devices as deemed appropriate by the CCS webmaster.
- F.** Web sites for CCS schools, departments, and programs must be built to comply with Web Standards and must be **compatible** with all major browsers.
- G.** CCS is committed to ensuring **accessibility** of the main CCS Web site for people

with disabilities. Web pages built using templates provided by the CCS webmaster

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will conform to [W3C/WAI's Web Content Accessibility Guidelines 1.0, Conformance Level A](#), by August 31, 2007. CCS also encourages staff, teachers and students to conform to those guidelines in sites they produce.

- H. Neither staff nor students may set up a **web server** on any equipment within a school or office, without prior approval of the Network Administrator, if that web server will be accessible beyond an office, classroom, or laboratory.
- I. **Copyrighted material** shall not be placed on any part of a web page without full compliance with the terms of the copyright.
- J. A **copyright designation** is not appropriate on any CCS web pages unless CCS has registered a copyright for the material presented.
- K. **Logins and passwords** must not be required to access public information on the CCS web site. Links to content that is not intended for the general public must be annotated to indicate that access is restricted to, e.g., students, staff, or board: * Students only; password required
[Password-protected content may also be hosted under a separate domain or a privately distributed URL that disallows search engines, without being linked to from a public Web page.]
- L. **Photos and videos in which students are identifiable** may be used on CCS Web pages unless a student's parent or guardian has withheld consent by completing the Opt-Out Form for Promotional Activities. When photos or videos of students are used on a CCS Web page, however, student names must not be associated with those images unless permission, in writing, is granted by the student's parent or guardian. Student home addresses, phone numbers, and/or e-mail addresses shall not be posted on any CCS web page.
- M. Information may not be posted on the Internet if it violates the **privacy** of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, or plagiarizes the work of others.
- N. Content requirements for **school web sites**:
 1. Templates (provided by the CCS Webmaster) for school home pages and secondary pages will include the CCS logo linked to the CCS home page (www.ccs.k12.va.us), ~~aka~~ (www.charlottesvilleschools.org) the primary navigation toolbar, the school-specific navigational sidebar, and the site-wide footer.
 2. Current **design requirements** for each school's home page include, in addition to the above: the name of the principal; the address and phone number for the school; a link to a web form for the generic school email account (e.g., chs@ccs.k12.va.us); **INCLUDE UPDATED SITE** a news and announcements

section; and a calendar of school-specific and division-wide events.

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3. School web sites must, at a minimum, provide the following information:

- a. An “About Us” page presenting the name of the principal, assistant principal, and other administrative staff members along with the main school phone number.
- b. A school-specific navigational sidebar containing links to:
 - the Staff Directory for the school
 - the VDOE School Report Card web site
 - current bus route and schedule information
 - a Map page with links for an interactive map showing the location of the school and driving directions; Yahoo maps are currently being used.
- a picture of the school
- calendar of school events that is linked to the division calendar c.

Navigational sidebars must also include the CCS Site Search form.

- d. Navigational sidebars for the elementaries, Walker and Buford must also contain a link to current lunch menus.
- e. Link for volunteer opportunities and contact information
- f. List of business partnerships and link for contact information.

O. Content requirements for department and program web pages:

1. Templates (provided by the CCS Webmaster) for department and program web pages will include the CCS logo linked to the CCS home page (www.ccs.k12.va.us), aka (www.charlottesvilleschools.org) the primary navigation toolbar, the department’s or program’s navigational sidebar, and the site-wide footer.
2. The **top-level page** for each department and program must include the address and phone number for the department or program, as well as the name, email addresses, and phone numbers of department director or program coordinator and key administrative staff.

P. Teacher Web sites (defined as sites intended primarily for students and parents in support of class work, as distinguished from sites that represent a CCS activity or program and are intended primarily for a public audience):

1. are exempt from the specific provisions concerning site hosting, domain names, and web page templates (Section I, items B–D, above)

2. must clearly identify and include links to the teacher's school and the CCS web site – whether hosted internally or externally

Q. No Web site representing the Charlottesville City Schools – including externally hosted sites – may include **commercial or political advertising**.

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R. Links from CCS web pages to **external web sites** (sites not on the CCS servers) must be limited to those that have or support an educational objective and meet the standards for instructional materials used by the school system.

