



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

Keith R. Anderson
School Board District 2

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Troy L. McHenry
School Board District 3

Jennifer R. Poore
School Board District 2

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Charles B. White
School Board District 1

School Administration

Larry A. Massie
Interim Superintendent

William A. Coleman, Jr.
Assistant Superintendent of
Curriculum and Instruction

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
March 20, 2012 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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B. FINANCE REPORT

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C. CONSENT AGENDA

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- 3. School Calendar: 2012-13
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D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

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2. School Board Policy 5-18: Reduction in Force
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5. Administrative Regulation: 7-33.3 Student Uniforms
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6. School Board Policy 7-37: Dress and Appearance
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Division Technology Resources (AUP)
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3. School Board Policy 7-32: Student Code of Conduct
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G. SUPERINTENDENT’S COMMENTS

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2. Certification of Closed Meeting
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Discussion/Action

J. INFORMATIONAL ITEMS

School Board Work Session: Thursday, March 22, 2012, 5:30 p.m.
Board Room, School Administration Building

Next School Board Meeting: Tuesday, April 3, 2012, 5:30 p.m., Board
Room, School Administration Building

K. ADJOURNMENT

Agenda Report

Date: 03/20/12

Agenda Number: A-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Public Comments

Summary/Description:

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 03/20/12

Agenda Number: B-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2011-12 school's operating budget, authorized, approved, and processed the necessary payments through February 29, 2012. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through February 29, 2012, for the operating fund.

Total Operating Fund Budget	\$75,705,953.00
Return of Fund Balance	\$ 1,692,695.00
Use of Lease Purchase Funds	\$ 35,852.79
Insurance Proceeds – HHS	\$ 87,359.85
Designation of Prior Year Encumbrances	<u>\$ 15,616.00</u>
Adjusted Budget	\$77,537,476.64

Through February 29, 2012

Actual Revenue Received	\$ 43,326,680.42
Actual Expenditures	\$ 41,509,471.66
Actual Encumbered	\$ 28,042,189.50

Percent of Budget Received	55.88%
Percent of Budget Used, excluding encumbrances	53.53%

As of 02/29/12 – 8 months 66.67%

The revenue and expenditure reports detail the transactions recorded through February 29, 2012. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board receive the agenda report as an informational item.

Lynchburg City Schools
Operating Fund - Statement of Expenditures
For the Eight Months Ended February 29, 2012

