

**REVISED POLICIES FOR REVIEW**  
**(VSBA Policy Updates - February 2025)**  
**May 1, 2025**  
**School Board Meeting**

<b>Current CCS Policy (on CCS Website)</b>	<b>VSBA Revised Policies for Review (Redline Copy)</b>	<b>Policy Title</b>	<b>Explanation of Revisions</b>	<b>Executive Leadership Team Member Responsible</b>	<b>Date of Last Approval</b>
<a href="#">BBBB</a>	<a href="#">BBBB-RL</a>	<b>Student Representative to the School Board</b>	Policy updated. Footnote added.  Please note: Revision requires the school board to establish procedures for student representatives.	Otey, Team	8/6/2020
<a href="#">BFE</a>	<a href="#">BFE/CHD-RL (MERGED/ IDENTICAL)</a>	<b>Administration in Policy Absence</b>	Policy updated for clarity.	Gurley, Team	8/6/2020
<a href="#">CHD</a>		<b>Administration in Policy Absence (Also BFE)</b>	Policy updated for clarity.	Gurley, Team	8/6/2020
<a href="#">DI</a>	<a href="#">DI-RL</a>	<b>Financial Accounting and Reporting</b>	Cross References updated.	Hoover, Powell	8/6/2020
<a href="#">DN</a>	<a href="#">DN-RL</a>	<b>Sale and Disposal of Property</b>	Policy updated for clarity.	Hoover, Powell	8/6/2020
<a href="#">EF</a>	<a href="#">EF-RL</a>	<b>Food Service Management</b>	Policy updated. Cross References updated.	Powell	8/6/2020
<a href="#">EFD</a>	<a href="#">EFD-RL</a>	<b>Food Sanitation Program</b>	Policy updated. Legal References updated.	Powell	8/6/2020
<a href="#">FB</a>	<a href="#">FB-RL</a>	<b>Facilities Planning</b>	Policy updated for clarity. Legal References and Cross References updated.	Powell	8/6/2020
<a href="#">GBEA</a>	<a href="#">GBEA-RL</a>	<b>Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance</b>	Policy updated.	Powell, Rasnake, Otey	6/17/2021
<a href="#">GBLA</a>	<a href="#">GBLA-RL</a>	<b>Third Party Complaints Against Employees</b>	Policy updated. Legal References and Cross References updated.	Lewis	8/6/2020
<a href="#">GBN</a>	<a href="#">GBN-RL</a>	<b>Staff Hiring Procedures</b>	Policy updated.	Lewis	8/6/2020
<a href="#">GBR</a>	<a href="#">GBR-RL</a>	<b>Voluntary Retirement Savings Program</b>	Policy updated. Legal References updated.	Lewis, Hoover	8/6/2020
<a href="#">GDQ</a>	<a href="#">GDQ-RL</a>	<b>School Bus Drivers</b>	Policy updated. Legal References and Cross References updated.	Powell, Lewis	8/6/2020
<a href="#">IKG</a> (deleted)	<a href="#">IKG (deleted)</a>	<b>SOL Remediation Recovery Program</b>	Policy deleted because it is encompassed in other policies.	Swift	8/6/2020
<a href="#">JCA</a>	<a href="#">JCA-RL</a>	<b>Transfers by Student Victims of Crimes</b>	Policy updated. Legal References and Cross References updated	Rasnake, Otey, Powell	8/6/2020
<a href="#">JCB</a>	<a href="#">JCB-RL</a>	<b>Transfers by Students in Persistently Dangerous Schools</b>	Policy updated. Legal References and Cross References updated	Rasnake, Otey, Powell	8/6/2020
<a href="#">JECB</a>	<a href="#">JECB Opt 1</a>	<b>Admission of Nonpublic Students for Part-Time Enrollment</b>	Option 1: Policy updated. Legal References and Cross References updated. Footnote added.	Rasnake, Otey	8/6/2020
<a href="#">JFCA-F</a> (formerly <a href="#">JFCA-E</a> ) Form Update Only (not policy)	<a href="#">JFCA-F (formerly JFCA-E)</a>	<b>Teacher Removals of Students from Class</b>	Coding reference updated. Form and formatting  ***ONLY Form was updated, not the policy	Rasnake, Otey	6/17/2021
<a href="#">JFCC</a>	<a href="#">JFCC-RL</a>	<b>Student Conduct on School Buses</b>	Policy updated. Cross References updated.	Rasnake, Otey, Powell	8/4/2022
<a href="#">JHDA</a>	<a href="#">JHDA-RL</a>	<b>Human Research</b>	Cross References updated. Footnote added.	Swift	8/6/2020

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<a href="#">JM</a>	<a href="#">JM-RL</a>	<b>Restraint and Seclusion of Students</b>	Cross References updated.	Rasnake	8/1/2024
<a href="#">JOD</a>	<a href="#">JOD-RL</a>	<b>Release of Student Records</b>	Policy updated. Cross Reference updated.	Rasnake, Otey, Powell	8/6/2020
	<a href="#">JOD-F (new)</a>	<b>Consent Form Authorizing Release of Student Data/Records (NEW)</b>	Title of Form updated. Form and formatting updated. Please note: This form was moved from the body of policy JOD to create a separate form.	Rasnake, Otey	New form
<a href="#">KA</a>	<a href="#">KA-RL</a>	<b>Goals for School-Community Relations</b>	Policy updated. Cross References updated. The underlined portion of this policy is a carry over from the previously approved KA policy (additional language specific to CCS)	Otey, D.Johnson, Cheuk	8/6/2020
<a href="#">LBD</a>	<a href="#">LBD-RL</a>	<b>Home Instruction</b>	Policy updated. Cross References updated.	Rasnake, Otey	8/6/2020
<b>Policies Reviewed but not Revised</b> <b>(Policy links direct to CCS Policy Manual)</b>					
<b>Policies Reviewed but not Revised</b>		<b>Policy Title</b>	<b>Comments</b>	<b>Executive Leadership Team Member Responsible</b>	<b>Date of Last Approval</b>
<a href="#">BCG</a>		<b>School Attorney</b>	Reviewed but not revised	Team	6/17/2021
<a href="#">BDDD</a>		<b>Quorum</b>	Reviewed but not revised	Team	8/6/2020

## STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Charlottesville City Schools are important to the Charlottesville City School Board. Therefore, the School Board ~~selects a~~ may appoint student representation to the School Board. ~~representative.~~

~~The principal of each high school nominates two students from the school to serve as the student representative to the School Board. From these nominations, the Superintendent selects the student representative subject to final approval by the School Board. The student representative serves a one year term.~~

Any student representative to the School Board ~~The student representative~~ serves only in an advisory capacity, does not count toward quorum and does not vote. Each student shall serve a six-month term.

The School Board establishes the following procedures related to the appointment of student representatives from enrolled students in the division.

1. Beginning in April of each year, the faculty advisor of the Student Government Association will coordinate with the members of the SGA to advertise and set a deadline for applications for consideration to serve as a student representative of the School Board. Once the applications are received, a panel of SGA members, advisors, principal, class presidents, and a School Board member will review the applications and interview candidates. A part of the interview process will be an essay. The topic will be "What is one policy change you would propose in Charlottesville City Schools?"
2. The panel will select ~~three~~ two members and a possible ~~fourth~~ third as an alternate to be submitted to the Superintendent.
3. The Superintendent will recommend the student representatives to the School Board at the July or August Board meeting for approval by the Board.
4. Following approval, the School Board clerk will notify the students of their approval. The Superintendent or designee will schedule a meeting to identify the monthly schedule for the students. The Superintendent or designee will also share information with the students regarding School Board protocol and operations.
5. Each student shall serve a one-year term. Students may apply for a second term using the same procedure as stated above.
6. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting via the Electronic School Board website. The student representative does not have access to confidential information, including student or personnel records. The student

## SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BBBB-RL

Page: 2 of 2

representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Student representatives are expected to adhere to rules established by the School Board to fulfill their role.

~~The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.~~

Adopted: May 5, 2016  
Reviewed: August 6, 2020  
Revised:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

**ADMINISTRATION IN POLICY ABSENCE**

In situations ~~eases~~ where action must be taken by the school division and the School Board has not ~~adopted a policy nor~~ provided ~~no~~ guidelines for administrative action, the superintendent has the power to act, but the superintendent's decisions are subject to review by the School Board at its next regular meeting. It is the duty of the superintendent to inform the School Board promptly of such action taken and of the need for policy.

Adopted: August 6, 1998  
Reviewed: December 20, 2007  
Revised: June 16, 2011  
Reviewed: June 27, 2016  
Reviewed: August 6, 2020  
Revised:

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

## FINANCIAL ACCOUNTING AND REPORTING

The superintendent or superintendent's designee is responsible for implementing a modern system of accounting for all school funds, as established by the Virginia Board of Education and the Auditor of Public Accounts. All fiscal records of the Charlottesville City School (CCS) School Board shall be subject to an annual audit as required by law.

~~The Charlottesville City School Board receives monthly statements of the funds available for school purposes.~~

### A. Financial Accounting and Reporting

1. It is the responsibility of principals or managers to uphold financial practices that safeguard assets, establish the accuracy and reliability of financial data, prompt operational efficiencies, and prescribe adherence to sound financial policies. Principals or managers are accountable for the financial integrity of their respective schools or office.
2. Financial controls and fiscal reporting shall conform to the laws of the Commonwealth of Virginia, Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) the Auditor of Public Accounts of the Commonwealth of Virginia (APA), and local policy.

### B. Reporting

1. Monthly Financial: The Charlottesville City CCS School Board will receive monthly financial statements, including statements of revenues and expenditures, showing the financial condition of the division as of the last day of the preceding month. Textbook funds will be held in separate, interest-bearing, bank accounts.
2. Annual Financial Report: At least once each year, the School Board submits a report of all its expenditures, to the City of Charlottesville City Council, to the governing body appropriating funds body. Such report shall is also be made available to the public on a template prescribed by the Virginia Board of Education, either on CCS the school division website or in hard copy at the central school division administration office. on a template prescribed by the Board of Education.
3. Annual Report Covering the Work of the Schools: Superintendent or designee, shall submit a report covering the work of the schools for the year ending the preceding June 30 to the Virginia Board of Education according to a timeline and forms supplied by the Virginia Superintendent of Public Instruction.