Care must be used when linking to a commercial web site or a page that contains advertising. Content managers must **review** such external pages twice a year, reloading the page 10 times or more to monitor the ads for inappropriate content. CCS pages with external links may also include the following standard disclaimer: Links to web pages outside the CCS web site do not necessarily constitute an endorsement of the information, products or services contained therein.

NOTE that this requirement pertains to Teacher web sites, whether hosted with other internet service providers or on CCS web servers.

S. The following disclaimer statement must appear on any web page that includes content provided by a **parent-teacher and partner organizations**: This page reflects the views of the [name of organization]. Charlottesville City Schools does not control or guarantee the accuracy, relevance, timeliness, or completeness of this information.

T. All Web sites and pages representing Charlottesville City Schools, including staff, teacher and student sites hosted internally or externally, are subject to the CCS Acceptable Use Policy for Technology and all other requirements of the Web Policy (Section I, item P, most importantly).

U. Requests for exceptions to any of the above policies must be submitted in writing to the CCS webmaster.

II. RESPONSIBILITIES

A. The **Network administrator** shall provide and administer CCS Internet services, Internet protocol (IP) addresses, and connectivity between the CCS network infrastructure and the Internet service provider and shall manage the CCS central **web servers**.

B. The **CCS Webmaster** is responsible for:

1. creating all templates, stylesheets, scripts, includes and web page graphics that are to be used on division, school, departmental and program web pages.

2. maintenance of web servers and applications
3. management of site functionality and architecture, including expansions and other structural changes making revisions as requested to the CCS home page and other pages and includes not assigned to or available to Web Content Managers
4. entering division-wide events into the CCS Interactive Calendar database

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5. checking the ccs@ccs.k12.va.us email account daily, and either responding to messages or forwarding messages to the staff best qualified to respond. If a message is forwarded to another staff member to respond, the webmaster should request a copy of the response to be certain the message has been answered.
6. ensuring that emails sent to the generic school email accounts are answered during the summer when school Web Content Managers are away.

C. The Community Relations Specialist is responsible for:

1. establishing the accuracy and appropriateness of official CCS information posted on the CCS web site
2. posting news items to the CCS home page and creating related News web pages and PDFs as needed
3. disseminating school-specific news releases to school Web Content Managers for posting

D. School principals and departmental managers:

1. are responsible for the information posted on their section of the web site
2. must audit their site content at least twice per school year to ensure the content is current, accurate, and appropriate
3. may assign web maintenance duties to Web Content Managers
4. must regularly monitor their site content in order to assess the performance of appointed Web Content Managers with regard to the responsibilities outlined in II.E and II.F, below.
5. review web content revisions and additions before posting to the live web server.

E. School Web Content Managers are responsible for:

1. editing school web pages and creating new web pages as needed
2. posting school-specific news items to the school's news database and creating related pages as needed
3. entering school-specific events into the school's interactive calendar database

- and monitoring for current information and accuracy
4. checking the school's generic email account daily (during the school year), and either responding to messages or forwarding messages to the staff best qualified to respond
 5. responding to requests to post news and announcements or to add new web pages to the school web site
 6. obtaining the Principal's approval of such revisions and additions before posting

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7. reviewing links to external web sites twice per school year to ensure functionality, appropriateness of content (including embedded ads; see I.P, above), and that the information presented continues to serve the intended educational objectives (see I.Q, above).

F. Departmental and program Web Content Managers are responsible for:

1. editing assigned web pages and creating new web pages as needed
2. obtaining approval for such revisions and additions from the departmental administrator or program coordinator before posting
3. reviewing links to external web sites twice per school year to ensure functionality, appropriateness of content (including embedded ads; see III.P, above), and that the information presented continues to serve the intended educational objectives (see I.Q, above).

G. Requests to post news and announcements to the CCS home page, or to revise or add pages to the main CCS web site, must be referred to the CCS Webmaster. The Webmaster can make decisions regarding routine requests. In cases where there is some question about the appropriateness or positioning of requested additions or revisions, the Webmaster will consult with the Network Administrator, the Community Relations Specialist, Division Administrators, and/or departmental and program managers as needed.

H. Requests to post news and announcements or to add new web pages to school web sites must be referred first to School Web Content Managers, who will present any and all reasonable and appropriate requests to the Principal for approval.

I. Requests to revise or add content to departmental or program web sites must be made directly to the departmental manager. The manager will then delegate approved content revisions to the Content Manager, or to the CCS Webmaster if no departmental Content Manager has been designated.