	Fiscal Year 2010-11 (unaudited)			Fiscal Year 2011-12					
	BUDGET	TRANSACTIONS	BUDGET % USED	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION									
FUNCTION 1100 CLASSROOM INSTRUCTION	43,807,198.00	43,001,732.26	98.16%						
Personnel				39,243,537.55	20,220,499.09	51.53%	17,808,541.52	1,214,496.94	96.91%
Other				2,571,157.77	715,185.36	27.82%	100,528.28	1,755,444.13	31.73%
FUNCTION 1200 INST SUPPORT-STUDENT	2,754,658.44	2,679,824.08	97.28%						
Personnel				2,879,894.19	1,666,133.55	57.85%	996,876.62	216,884.02	92.47%
Other				238,494.00	106,951.71	44.84%	7,071.16	124,471.13	47.81%
FUNCTION 1300 INST SUPPORT-STAFF	5,091,974.86	4,960,244.91	97.41%						
Personnel				3,943,181.97	2,526,566.83	64.07%	1,013,539.77	403,075.37	89.78%
Other				1,762,866.60	532,074.44	30.18%	180,127.37	1,050,664.79	40.40%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN	4,404,168.11	3,400,065.83	77.20%						
Personnel				4,625,711.23	2,934,602.02	63.44%	1,555,446.67	135,662.54	97.07%
Other				134,700.00	77,508.03	57.54%	1,483.00	55,708.97	58.64%
TOTAL INSTRUCTION	56,057,999.41	54,041,867.08	96.40%	55,399,543.31	28,779,521.03	51.95%	21,663,614.39	4,956,407.89	91.05%
ADMINISTRATION									
FUNCTION 2100 ADMINISTRATION	2,449,937.78	2,096,489.10	85.57%						
Personnel				2,066,681.35	1,162,538.30	56.25%	466,561.81	437,581.24	78.83%
Other				489,547.37	256,859.71	52.47%	16,033.72	216,653.94	55.74%
FUNCTION 2200 ATTENDANCE & HEALTH SERV	1,803,495.42	1,736,958.35	96.31%						
Personnel				1,709,599.30	932,702.87	54.56%	771,573.49	5,322.94	99.69%
Other				32,125.00	21,591.94	67.21%	294.00	10,239.06	68.13%
TOTAL ADMINISTRATION	4,253,433.20	3,833,447.45	90.13%	4,297,953.02	2,373,692.82	55.23%	1,254,463.02	669,797.18	84.42%
PUPIL TRANSPORTATION									
FUNCTION 3100 MANAGEMENT & DIRECTION	278,661.38	270,242.66	96.98%						
Personnel				260,173.44	179,326.79	68.93%	73,950.16	6,896.49	97.35%
Other				21,526.00	17,865.98	83.00%	70.00	3,590.02	83.32%
FUNCTION 3200 VEHICLE OPERATION SERVICE	2,920,292.42	2,851,212.01	97.63%						
Personnel				2,302,508.34	1,215,971.35	52.81%	912,923.47	173,613.52	92.46%
Other				755,474.32	518,883.73	68.68%	74,719.74	161,870.85	78.57%
FUNCTION 3300 MONITORING SERVICE	318,795.50	303,775.67	95.29%						
Personnel				338,244.58	167,849.59	49.62%	150,027.50	20,367.49	93.98%
Other				0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 3400 VEHICLE MAINT SERVICE	367,100.50	363,030.56	98.89%						
Personnel				300,358.43	183,179.83	60.99%	103,617.09	13,561.51	95.48%
Other				330,518.00	246,498.14	74.58%	4,910.67	79,109.19	76.07%
FUNCTION 3500 BUS PURCHASE - REGULAR	169,217.06	169,227.06	100.01%						
Other				640,000.00	0.00	0.00%	0.00	640,000.00	0.00%
FUNCTION 3600 BUS - LEASE PURCHASE	66,000.00	66,506.94	100.77%						
Other				0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL PUPIL TRANSPORTATION	4,120,066.86	4,023,994.90	97.67%	4,948,803.11	2,529,575.41	51.11%	1,320,218.63	1,099,009.07	77.79%
OPERATIONS & MAINTENANCE									
FUNCTION 4100 MANAGEMENT & DIRECTION	307,191.98	287,213.22	93.50%						
Personnel				266,812.19	178,341.43	66.84%	87,568.56	902.20	99.66%
Other				34,300.00	19,503.55	56.86%	5,095.42	9,701.03	71.72%
FUNCTION 4200 BUILDING SERVICES	8,852,667.95	8,574,983.01	96.86%						
Personnel				4,110,199.60	2,555,332.16	62.17%	1,210,187.66	344,679.78	91.61%
Other				4,625,359.85	2,831,403.30	61.21%	1,396,132.52	397,824.03	91.40%
FUNCTION 4300 GROUNDS SERVICES	240,570.71	243,949.95	101.40%						
Personnel				237,030.18	132,302.74	55.82%	73,964.43	30,763.01	87.02%
Other				29,000.00	16,458.37	56.75%	0.00	12,541.63	56.75%
FUNCTION 4400 EQUIPMENT SERVICES	48,000.00	48,525.77	101.10%						
Personnel				0.00	0.00	0.00%	0.00	0.00	0.00%

Agenda Report Attachment

Item: B-1

Lynchburg City Schools
Operating Fund - Statement of Expenditures
For the Eight Months Ended February 29, 2012