### Inventories

~~The Superintendent or his/her designee will be responsible for the inventory of all fixed assets of the school division.~~

### School Level Accounting System

## FISCAL MANAGEMENT

File: DI-RL  
Page: 2 of 2

~~Each school is required to maintain an accurate, up-to-date central accounting system of all money collected or disbursed by the school. These funds will be deposited in accounts in the name of the school.~~

~~A record of all receipts and disbursements will be maintained in accordance with the latest edition of Department of Education's Guidelines for Student Activity Funds as promulgated by the Superintendent and in accordance with regulations issued by the State Board of Education.~~

~~The principal will prepare and forward to the superintendent or his/her designee monthly financial statements, including statement of revenues and expenditures, showing the financial condition of the school as of the last day of the preceding month.~~

### Audits

~~In accordance with State statutes and regulations, all financial records of the division will be audited following the close of each fiscal year. A copy of the audit and management letter will be distributed to all School Board members.~~

Adopted: April 3, 1998  
Revised: May 20, 2004  
Revised: June 19, 2008  
Revised: June 18, 2009  
Revised: June 26, 2014  
Revised: August 6, 2020  
Revised:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-90, 22.1-115, 22.1-81

Cross Refs.:	CBA	Qualifications and Duties for the Superintendent
	DA	Management of Funds
	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	<u>DIA</u>	<u>Reporting Per Pupil Costs</u>
	<u>DJA</u>	<u>Purchasing Authority</u>
	DJB	Petty Cash Funds
	EF	Food Service Management

## DISPOSAL OF SURPLUS ITEMS

Personal property is defined to mean all equipment and supplies other than buildings and land. The school division shall apply trade-in allowances on equipment to be replaced against the purchase cost of the new equipment whenever possible.

~~The school division may dispose of equipment having no trade-in value by informal bid, auction or pre-priced sale as appropriate to the public.~~ The Superintendent shall designate staff to sell, transfer, trade, or otherwise dispose of such personal property belonging to the Charlottesville City Schools (CCS) which has become obsolete, unusable, or surplus. ~~If items are valued in excess of \$500.00, formal authorization for negotiated sale or for putting the items to bid shall be obtained from the School Board.~~ The disposal of surplus property will be by the method determined by CCS staff to be most advantageous to the school division. Available methods include:

1. Transfer to other Charlottesville City agencies;
2. Sale to other public jurisdictions;
3. Sale by competitive bids or public auction (in person or online);
4. Donation to a Virginia nonprofit organization which is exempt for taxation purposes under § 501(c)(3) of the Internal Revenue Code (for any obsolete property); or
5. In the case of obsolete educational technology, including hardware and software, donation to other school divisions, to students, as provided in the Commonwealth of Virginia Board of Education guidelines, and to preschool programs in the Commonwealth of Virginia; and
6. Disposal as scrap for recycle or solid waste;

Other methods most economical for the school division may be used if disposal of surplus property cannot be achieved by one or more of the above options.

When personal property is sold, the bidder or purchaser shall certify whether ~~he/she~~ the purchaser is an officer or employee of the school division or a member of the immediate family of an officer or employee of the school division. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division only if the property is being sold at uniform prices available to the public or if the goods are sold for less than \$500.00.

~~If reasonable attempts through the bidding or direct sales process to dispose of the items are unsuccessful, then the Superintendent is authorized to arrange for their disposal of the items.~~

~~Whenever it is determined that the Charlottesville City School Board has no use for some of its real property, the Charlottesville City School Board may sell such property and may retain all or a portion of the proceeds of such sale upon approval of the City of Charlottesville and after the Charlottesville City School Board has held a public hearing on such sale and retention of proceeds.~~

~~Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth. In addition, the school board School Board may donate such obsolete educational technology hardware and software and other~~



## FISCAL MANAGEMENT

File: DN-RL

Page: 2 of 2

~~obsolete personal property to a Virginia nonprofit organization which is exempt from taxation under § 501(c)(3) of the Internal Revenue Code.~~

Upon disposal of fixed assets in any manner, notification shall be sent to the Finance Department. The notification shall include a description of the property, and the CCS asset tag number. Additionally, any items that are sold, including the amount, will be reported to the Finance Department.

Adopted: April 3, 1998  
Revised: June 19, 2008  
Reviewed: June 25, 2013  
Revised: August 6, 2020  
Revised:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3108, 2.2-3109, 2.2-3110, 22.1-68, 22.1-78, 22.1-129, 22.1-199.1.

## SUPPORT SERVICES

File: EF-RL  
Page: 1

### FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. ~~From time to time the~~ The superintendent ~~shall~~ will periodically report to the ~~school board~~ School Board on the financial status of the division's food service operations.

Adopted: April 3, 1998

Revised: May 15, 2008

Revised: June 18, 2009

Revised: June 26, 2014

Revised: August 1, 2019

Revised: August 6, 2020

Revised:

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Legal Refs.: 42 U.S.C. § 1751 et seq.

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

Cross Refs.: DI Financial Accounting and Reporting  
EFB Food Services  
EFD Food Sanitation Program  
JHCF Student Wellness

## SUPPORT SERVICES

File: EFD-RL  
Page: 1

### FOOD SANITATION PROGRAM

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

Adopted: April 3, 1998  
Revised: May 15, 2008  
Revised: June 18, 2009  
Reviewed: June 26, 2014  
Revised: August 1, 2019  
Revised: August 6, 2020  
Revised:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 35.1-1, 35.1-2, 35.1-11, 35.1-14.

12 VAC 5-421-10 et seq.

Cross Refs: EF Food Service Management  
EFB Food Services

## FACILITIES DEVELOPMENT

File: FB-RL

Page: 1

### FACILITIES PLANNING

The School Board provides for the erecting, furnishing, equipping, and maintenance of all school facilities.

The Superintendent presents to the School Board annually, or as necessary to coordinate with the planning process of the appropriating body, a Capital Improvement Program which includes recommendations regarding timing, location, costs, and savings associated with:

- new building requirements
- restoration and renewal of existing school facilities

The superintendent may make recommendations for new buildings and renovations after receiving input from the community concerning facilities utilization, development, and closure ~~from the community~~.

Recommendations provided to the School Board are supported by data that ~~supports~~ demonstrates the feasibility and ~~need~~ necessity for construction and/or renovation.