J. Content managers must **consult the CCS webmaster** for assistance with questions regarding technical requirements, information architecture, navigation, graphic design, information design and usability.

K. Non-CCS employees, including volunteers and students, can maintain web pages, or upload files to the CCS web servers only with prior approval from the Network Administrator, and only under direct supervision by the staff member responsible for the web site or pages concerned.

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L. Web pages and Web sites created by students for CCS classes, activities, programs or departments – whether hosted internally or externally – must contain only educationally relevant material and must adhere to all applicable school division guidelines, policies, and regulations. Students may only post information to Web pages under the direct supervision of a staff member. Student Web pages shall be removed at the end of the school year unless special arrangements are made.

III. Web Privacy Statement

The Charlottesville City Schools, through its web site:

1. Collects no personal information other than that which is provided by the user when submitting requests via web forms. This information is only used to assist us in providing the requested information to the user.
2. Collects standard web traffic statistics regarding the number of views for web pages, but does not track user domain names, IP addresses, or any information on individual visitors or their movement through the website.
3. Uses "cookies" to set user preferences throughout the site. These cookies are not required, are set only if your browser permits cookies, and are used only for the user's convenience.

IV. Limitation of Liability

Under no circumstances will Charlottesville City Schools be liable for any direct, incidental, consequential, indirect, special or punitive damages whatsoever (including without limitation, costs and expenses of any type incurred, lost profits, lost data or programs, and business interruption) arising out of access to, use of, inability to use or the results of use of the site or any web sites linked to the site.

Adopted: August 16, 2007
Revised: May 15, 2008
Reviewed: June 25, 2013
Reviewed:

Legal References: Code of Virginia, 1950, as amended, § 22.1-70.2

Cross References: CCS Acceptable Use Policy for Technology

Charlottesville City Public Schools

INSTRUCTION

File: I

PURPOSE AND MISSION STATEMENT

The Charlottesville City Schools shall implement an educational program that is in compliance with the Regulations Establishing Standards for Accrediting Public Schools in Virginia enacted by the Virginia Board of Education and with the Standards of Quality enacted by the Virginia General Assembly.

The Charlottesville City Public Schools' core purpose is to establish a community of learners and learning through rigor, relevance, and relationships, one student at a time.¹ The division is committed to nurturing a climate that promotes trust, idea sharing, and sensitivity to student needs and ensures a healthy environment for intellectual development for all children.

MISSION STATEMENT

The mission of the Charlottesville City Schools is ~~“Personal and Academic Excellence Inspired by a Collaborative and Innovative Learning Experience”~~. **EVERY LEARNER. EVERY DAY. EVERY ONE.** All students will be expected to master a challenging set of academic standards. They will be taught to find and use information, read, speak and write effectively, make responsible decisions, and work to achieve personal goals. Students will learn to appreciate history, diversity and the achievements of humankind. They will learn to make contributions to the well-being of the community. Upon graduation, students will be prepared to secure employment, continue their education, and adapt skillfully to a changing technological society.

Adopted: July 16, 1998
Revised: March 18, 2004
Revised: April 17, 2008
Reviewed: June 25, 2013
Reviewed:

Legal Reference: Code of Virginia, § 22.1-253.13:3.

Regulations Establishing Standards for Accrediting Public Schools in
Virginia 8 VAC 20-131-10.

2003 Standards of Quality

¹ The notion of one student at a time is quoted from Eliot Levine's book titled One Kid at a Time (2002).

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INSTRUCTION

File: IGBH ALTERNATIVE SCHOOL PROGRAMS

As special needs are determined, alternative programs may be established by the Charlottesville City School Board within existing schools or at separate sites that are within the jurisdiction of the Charlottesville City Schools. No person of school age meeting the residency requirements of Section 22.1-3 may be charged tuition for enrollment in an alternative program offered as a regional or divisionwide initiative by the School Board.