FUNCTION 4500 VEHICLE SERVICES	Other	23,000.00	25,566.85	111.16%	64,000.00	57,390.21	89.67%	0.00	6,609.79	89.67%
	Personnel				0.00	0.00	0.00%	0.00	0.00	0.00%
	Other				22,000.00	14,275.88	64.89%	3.00	7,721.12	64.90%
FUNCTION 4600 SECURITY SERVICES		232,224.50	260,550.95	112.20%						
	Personnel				147,683.11	117,534.43	79.59%	7,226.73	22,921.95	84.48%
	Other				86,000.00	65,161.09	75.77%	3,275.00	17,563.91	79.58%
TOTAL OPERATIONS & MAINTENANCE		9,703,655.14	9,440,789.75	97.29%	9,622,384.93	5,987,703.16	62.23%	2,783,453.32	851,228.45	91.15%
SCHOOL FOOD SERVICES										
FUNCTION 5100 SCHOOL FOOD SERVICES		0	0.00	0.00%						
	Personnel				0	0.00	0.00%	108,153.39	(108,153.39)	Reimbursed 100% by
	Other				0	0.00	0.00%	0.00	0.00	School Nutrition
TOTAL SCHOOL FOOD SERVICES		0.00	0.00	0.00%	0.00	0.00	0.00%	108,153.39	(108,153.39)	
FACILITIES										
FUNCTION 6200 SITE IMPROVEMENTS		0	0	0.00%	0	0	0.00%	0	0.00	0.00%
FUNCTION 6600 BLDG ADD & IMP SERVICES		98,095.00	63,099.89	64.33%						
	Personnel				32,295.35	9,180.35	28.43%	0.00	23,115.00	28.43%
	Other				49,100.00	18,256.00	37.18%	8,920.00	21,924.00	55.35%
TOTAL FACILITIES		98,095.00	63,099.89	64.33%	81,395.35	27,436.35	33.71%	8,920.00	45,039.00	44.67%
DEBT SERVICE										
FUNCTION 7100 DEBT SERVICE -	Other	720,472.94	717,900.14	99.64%	536,751.78	356,685.93	66.45%	146,438.85	33,627.00	93.74%
TOTAL DEBT SERVICE					536,751.78	246,985.71	46.01%	256,139.07	33,627.00	93.74%
TECHNOLOGY										
FUNCTION 8100 CLASSROOM INSTRUCTION		1,560,213.69	1,762,037.19	112.94%						
	Personnel				1,894,961.76	1,089,524.53	57.50%	666,420.26	139,016.97	92.66%
	Other				168,882.48	50,350.31	29.81%	11,942.20	106,589.97	36.89%
FUNCTION 8200 INTRUCTIONAL SUPPORT		652,501.82	466,081.62	71.43%						
	Personnel				242,039.11	145,440.16	60.09%	66,754.72	29,844.23	87.67%
	Other				308,909.00	133,689.17	43.28%	11,810.72	163,409.11	47.10%
FUNCTION 8200 LEASE PURCHASE		109,975.76	109,975.76	100.00%	35,852.79	35,852.79	100.00%	0.00	0.00	-
TOTAL TECHNOLOGY		2,322,691.27	2,338,094.57	100.66%	2,650,645.14	1,454,856.96	54.89%	756,927.90	438,860.28	83.44%
CONTINGENCY RESERVES										
FUNCTION 9100 CLASSROOM INSTRUCTION		0	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION		300,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		200,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES		500,000.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		77,776,413.82	74,459,193.78	95.73%	77,537,476.64	41,509,471.66	53.53%	28,042,189.50	7,985,815.48	89.70%

Agenda Report Attachment

Item: B-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Eight Months Ended February 29, 2012