Adopted: April 3, 1998  
Revised: February 21, 2008  
Reviewed: June 25, 2013  
Revised: June 30, 2015  
Revised: August 6, 2020  
Revised:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79 and 22.1-141.1.

Cross Ref.: AF Comprehensive Plan  
BCF Advisory Committees to the School Board  
FEA Educational Facilities Specifications  
~~FECBA Energy Efficient Construction~~  
FEG Construction Planning

**UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING,  
POSSESSION OR USE OF A CONTROLLED SUBSTANCE**

**Generally**

The Charlottesville City School Board is committed to maintaining a Drug-Free Workplace.

**Prohibited Conduct and Notice of Conviction**

Employees may not unlawfully manufacture, distribute, dispense, possess or use a controlled substance, including alcohol, on school property, at any school activity or on any school-sponsored trip. It is a condition of employment that each employee of the Charlottesville City School Board will not engage in such prohibited conduct and will notify the Charlottesville City School Board of any criminal drug conviction for a violation occurring on school property, at any school activity or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity or on any school-sponsored trip will be subject to discipline, as outlined below. ~~appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.~~

**Discipline**

Within 30 days of receiving a notice of conviction, as described above, from a School Board employee ~~as described above,~~ the Superintendent and School Board will take appropriate personnel action, against the employee who is convicted, up to and including dismissal. ~~of any employee found to have engaged in prohibited conduct listed above or will require the employee who is convicted to satisfactorily participate satisfactory participation~~ in a drug abuse assistance or rehabilitation program approved by a federal, state, or local health, law enforcement, or other appropriate agency.

**Distribution of Policy**

All employees are given a copy of this policy.

**Drug-Free Awareness Program**

The Charlottesville City School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug use and abuse in the workplace, the School Board's policy of maintaining a drug-free workplace, ~~any the~~ available drug counseling, rehabilitation, and employee assistance programs and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

Adopted: February 19, 1998  
Revised: March 20, 2008  
Revised: June 16, 2011  
Reviewed: June 27, 2016

## PERSONNEL

File: GBEA-RL  
Page 2

Revised: August 6, 2020  
Revised: June 17, 2021  
Revised

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Legal Refs.: 41 U.S.C. §§ 8103, 8104.  
Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: GCPD Professional Staff Discipline  
GDQ School Bus Drivers

## PERSONNEL

File: GBLA-RL  
Page: 1

### THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

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

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

The superintendent will establish regulations for processing third-party complaints against employees.

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

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

Adopted: February 19, 1998  
Revised: March 20, 2008  
Revised: June 25, 2013  
Revised: June 26, 2014  
Revised: August 1, 2019  
Revised: August 6, 2020  
Revised:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1, 22.1-306, 22.1-308, 22.1-309, 22.1-311, 22.1-313, 22.1-314, 63.2-1503, 63.2-1505, 63.2-1516.1.

Cross Refs.: GAE Child Abuse and Neglect Reporting  
GB Equal Employment Opportunity/Nondiscrimination

## PERSONNEL

File: GBLA-RL  
Page: 2

GBA/JFHA	Prohibition Against Harassment and Retaliation
GBL	Personnel Records
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Nondiscrimination
<del>GAE</del>	<del>Child Abuse and Neglect Reporting</del>
<u>KL</u>	<u>Public Complaints</u>



## STAFF HIRING PROCEDURES

It is the desire of the Charlottesville City School Board to recruit, hire, and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways.

For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Charlottesville City Public Schools shall be made on forms provided by the Human Resources office.

It is the responsibility of the applicant to furnish accurate information ~~and a~~ Any omission of pertinent information or falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted: February 19, 1998  
Reviewed: March 20, 2008  
Revised: June 17, 2010  
Reviewed: June 30, 2015  
Revised: August 6, 2020  
Revised:

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

Cross Refs.:	AC	Nondiscrimination
	GA	Personnel Policies Goals
	GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

## PERSONNEL

File: GBR-RL  
Page: 1 of 1

### VOLUNTARY RETIREMENT SAVINGS PROGRAM

The ~~Charlottesville City School Division~~ Charlottesville City School Board offers its employees the opportunity to participate in a defined contribution retirement plan, also known as a ~~tax-sheltered~~ tax-sheltered annuity or 403(b) program in addition to a 457(b) deferred compensation plan sponsored by the Commonwealth of Virginia. ~~These programs are~~ These programs are maintained and operated pursuant to a written plan.

The written plan contains all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plans, and the time and form under which benefit distributions may be made.

The written plan also addresses any optional features, including hardship withdrawal distributions, loans, plan-to-plan or annuity contract-to-annuity contract transfers, and acceptance of rollovers to the plan, which are included in the ~~Division's~~ division's programs.

The written plans may

- allocate responsibility for administrative functions, including functions to comply with the requirements of 26 U.S.C. § 403(b), & § 457(b) and other tax requirements
- assign such responsibilities to parties other than the school division, but not to participants (unless the administration of the plan is a substantial portion of the duties of the participant)
- incorporate by reference other documents which thereupon become part of the written plan
- address termination of the program

Every employee ~~of~~ in the school division is notified annually about the program.