Proposals for alternative school programs shall be developed by the superintendent or his/her designee and will be submitted to the Charlottesville City School Board for review and endorsement prior to implementation. Proposals shall include:

1. A statement of justification for the alternative program explaining how it will meet the special needs or expectations of the target population and the community.
2. A plan which delineates the proposed organizational structure as it relates to staffing and the scope and structure of the total instructional program.
3. A statement of financial impact identifying all costs, including administration, staffing, equipping, supplying, transportation, support services, and maintaining the program.
4. A statement of related impact explaining how the proposed program will affect and interrelate with other programs and populations served in existing programs and facilities.
5. A statement of authentication verifying that all aspects of the program are in compliance with all appropriate federal, state, and local laws and regulations, and there is compliance with all applicable accreditation requirements.
6. If the proposal presents a potential conflict with existing regulations of the State Department of Education, special evidence of authorization from the State Department of Education must accompany the proposal.
7. A plan for evaluation that defines anticipated outcomes and establishes criteria and procedures for evaluating achieved outcomes.

Adopted: October 21, 1999

Reviewed: April 17, 2008

Reviewed: June 25, 2013

Reviewed:

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-253.13:1. 8

VAC 20-30-10

© 5/99 VSBA

Charlottesville City Public Schools

STUDENT SERVICES

File: ~~JEC~~ JECB

ADMISSION OF NON-RESIDENT STUDENTS

In order to increase student enrollment and enhance utilization of school facilities, the Board will consider, when conditions so permit, the admission of students who are not legal residents of the City of Charlottesville. The enrollment of students from districts other than Charlottesville is not mandatory and will be considered only when a prospective student meets in full the admission standards for all students set by the Commonwealth of Virginia and the Board, and there is sufficient room to accommodate the student in the grade of the school requested without additional material costs to the division.

A. ~~No Child Left Behind (Elementary and Secondary Education Act)~~

~~Federal No Child Left Behind (Elementary and Secondary Education Act) mandates shall supersede Board policies or regulations related to the admission of non-resident students into the Charlottesville City Schools. City residents who exercise their option of school choice due to NCLB mandates will be given priority over non-city residents for placement.~~

B. Request for Admission

Application for non-resident students shall be available after March 1 and will be located on our Charlottesville City Schools' website, at any of our schools and at the Central Administration Office. Once the application is completed, submit it to the principal of the school for approval who will then forward to the office of the Assistant Superintendent for Administrative Services. A request for admission as a non-resident student may be approved only when approval does not exceed the optimum student capacity, as determined by the superintendent, of the grade and school requested. Preference for consideration shall be given in the following priority order to:

- A. city residents
- B. children of school division employees
- C. children of City employees
- D. students who were in attendance on a tuition basis the previous year
- E. siblings of students who were in attendance on a tuition basis the previous year
- F. students who were resident students of the school the previous year, moved outside the city during the course of the previous school year, and wish to remain in attendance in the school on a tuition basis.

If applications received exceed the number of non-resident students who can be admitted under Board guidelines, requests will be considered and processed on the basis of the previously stated order of preference, and the initial submission date of the applications. A waiting list, if necessary, shall be established. The decision to approve or reject an application shall be made by the Assistant Superintendent for Administrative Services after consultation with the principal. The Assistant Superintendent for Administrative Services shall, in a timely manner, provide an applicant with written notification of the approval or denial of a request.

Approval for admission as a non-resident student is valid only for the school year in which it is issued, and a parent/guardian must apply in writing each school year for consideration. Falsification of any information stated on a request will be cause for immediate revocation of permission to attend as a non-resident student, and withdrawal of the student. No further applications shall be considered.

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Approval for admission as a non-resident student can be revoked by the superintendent or ~~his/her~~ designee with written notification to the parent/legal guardian. Reasons for revocation include, but are not limited to, overcrowding, lack of an appropriate educational program, poor attendance, habitual tardiness, failure to provide safe and punctual transportation, Code of Conduct violations, and any action or behavior by the student or parent/legal guardian that is disruptive to and/or interferes with the educational process. In the event permission to attend city schools is withdrawn, the parent shall be entitled to a pro rated refund of any tuition, charges, or fees paid. Termination of enrollment of a non-resident student may be made unilaterally by school authorities with no right to a hearing or any other appeal process by the non-resident parent or student.

When a person's custodial parent has been deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces and such person's custodial parent has executed a Special Power of Attorney under Title 10, United States Code, § 1044b providing for the care of the person of school age by an individual who is defined as a parent in Va. Code § 22.1-1 during the time of his deployment outside the United States. The person of school age shall be allowed to attend a school in the school division in which the individual providing for his/her care, pursuant to the Special Power of Attorney resides. Furthermore, when practicable, such persons of school age may continue to attend school in the Virginia school division they attended immediately prior to the deployment and shall not be charged tuition for attending such division.