ACCOUNT TITLE	FY 2010-2011				FY 2011-12			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(8,321,436.00)	(8,686,156.49)	364,720.49	104.38%	(8,965,522.00)	(5,329,113.36)	(3,636,408.64)	59.44%
240202 BASIC SCHOOL AID	(19,996,461.00)	(18,942,052.10)	(1,054,408.90)	94.73%	(19,663,616.00)	(13,151,452.96)	(6,512,163.04)	66.88%
240207 GIFTED & TALENTED	(232,983.00)	(233,626.00)	643.00	100.28%	(233,116.00)	(155,870.68)	(77,245.32)	66.86%
240208 REMEDIAL EDUCATION	(916,399.00)	(918,931.00)	2,532.00	100.28%	(916,922.00)	(613,090.96)	(303,831.04)	66.86%
240208 REMEDIAL EDUCATION	(206,426.00)	(148,487.00)	(57,939.00)	71.93%	(148,487.00)	(50,466.00)	(98,021.00)	33.99%
240209 ENROLLMENT LOSS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240212 SPECIAL ED SOQ	(2,583,520.00)	(2,590,657.00)	7,137.00	100.28%	(2,584,995.00)	(1,728,432.04)	(856,562.96)	66.86%
240217 VOCATIONAL ED SOQ	(305,466.00)	(306,310.00)	844.00	100.28%	(305,641.00)	(204,363.64)	(101,277.36)	66.86%
240221 SOC SEC-INSTR	(1,340,942.00)	(1,344,650.00)	3,708.00	100.28%	(1,341,711.00)	(897,122.04)	(444,588.96)	66.86%
240223 VRS INSTRUCTIONAL	(792,143.00)	(794,330.00)	2,187.00	100.28%	(1,212,202.00)	(810,527.36)	(401,674.64)	66.86%
240241 GROUP LIFE INST	(46,598.00)	(46,725.00)	127.00	100.27%	(46,623.00)	(31,174.04)	(15,448.96)	66.86%
240228 READING INTERVENTN	(117,822.00)	(142,932.00)	25,110.00	121.31%	(141,000.00)	(45,712.32)	(95,287.68)	32.42%
240205 CAT-REG FOSTER	(150,118.00)	(140,240.00)	(9,878.00)	93.42%	(145,135.00)	0.00	(145,135.00)	0.00%
240246 CAT-HOMEBOUND	(160,802.00)	(147,984.74)	(12,817.26)	92.03%	(156,865.00)	(102,700.15)	(54,164.85)	65.47%
240248 REGIONAL TUITION	(866,273.00)	(645,645.48)	(220,627.52)	74.53%	(849,922.00)	(87,914.88)	(762,007.12)	10.34%
240265 AT RISK SOQ	(1,071,449.00)	(1,074,480.00)	3,031.00	100.28%	(1,074,910.00)	(360,421.32)	(714,488.68)	33.53%
240309 ESL	(114,953.00)	(89,904.00)	(25,049.00)	78.21%	(106,053.00)	(28,350.68)	(77,702.32)	26.73%
330213 SCHOOL LUNCH	0.00	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,209,101.00)	(1,209,101.00)	0.00	100.00%	(1,231,987.00)	(335,996.46)	(895,990.54)	27.27%
240218 CTE - ADULT ED	(19,175.00)	(1,238.00)	(17,937.00)	6.46%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(10,212.98)	10,212.98	100.00%	0.00	(11,436.79)	11,436.79	100.00%
240253 CTE OCC PREP	(29,073.00)	(25,260.00)	(3,813.00)	86.88%	(33,809.00)	0.00	(33,809.00)	0.00%
LOTTERY PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
REG SPEC SERV	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240273 CPI HOLD HARMLESS	(1,744,519.00)	(1,563,186.60)	(181,332.40)	89.61%	(126,411.00)	(42,575.68)	(83,835.32)	33.68%
SUPPLEMENTAL SUPPORT	0.00	0.00	0.00	0.00%	(671,477.00)	(225,151.00)	(446,326.00)	33.53%
240275 PRIMARY CLASS SIZE	(1,174,904.00)	(1,171,919.00)	(2,985.00)	99.75%	(1,190,402.00)	(405,472.32)	(784,929.68)	34.06%
240214 TEXTBOOKS	(272,021.00)	(272,772.00)	751.00	100.28%	(210,115.00)	(175,510.48)	(34,604.52)	83.53%
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	(23,576.00)	(6,429.81)	(17,146.19)	27.27%
240405 ALGEBRA READINESS	(110,760.00)	(114,911.00)	4,151.00	103.75%	(114,911.00)	(36,952.00)	(77,959.00)	32.16%
COMMONWEALTH OF VA	(41,806,920.00)	(40,645,287.39)	(1,161,632.61)	97.22%	(41,514,583.00)	(24,836,236.97)	(16,678,346.03)	59.83%
330201 BASIC ADULT ED.	(50,000.00)	(44,128.90)	(5,871.10)	88.26%	(50,000.00)	(3,505.00)	(46,495.00)	7.01%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,990.43)	1,990.43	133.17%	(6,000.00)	(7,427.59)	1,427.59	123.79%
180303 MEDICAID REIMBURSE	(300,000.00)	(842,050.41)	542,050.41	280.68%	(300,000.00)	(160,829.64)	(139,170.36)	53.61%
JR ROTC	(105,000.00)	(114,133.42)	9,133.42	108.70%	(105,000.00)	(67,060.94)	(37,939.06)	63.87%
FEDERAL	(461,000.00)	(1,008,303.16)	547,303.16	218.72%	(461,000.00)	(238,823.17)	(222,176.83)	51.81%