Adopted: November 2008  
Revised: July 5, 2012  
Reviewed: August 6, 2020  
Revised:

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Legal Refs.: 26 U.S.C. § 403(b), 457(b)  
26 CFR 1.403(b)-1 et seq., 1.403(b)-3 and 1.403(b)-10.  
Code of Virginia, 1950, as amended, §§ 51.1-603, 51.1-603.1

Cross Ref.: ~~GBO~~ Virginia Retirement System

## **SCHOOL BUS DRIVERS**

### **Eligibility for Employment**

Any applicant for employment operating a school bus transporting pupils must

- a. have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination
- b. furnish a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code § 18.2-271.1 or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § 46.2-498
- c. furnish a statement signed by two reputable persons who reside in the school division or in the applicant's community that the person is of good moral character
- d. exhibit a license showing the person has successfully undertaken the examination prescribed by Va. Code § 46.2-339
- e. have reached the age of 18 ~~on~~ by the first day of the school year
- f. submit to testing for alcohol and controlled substances as required by state and federal law and regulation

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

The Charlottesville City School Board requires proof of current certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of an automated external defibrillator as a condition of employment to operate a school bus transporting pupils.

The Charlottesville City School Board does not employ drivers subject to controlled substances and alcohol testing required by federal law without first conducting a pre-employment query of the federal Drug and Alcohol Clearinghouse (the Clearinghouse) to obtain information about the driver. Drivers must give specific consent for the query.

No driver is permitted to perform any safety-sensitive function if the results of a Clearinghouse query demonstrate that the driver has a verified positive, adulterated, or substituted controlled substances test result; has an alcohol confirmation test with a concentration of 0.04 or higher; has refused to submit to a test; or that an employer has reported actual knowledge that the driver used alcohol on duty, used alcohol before duty, used alcohol following an accident, or used a controlled substance in violation of federal regulations, except where a query of the Clearinghouse demonstrated that the driver has successfully completed the substance abuse professional (SAP) evaluation, referral, and education/treatment process required by federal regulation; achieves a negative return-to-duty test result; and completes the follow-up testing plan prescribed by the SAP.

The School Board also conducts a query of the Clearinghouse at least once per year for information for all employees subject to controlled substance and alcohol testing required by federal law and regulation to determine whether information exists in the Clearinghouse about these employees.

### **Drug and Alcohol Testing**

Drivers are subject to drug and alcohol testing as required by state and federal law. Any driver who refuses to submit to a test shall not perform or continue to perform safety-sensitive functions. The division administers alcohol and controlled substance tests in accordance with federal laws and regulations.

### **Prohibited conduct**

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

### **Notification**

The superintendent or superintendent's designee is responsible for providing educational materials to drivers that explain the requirements of federal regulations and the divisions' policies and procedures with regard to meeting those requirements. The superintendent or superintendent's designee ensures that a copy of the materials is distributed to each driver prior to the start of testing and to each driver subsequently hired or transferred into a position requiring driving a commercial vehicle. Those materials contain at least the following information

- the identity of the person designated by the school division to answer driver questions about the materials;
- the categories of drivers subject to this policy;

- sufficient information about the safety-sensitive functions performed by those drivers to make clear what period of the work day the driver is required to be in compliance;
- specific information concerning driver conduct that is prohibited;
- the circumstances under which a driver will be tested for alcohol and/or controlled substances, including post-accident testing;
- the procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures and instructions;
- the requirement that a driver submit to alcohol and controlled substances tests;
- an explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences;
- the consequences for drivers found to have violated federal law or regulations, including the requirement that the driver be immediately removed from safety-sensitive functions;
- the consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;
- information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management; and
- the requirement that the following personal information be reported to the Clearinghouse: a verified positive, adulterated, or substituted drug test result; an alcohol confirmation test with a concentration of 0.04 or higher; a refusal to submit to required tests; an employer's report of actual knowledge of on duty alcohol use, pre-duty alcohol use, post-accident alcohol use, and controlled substance use; a SAP report of the successful completion of the return-to-duty process; a negative return-to-duty test; and an employer's report of completion of follow-up testing.

Each driver must sign a statement certifying that the driver has received a copy of the above materials and the division maintains this signed copy.

Before performing each alcohol or controlled substances test, the division notifies the driver that the test is required by federal law or regulation.

### **Consequences of prohibited conduct**

A driver who has engaged in conduct prohibited by federal regulation or for whom testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, is removed immediately from safety-sensitive functions. Before a driver is returned to the performance of safety-sensitive functions, if at all, the driver shall undergo an evaluation by a substance abuse professional, as defined by 49 C.F.R. § 40.281, comply with any required rehabilitation and undergo a return-to-duty test with negative drug test results and/or an alcohol test with an alcohol concentration of less than 0.02.

## PERSONNEL

File: GDQ-RL  
Page: 4 of 4

### Record retention

The division maintains records in compliance with ~~the~~ federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

Adopted: March 20, 2008  
Revised: June 25, 2013  
Revised: June 19, 2018  
Revised: August 6, 2020  
Revised:

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Legal Refs.: 49 U.S.C. § 31136.  
49 C.F.R. §§ 40.305, 382.105, 382.113, 382.201, 382.205, 382.207, 382.209, 382.213, 382.217, 382.301, 382.303, 382.401, 382.405, 382.501, 382.503, 382.601, 382.605, 382.701.

Code of Virginia, 1950, as amended, §§ 22.1-178, 46.2-339, 46.2-340.

Cross Ref.: GBE Staff Health  
GBEA Unlawful Manufacture, Distribution, Dispensing, Possession or  
Use of a Controlled Substance  
EEA Student Transportation Services

**REMEDATION RECOVERY PROGRAM**

The BLANK School Board supports efforts to provide instructional support to those students who have demonstrated a need for such support by their failure to pass certain Standards of Learning (SOL) assessments. Therefor, in kindergarten through grade 12, students may participate in a remediation recovery program as established by the Board of Education in English (reading) or mathematics or both.