C. Tuition Fees

Tuition fees shall be charged to non-residents other than those employed by the Charlottesville City School Division and the City of Charlottesville. A resident student who changes residence during the school year to a location outside the city of Charlottesville or children of Charlottesville City employees who leave employment with Charlottesville City during the school year may be permitted to complete the school year at no tuition in the school he/she originally attended with the approval of the Assistant Superintendent for Administrative Services and principal. Transportation to and from school will be the responsibility of the parent/guardian. Tuition fees shall be established by the School Board in advance of each school year and shall be paid in full on or before the first day of a student's enrollment in the school division. In setting annual tuition fees, the Board will take into consideration the prior year's consumer price index. Course or material fees normally charged city students will be applicable as well to non resident students. Should a student's program change during the school year, parents shall be responsible for paying any additional tuition, charges, and fees associated with the new program.

Approved: April 15, 2004
Revised: February 3, 2005
Revised: February 15, 2007
Revised: September 20, 2007
Reviewed: June 19, 2008
Revised: April 15, 2010
Revised: July 5, 2012
Reviewed:

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.1-3.4, 22.1-5, 22.1-200.1, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277, 22.1-277.2, 22.1-288.2, 32.1-46, 63.2-900 and 63.2-1200

Charlottesville City Public Schools

STUDENT SERVICES

File: JFHAA SEXUAL HARASSMENT

It is the policy of the Charlottesville City School Board to maintain a working and learning environment which provides for fair and equitable treatment, including freedom from sexual harassment, for all its employees and students.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating hostile, or offensive environment. A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

It is prohibited for any students or employee, male or female, to harass another student or employee by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal, written, electronic, or physical conduct of a sexual nature. Conditions may include, but not limited to:

- (1) submission to or rejection of such conduct is used as a basis for academic decisions affecting the student,
- (2) such conduct creates an intimidating, hostile or offensive working or learning environment, or
- (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Examples of activities which could constitute sexual harassment/inappropriate sexual behavior include, but are not limited to:

- (1) unwelcome leering, sexual flirtations or propositions,
- (2) unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions,
- (3) graphic comments about an individual's body, or overly person conversation, (4) sexual jokes, stories, drawings, pictures, or gestures,
- (5) spreading sexual rumors,
- (6) inappropriate or suggestive sexual gestures,
- (7) touching an individual's body or clothes in a sexual way,

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- (8) cornering or blocking of normal movements,
- (9) displaying sexually suggestive objects in an educational environment, or (10) displaying sexually explicit behavior.

Any student who believes that he or she has been subjected to sexual harassment should file immediately a complaint of the alleged act with the principal. The principal shall request that the complaint be in writing. The principal shall investigate the complaint and work towards a resolution to the Division Compliance Officer. Information regarding the process is included in the accompanying regulations. If the complaint is against the principal, the student shall file the complaint with the Compliance Officer who will contact the director of Human Resources. The student may make direct contact with the instructional director if he/she is uncomfortable going to the Compliance Officer. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of an alleged sexual harassment will be undertaken.

False charges of sexual harassment shall be treated as a serious offense, and those persons making false charges shall be subject to disciplinary action.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter. A written report summarizing the investigation and stating any conclusions or recommendations shall be filed with the Superintendent at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any student who has knowledge of the occurrence of sexual harassment of a student by an adult should contact the principal. Any employee with knowledge of the occurrence of sexual harassment involving one or more students should notify the principal or the Director of Human Resources. The principal must immediately report the complaint of the alleged incident to the Compliance Officer.

Any administrator, teacher, other employee or student who is found after an investigation to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense from a warning up to expulsion or dismissal.

Adopted: July 5, 2012

Reviewed:

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Legal References: 20 U.S.C. §§ 1681-1688

29 U.S.C. § 794

42 U.S.C. §§ 2000d-2000d-7

42 U.S.C. §§ 20003-20003-17

34 C.F.R Part 106

Cross References: AC Nondiscrimination

AD Educational Philosophy

GB Equal Employment Opportunity/Nondiscrimination JB Equal Educational
Opportunities/Nondiscrimination JFC Student Conduct

JFC-R Standards of Student Conduct

GCPD Professional Staff Members: Contract Status and Discipline GDPD Support Staff
members: Contract Status and Discipline JFG Child Abuse and Neglect Reporting

KKA Service Animals in Public Schools

Charlottesville City Public Schools