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Agenda Report Attachment

Item: B-1

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Eight Months Ended February 29, 2012

	FY 2010-2011				FY 2011-2012			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(31,942,103.00)	(31,942,103.00)	0.00	100.00%	(31,942,103.00)	(15,625,000.00)	(16,317,103.00)	48.92%
510500 FUND BALANCE RETURN	(1,467,931.00)	(1,467,931.00)	0.00	100.00%	(1,692,695.00)	(1,692,695.00)	0.00	100.00%
510500 USE OF RESERVES	(300,000.00)	(300,000.00)	0.00	0.00%	(200,000.00)	(200,000.00)	0.00	100.00%
510502 CITY DEBT SERV APP	(33,627.00)	(31,021.65)	(2,605.35)	92.25%	(33,627.00)	0.00	(33,627.00)	0.00%
CITY	(33,743,661.00)	(33,741,055.65)	(2,605.35)	99.99%	(33,868,425.00)	(17,517,695.00)	(16,350,730.00)	51.72%
189912 MISC REV/OTH FUNDS	0.00	(278,625.09)	278,625.09	100.00%	0.00	(12,790.84)	12,790.84	100.00%
180303 REBATES & REFUNDS	(15,000.00)	(51,501.65)	36,501.65	343.34%	(15,000.00)	(4,800.00)	(10,200.00)	32.00%
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(1,813.45)	1,813.45	100.00%	0.00	0.00	0.00	0.00%
189910 INSURANCE ADJUST	(162,217.06)	(168,572.58)	6,355.52	103.92%	(90,359.85)	(96,790.19)	6,430.34	107.12%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(85,000.00)	(96,777.43)	11,777.43	113.86%	(85,000.00)	(67,377.09)	(17,622.91)	79.27%
TRANSFER IN/OUT	0.00	23,725.85	(23,725.85)	-100.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(262,217.06)	(573,564.35)	311,347.29	218.74%	(190,359.85)	(181,758.12)	(8,601.73)	95.48%
150201 RENTS	(110,000.00)	(98,000.00)	(12,000.00)	89.09%	(98,000.00)	(98,000.00)	0.00	100.00%
161201 TUITION DAY SCHOOL	(189,000.00)	(132,647.66)	(56,352.34)	70.18%	(160,000.00)	(79,489.69)	(80,510.31)	49.68%
161206 TUITION ADULT	(15,750.00)	(19,342.00)	3,592.00	122.81%	(10,000.00)	(696.00)	(9,304.00)	6.96%
161207 TUITION SUMMER SCH	0.00	0.00	0.00	0.00%	(40,000.00)	0.00	(40,000.00)	0.00%
161202 SPEC PUPIL FEES	(50,000.00)	(49,763.36)	(236.64)	99.53%	(45,000.00)	(20,925.00)	(24,075.00)	46.50%
161205 BUS RENTAL	(132,500.00)	(405,708.09)	273,208.09	306.19%	(170,500.00)	(176,182.16)	5,682.16	103.33%
190101 TUIT FM OTH CO/CY	(634,620.00)	(644,571.00)	9,951.00	101.57%	(634,620.00)	(25,640.12)	(608,979.88)	4.04%
161201 DUAL ENROLLMENT	(42,000.00)	(88,848.75)	46,848.75	211.54%	(35,000.00)	0.00	(35,000.00)	0.00%
PRINT SHOP	0.00	(116,455.64)	116,455.64	100.00%	(100,000.00)	(69,051.42)	(30,948.58)	69.05%
SCHOOL NUT UTILITIES	(98,500.00)	(90,518.20)	(7,981.80)	91.90%	(98,500.00)	(49,763.65)	(48,736.35)	50.52%
FACILITY RENTALS	(54,270.00)	(65,487.50)	11,217.50	120.67%	(60,020.00)	(32,324.38)	(27,695.62)	53.86%
CHARGES FOR SERVICES	(1,326,640.00)	(1,711,342.20)	384,702.20	129.00%	(1,451,640.00)	(552,072.42)	(899,567.58)	38.03%
150101 INTEREST-BNK DPST	0.00	(526.75)	526.75	100.00%	0.00	(94.74)	94.74	100.00%
USE OF MONEY								
LEASE PURCHASE PROCEEDS	(175,975.76)	0.00	(175,975.76)	0.00%	(35,852.79)	0.00	(35,852.79)	0.00%
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00%	(15,616.00)	0.00	(15,616.00)	0.00%
TOTAL OPERATING FUND	(77,776,413.82)	(77,680,079.50)	(96,334.32)	99.88%	(77,537,476.64)	(43,326,680.42)	(34,195,180.22)	55.88%