Adopted:

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

8 VAC 20-131-30.

Cross Refs.:	IKF	The Virginia Assessment Program and Graduation
		Requirements
	IKH	Retaking SOL Assessments
	IL	Testing Programs

## STUDENT SERVICES

File: JCA-RL

Page: 1

### TRANSFERS BY STUDENT VICTIMS OF CRIME

Whenever any student has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia including attempted homicide, crimes by mobs, crimes by gangs, terrorism offenses, kidnapping and related offenses, assaults and bodily woundings, robbery, extortion or other threats, or sexual assault, and such crime was committed:

- by another student attending classes in the school, or
- by any employee of the School Board ~~school board~~, or
- by any volunteer, contract worker or other person who regularly performs services in the school, or
- ~~if the crime was committed~~ upon the school property or on any school bus owned or operated by the school division

the student upon whom the crime was committed shall, upon written request from the student's parents, or the student, if such student is an emancipated minor, be permitted to transfer to another comparable school within the division if available. Any transportation services for such students shall be provided in accordance with School Board policies.

For purposes of this policy, "victim" means any student who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia, and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.

Adopted: June 19, 2008

Revised: June 25, 2013

Revised: June 30, 2015

Reviewed: August 6, 2020

Revised:

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Legal Refs.: 20 U.S.C. § 7912.

Code of Virginia, §§ ~~22.1-3~~, 22.1-3.3.

Cross Refs.: EEA                      Student Transportation Services

JC                                Student Attendance Areas

JCB                              Transfers by Students in Persistently Dangerous Schools



## STUDENT SERVICES

File: JCB-RL

Page: 1

### TRANSFERS BY STUDENTS IN PERSISTENTLY DANGEROUS SCHOOLS

Any student attending a school which has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school in the division which is not so designated. If there is not another school in the division to which students may transfer, other appropriate options may be explored. ~~the division may explore other appropriate options such as an agreement with a neighboring division to accept transfer students.~~

~~In the event that~~ If a student elects to transfer, the transfer may be permanent or remain in effect as long as the student's original school is identified as persistently dangerous.

Adopted: April 15, 2004  
Reviewed: June 19, 2008  
Reviewed: June 25, 2013  
Revised: June 30, 2015  
Reviewed: August 6, 2020  
Revised:

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Legal Refs.: 20 U.S.C. § 7912

~~Attachment A (No Child Left Behind Act of 2001 Unsafe School Choice Option  
Persistently Dangerous Schools Identification Process and Criteria) to Superintendent's  
Memo No. 86 (May 9, 2003).~~

Cross Refs.: JC Student Attendance Areas  
JCA Transfers ~~By~~ by Student Victims of Crime

## STUDENT SERVICES

File: JECB-RL  
(Option 1)  
Page 1 of 2

### ADMISSION OF NONPUBLIC STUDENTS FOR PART-TIME ENROLLMENT

#### Generally

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

In accordance with this policy, the School Board authorizes part-time enrollment in the Charlottesville City Schools for resident students attending nonpublic school or being homeschooled pursuant to Va. Code § 22.1-254.1.

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

#### Admission

The parents ~~shall~~ must identify their children as ~~private nonpublic~~ school or ~~home school~~ homeschool students who desire part-time enrollment in academic courses of study. Students admitted under this policy are designated as part-time students. At the time of applying for admission, students shall designate the academic course(s) in which they want to enroll and each extracurricular or club activity in which they wish to participate. Nonresident students are not eligible for part-time enrollment.

#### Enrollment

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

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

## STUDENT SERVICES

File: JECB-RL  
(Option 1)  
Page 2 of 2

### Activities

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

### Transportation

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

### Academic Credit

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

### JROTC Membership for Homeschooled Students

Membership in Junior Reserve Officer Training (JROTC) units is open to homeschooled students as provided in Policy LBD Home Instruction.

Adopted: June 19, 2008  
Reviewed: June 25, 2013  
Revised: August 1, 2019  
Revised: August 6, 2020  
Revised:

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Legal Refs.: 10 U.S.C. § 2031.

Code of Virginia, as amended, §§ 22.1-78, 22.1-254.1, 22.1-253.13:2. ~~1973-74 Ops. Va. Att'y Gen. 305.~~

Cross Refs.: EEA Student Transportation Services  
JECA School Admission  
JECC Admission Of Non-Resident Students  
JHCB Student Immunizations  
IGDA Extracurricular Activities Student Organizations  
IHB Class Size  
IIBEA Acceptable Computer System Use  
JFC Student Conduct  
JJAC Student-Athlete Concussions  
LBD Home Instruction

## STUDENT REMOVAL FORM

Student:

Teacher:

Class:

Date:

Administrative and/or Teacher Interventions Attempted Prior to Removal and Results  
Results:

Date of Prior Incident Reports:  
(Note: Prior incident reports must be attached.)

Signature of Teacher:

Date:

Adopted:

## STUDENT SERVICES

File: JFCC-RL

Page: 1 of 1

### STUDENT CONDUCT ON SCHOOL BUSES

Students are required to conduct themselves on school buses in a manner consistent with established standards for ~~classroom~~ student behavior in school and at school activities.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who ~~are~~ constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Rights and Responsibilities ~~Standards of Student Conduct~~ ~~Student Code of Conduct~~ or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office. ~~the transportation office, which will provide a copy of the report to the student's school principal.~~

Adopted: July 16, 1996  
Reviewed: June 19, 2008  
Revised: June 18, 2009  
Reviewed: June 26, 2014  
Revised: June 20, 2017  
Reviewed: August 4, 2022  
Revised:

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Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-176, 22.1-293.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	<u>EBB</u>	<u>Threat Assessment Teams</u>
	EEA	Student Transportation Services
	JFC	Student Conduct
	<u>JFCB</u>	<u>Sportsmanship, Ethics and Integrity</u>
	JFCD	Weapons in School
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products

## HUMAN RESEARCH

Surveys, analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government are conducted in accordance with Policy JOB Administration of Surveys and Questionnaires, 20 U.S.C. § 1232h, and applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code § 32.1-162.18.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. § 46.101(b).

