

EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION

A. Generally

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

The statement, “*The Charlottesville City School Board is an Equal Opportunity Employer*” shall be placed on all employment application forms.

B. Notice of Policy/Prevention

This policy shall be (1) posted in prominent areas of each school division building, (2) included in employee handbooks (3) located on the school division website, and (4) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination ~~should~~ **will** be included in employee in-service training.

C. Employee Compliance

All Charlottesville City School Board employees are expected to act in a non discriminatory manner towards other employees, ~~and~~ students, **families and caregivers**. Acts of discrimination by employees will not be tolerated and will be the subject of disciplinary action up to and including discharge.

D. Complaint Procedure

A. File Report

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

discrimination shall report such conduct to one of the compliance officers designated in this policy.

The reporting party should use the form, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the compliance officers designated in this policy. Any complaint that ~~involved~~ **involves the** compliance officer shall be reported to the Superintendent.

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

B. Investigation

Upon receipt of a report of alleged discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be no later than 14 calendar days after receipt of the report by the compliance officer. Upon receiving the complaint, the compliance officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the Superintendent. If the compliance officer determines that more than 14 days will be required to investigate the complaint, the complainant and the Superintendent will be notified of the reason(s) for the extended investigation and the date by which the investigation will be conducted.

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

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

The Compliance Officer shall issue a written report to the Superintendent upon

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

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

C. Action by Superintendent

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

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

The written decision shall state ~~(1)~~ whether this policy was violated and ~~(2)~~ what action, if any, should be taken. The written decision must be mailed to or personally delivered to the complainant within five calendar days of the issuance of the decision. If the Superintendent, superintendent's designee or committee concludes that prohibited discrimination occurred, the Charlottesville City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

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

D. Appeal

If the Superintendent, superintendent's designee or committee determines that no

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prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school-days of receiving the decision. Notice of appeal must be filed with the Superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record.

The School Board may ask for oral or written argument from the aggrieved party, ~~and~~ the Superintendent/superintendent's designee or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

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

E. Compliance Officer and Alternate Compliance Officer

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

The Compliance Officer will be the Director of Human Resources, 1562 Dairy Road, Charlottesville, VA 22901. The Alternate Compliance Officer will be the ~~Assistant Superintendent for Finance and Operations~~ **Chief Operations Office** also located at 1562 Dairy Road, Charlottesville, VA 22901. Both officers may be contacted at 434-245-2400. All employees will be notified of the name, office address and telephone number of the designee.

The Compliance Officer:

- receives reports or complaints of discrimination;
- conducts or oversees the investigation of any alleged discrimination;
- assesses the training needs of the school division in connection with this policy;
- arranges necessary training to achieve compliance with this policy;

- ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity, including the authority to protect the alleged victim and others during the investigation.

F. Retaliation

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

G. Right to Alternative Complaint Procedure

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

H. Prevention and Notice of Policy

Training to prevent discrimination ~~should~~ will be included in employee orientations and in service training.

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

I. False Charges

Employees who make false charges of discrimination shall be subject to disciplinary action.

Adopted: February 19, 2000
Revised: August 3, 2000
Revised: March 4, 2004
Revised: April 17, 2008
Revised: June 23, 2013

Revised: June 30, 2015
Revised: August 6, 2020
Revised: June 21, 2021
Revised:

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Legal Refs.: 20 U.S.C. § 1681 et seq.
29 U.S.C. § 701.

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42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1(a) and 12101 et seq.

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

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

Charlottesville City Schools

File: GCL

PROFESSIONAL STAFF DEVELOPMENT

The goal of the **Charlottesville City Schools** professional development program **plan is to improve the skills and knowledge of staff by providing research-based and the most effective instructional and leadership strategies to ensure equitable, rigorous, and supportive/responsive learning environments for all students/learners. The professional development process consists of identifying the areas in which improvement is needed, establishing programs that are designed to achieve the desired results, and implementing these programs with evaluation and revision as needed. All instructional personnel are required to participate each year in school division sanctioned professional learning opportunities.** provide better learning experiences in the classroom which result in a positive effect on student performance and attitude. This can be accomplished through the improved awareness and effectiveness of the staff. Utilizing total staff involvement, the professional development process consists of identifying the areas in which improvement is needed; establishing programs that are designed to achieve the desired results and implementing these programs with evaluation and revision as needed.