Adopted: June 19, 2008  
Revised: July 5, 2012  
Revised: August 6, 2020  
Revised:

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Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, §§ 32.1-162.16, 32.1-162.17, 32.1-162.18, 32.1-162.19, 32.1-162.20.

## STUDENT SERVICES

File: JHDA-RL  
Page: 2 of 2

Cross Refs.:	JOB	Administration of Surveys and Questionnaires
	<u>LA</u>	<u>Education Agency Relations Goals</u>
	IIAE	Innovative or Experimental Program

### RESTRAINT AND SECLUSION OF STUDENTS

Physical restraint and seclusion may only be used by Charlottesville City School Board staff for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

The superintendent is responsible for developing procedures to address the requirements of the Board of Education Regulations. Those procedures shall include:

- examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion;
- a description of initial and advanced training for school personnel that addresses appropriate use of effective alternatives to physical restraint and seclusion and the proper use of restraint and seclusion;
- a statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8 VAC 20-750-40 and 8 VAC 20-750-50;
- provisions addressing the
  - notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;
  - documentation of the use of physical restraint and seclusion;
  - continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons;
  - securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency; and
  - the appropriate use and duration of seclusion based on the age and development of the student.

The School Board reviews this policy at least annually and updates it as appropriate. The superintendent reviews the procedures at least annually and updates them as appropriate.

Adopted: June 26, 2014  
Revised: January 7, 2021  
Revised: August 4, 2022



## STUDENT SERVICES

File: JM-RL  
Page: 2 of 2

Revised: August 1, 2024  
Revised:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-279.1, 22.1-279.1:1.

8 VAC 20-750-40.

8 VAC 20-750-50.

8 VAC 20-750-70.

Cross Refs.: ~~BF~~ ~~Board Policy Manual~~  
~~CH~~ ~~Policy Implementation~~  
EB School Crisis, Emergency Management, and Medical Emergency  
Response Plan  
EBB Threat Assessment Teams  
IGBA Programs for Students with Disabilities  
JFC Student Conduct  
JGA Corporal Punishment  
JGDA Disciplining Students with Disabilities  
JGDB Discipline of Students with Disabilities for Infliction of Serious  
Bodily Injury  
KNAJ Relations with Law Enforcement Authorities

## STUDENT SERVICES

File: JOD-RL  
(Optional)  
Page: 1

### RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student enrolled in Charlottesville City School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Board's adopted standardized form, JOD-F Consent Form Authorizing Release of Student Data/Records ~~form~~ accompanying this policy.

This form ~~may~~ must be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services, except in situations where health and safety exceptions under FERPA apply or disclosure is required under VA Code 22.1-287. This form may be used by other teams, departments and services.

Adopted: June 25, 2013  
Revised: June 30, 2015  
Reviewed: August 6, 2020  
Revised:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3.  
Code of Virginia, 1950, as amended, §22.1-287

Cross Ref.: JO                      Student Records

## CONSENT FOR RELEASE OF STUDENT DATA/RECORDS

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of School \_\_\_\_\_ School ID # \_\_\_\_\_

Student Address \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Parent/Legal Guardian (1) Mobile Telephone # \_\_\_\_\_

Parent/Legal Guardian (2) Mobile Telephone # \_\_\_\_\_

I authorize the \_\_\_\_\_ Division to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

### Time Period During Which Release of Student/Data is Authorized:

From: Date that form is signed below:

Until: \_\_\_\_\_

### Name of Authorized Individual or Agency

Name and Title \_\_\_\_\_

Agency Name (if applicable) \_\_\_\_\_

Address (1) \_\_\_\_\_

Address (2) \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_



# CHARLOTTESVILLE CITY SCHOOLS

## CONSENT FORM AUTHORIZING RELEASE OF STUDENT DATA/RECORDS

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of School \_\_\_\_\_ School ID # \_\_\_\_\_

Student Address \_\_\_\_\_

Home Telephone #: \_\_\_\_\_

Parent/Legal Guardian (1) Mobile Telephone # \_\_\_\_\_

Parent/Legal Guardian (2) Mobile Telephone # \_\_\_\_\_

I authorize the Charlottesville City Schools to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

### Time Period During Which Release of Student/Data is Authorized:

From: Date this form is signed below. Until: \_\_\_\_\_

### To Authorized Individual or Agency:

Name and Title: \_\_\_\_\_

Agency Name (if applicable): \_\_\_\_\_

Address (1): \_\_\_\_\_

Address (2): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

# SCHOOL COMMUNITY RELATIONS

File: KA-RL

Page: 1

## GOALS FOR SCHOOL-COMMUNITY RELATIONS

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

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

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

The Board believes that school-community relations begin with the student, the parents, and the staff and extend to other community persons, agencies and organizations. The school must help the home know the student's progress. The home must help the school understand the student's strengths and challenges. School-community relations are essential at the citizen level, so that the concerns and knowledge of the community can bear upon educational decisions and, further, so that community support for educational programs can be secured.

Adopted: August 6, 1998  
Revised: January 8, 2004  
Revised: February 21, 2008  
Revised: July 5, 2012  
Revised: June 26, 2014  
Reviewed: August 6, 2020  
Revised:

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Legal Ref.:	Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.
Cross Refs :	AF Comprehensive Plan
	<u>AG Literacy Plan</u>
	<u>ET (Optional) Educational Technology Foundations and Public</u>
	<u>School Foundations</u>
	<u>IGBC Parental Involvement</u>
	<u>IICB/IICC Community Resource Persons/School Volunteers</u>
	<u>KBC Media Relations</u>
	KB Public Information Program
	<u>KBC Media Relations</u>
	KF Distribution of Information/Materials
	KG Community Use of School Facilities
	KMA Relations with Parent Organizations

## SCHOOL COMMUNITY RELATIONS

File: KA-RL  
Page: 2

KNAJ	Relations with Law Enforcement Authorities
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
<del>IGBC</del>	<del>Parental Involvement</del>

## HOME INSTRUCTION

### GENERALLY

The Charlottesville City School Board recognizes that when the requirements of Va. Code § 22.1-254.1 are complied with instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who is five years or older ~~will have reached the fifth birthday~~ on or before September 30 of any school year and which child is not yet eighteen years old ~~who has not passed the eighteenth birthday~~ may elect to provide home instruction in lieu of school attendance if the ~~parent~~ parent:

- holds a high school diploma;
- is a teacher of qualifications prescribed by the Board of Education;
- provides the child with a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or
- provides evidence that the parent is able to provide an adequate education for the child.

### DEFINITION

For purposes of this policy, "parent" means any parent, guardian, legal custodian, or other person having control or charge of a child.

### NOTIFICATION BY PARENTS

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the superintendent no later than August 15 of the parent's intention to so instruct the child and provide a description of the curriculum, limited to a list of subjects to be studied during the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the superintendent of the parent's intention to provide home instruction as soon as practicable and shall comply with the requirements of this policy within thirty days of such notice. The superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

### EVIDENCE OF PROGRESS

A parent who elects to provide home instruction to a child who is over the age of six as of September 30 of the school year shall provide the superintendent by August 1 following the school year in which the child has received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine any nationally normed standardized achievement test or an equivalent score on the ACT, SAT or PSAT test or (ii) an evaluation or assessment ~~which that~~ the superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including ~~but not limited to~~: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the superintendent evidence of their ability to provide an adequate education for their child and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with Va. Code § 22.1-254.

## **IMMUNIZATIONS**

Any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in Va. Code § 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the superintendent, the parent shall submit to the superintendent documentary proof of immunization in compliance with Va. Code § 32.1-46.

No proof of immunization shall be required of any child upon submission of (i) an affidavit to the superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician, physician assistant, licensed advanced practice registered nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

## **NOTIFICATION TO PARENTS**

Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) and PreACT examinations are available to students receiving home instruction pursuant to Va. Code § 22.1-254.1. The superintendent establishes a schedule identifying the dates by which students receiving home instruction must register to participate in such examinations. The superintendent notifies students receiving home instruction and their parents of the registration deadlines and the availability of financial assistance to low-income and needy students to take such examinations.

## **DISCLOSURE OF INFORMATION**

Neither the superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of this policy or subdivision B 1 of Va. Code § 22.1-254 without express consent from the parent or legal guardian of the child receiving home instruction. Nothing in this policy prohibits the superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.



## JROTC MEMBERSHIP FOR HOMESCHOOLED STUDENTS

Homeschooled students who reside in the division and who are otherwise eligible for membership in a Junior Reserve Officers' Training Corp (JROTC) unit maintained by a secondary school but for their lack of enrollment in the division are permitted to be members of the unit.

Homeschooled students who are members in ~~the division's~~ a division JROTC ~~units~~ unit is required to conduct themselves in a manner consistent with established standards for student behavior and must comply with behavioral, disciplinary, attendance and other policies and rules applicable to all students, including rules governing the use of the division's computer systems. If a student fails to comply, the school may withhold credit and/or terminate the student's participation in addition to taking any disciplinary action that would be taken against a full-time student for similar conduct.

Adopted: June 19, 2008  
Revised: June 16, 2011  
Revised: June 30, 2015  
Revised: June 20, 2017  
Revised: August 6, 2020  
Revised:

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Legal Refs.: 10 U.S.C. § 2031.

Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-254, 22.1-254.1, 22.1-271.4, 32.1-46, 54.1-2952.2.

Cross Ref.:	IIBEA	Acceptable Computer System Use
	<u>JEA</u>	<u>Compulsory Attendance</u>
	<u>JECB</u>	<u>Admission of Nonpublic Students for Part-Time Enrollment</u>
	<u>JEG</u>	<u>Exclusions for Exemptions from School Attendance</u>
	<u>JHCB</u>	<u>Student Immunizations</u>
	JFC	Student Conduct
	JO	Student Records

# SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BCG  
Page: 1 of 1

## SCHOOL BOARD ATTORNEY

The Board may retain an attorney for legal counsel and services. The attorney, upon request by the School Board, may attend meetings of the Board and its committees.

Adopted: August 6, 1998  
Revised: December 20, 2007  
Reviewed: June 25, 2013  
Revised: June 30, 2015  
Reviewed: June 17, 2021  
Reviewed:

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Legal Reference: Code of Virginia, 1950, as amended, section 22.1-82.

## SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDDD

### QUORUM

#### A. Quorum

At any meeting of the Charlottesville City School Board a majority of the members of the Board shall constitute a quorum.

Adopted: August 6, 1998  
Revised: December 20, 2007  
Reviewed: June 25, 2013  
Reviewed: August 6, 2020  
Reviewed:

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Legal Reference: Code of Virginia, § 22.1-73