The Charlottesville City School Board will provide a program of high-quality professional development **to include aspects of professional learning, performance management, and educator licensure:**

Professional Learning will concur in the following areas:

(i) In accordance with Va. Code §22.1-298.7, each teacher and nay other school board employee holding a license issued by the Board shall complete cultural competency training, in accordance with guidance issued by the Board, at least every two years;

(ii) In educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;

(iii) For administrative personnel designed to increase proficiency in instructional leadership and management, including raining in the evaluation

(iv) In Va. Code §22.1-276.01, designed to education School Board employees about bullying as defined and the need to create a bully-free environment;

(v) According to Va. Code §22.1-298.7 all employees are required to complete a mental health awareness training or similar program.

Licensure

(As part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student

achievement and expand the knowledge and skills students required to meet the standards for academic performance set by the Board of Education:

(i) In accordance with Va. Code 22.1-253.13.5, every person seeking initial licensure or renewal of a license shall complete instruction or training in cultural competency.

(ii) In accordance with Va. Code 22.1-298.7, every person seeking licensure or renewal of a license with an endorsement in history and social science shall complete instruction in African American history, as prescribed by the Virginia Board of Education.

Performance Management

(i) In the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;

(ii) In the use and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel.

~~(i) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;~~

~~(ii) as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;~~

~~(iii) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;~~

~~(iv) for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel; and~~

~~(v) designed to educate School Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment.~~

In addition, the Board provides **instructional and administrative staff** ~~teachers and principals~~ with high-quality professional **learning opportunities to learn and implement culturally responsive and equitable practices each year, including but not limited to the following areas:** ~~development programs each year in~~

- (i) instructional content;
- (ii) the preparation of tests and other assessment measures;
- (iii) methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- (iv) instruction and remediation techniques in English, mathematics, science and history and social science;
- (v) interpreting test data for instructional purposes;
- (vi) technology applications to implement the Standards of Learning; and

- (vii) effective classroom management.

~~All instructional personnel are required to participate each year in professional development programs.~~

~~All employees are required to complete a mental health awareness training or similar program.~~

The Board annually reviews its professional development program for quality, effectiveness, participation by instructional personnel and relevancy to the instructional needs of teachers and the academic achievement needs of the students in the school division.

Adopted: October 21, 1999
Revised: September 20, 2007
Revised: March 20, 2008
Revised: June 25, 2013
Revised: June 19, 2018
Revised: August 6, 2020
Revised: June 17, 2021
Revised:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-253.13:5, 22.1-276.01, 22.1-291.4 and 22.1-298.6.

File: JECC

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. Request for Admission

The 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 **it** to the office of the ~~Assistant Superintendent for Administrative Services~~. **Chief Operations Officer**. 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 **non-resident admission** consideration shall be given in the following priority order to:

~~A. city residents~~

- A. children of school division employees
- B. children of City employees
- C. students who were in attendance on a tuition basis the previous year
- D. siblings of students who were in attendance on a tuition basis the previous year
- E. 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 **Chief Operations Officer** ~~Assistant Superintendent for Administrative Services~~ after consultation with the principal. The ~~Assistant Superintendent for Administrative Services~~ **Chief Operations Officer** 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.

File: JECC

Approval for admission as a non-resident student can be revoked by the superintendent or 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.

B. 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 **Chief Operations Officer** ~~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, **or the school division may offer a payment plan. Additional fees may apply for credit card payments. Failure to make payments on time or in full before the last day of the school year may result in revocation of the student's approval for admission in the current year, and no further applications will be considered.** 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: June 17, 2021
 Revised:

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