Agenda Report Attachment

Item: B-1

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Original budget	\$75,705,953.00
Fund Balance, net of use of reserve	\$ 1,692,695.00
Insurance Proceeds - HHS	\$ 87,359.85
Lease Purchase Funds	\$ 35,852.79
Designation - Prior Year Encumb	\$ 15,616.00
Adjusted Budget	<u>\$ 77,537,476.64</u>

Agenda Report

Date: 03/20/12

Agenda Number: C-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Personnel Report

Summary/Description:

The personnel recommendations for March 6 – 20, 2012, appear as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve the personnel recommendations for March 6 – 20, 2012.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2011-12:

Kaufman, Ashley	Jefferson College of Health Sciences	M.S./0yrs. (Lv.1 3)	LAUREL Regional Occupational Therapist	03/19/12
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RESIGNATIONS:

Goodman, Thomas	American Intercontinental	M.Ed./24 yrs. (Lv.23 4)	Linkhorne Middle Science	06/07/12
Richman, Catherine	Xavier University	M.Ed./13 yrs. (Lv.10 3)	LAUREL Regional Occupational Therapist	03/06/12

RETIREMENTS:

Colinger, Brenda	Lynchburg College	M.Ed./ 40 yrs. (Lv.32 3)	Heritage High School Counselor	06/14/12
Twery, Ann	Lynchburg College	M.Ed./18 yrs. (Lv.17 3)	Sheffield Elementary School Counselor	06/18/12

Agenda Report

Date: 03/20/12

Agenda Number: C-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: K-5 Social Studies Textbook Adoption

Summary/Description:

The textbook evaluation committee for social studies has completed the review process and recommends the adoption of the *Houghton Mifflin Harcourt K-5 Series*.

The attachment to this agenda report lists the recommended program, the copyright date, and the total cost of student and teacher materials based on the current configuration of classrooms, teachers, and students.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve the recommended K-5 social studies textbooks for adoption.

**Elementary K-5 Social Studies Textbook Recommendation
2012-2013 School Year**

Grade	Textbook	Copyright	Cost
Kindergarten	<i>Houghton-Mifflin Big Book</i>	2010	\$8,720.00
Grade 1	<i>My Country Yesterday and Today</i>	2011	\$33,597.50
Grade 2	<i>People and Places: Then and Now</i>	2011	\$31,768.00
Grade 3	<i>Exploring Your World Past and Present</i>	2011	\$35,805.00
Grade 4	<i>Virginia Studies</i>	2011	\$39,865.00
Grade 5	<i>Virginia Studies</i>	2011	\$9,439.20
	Subtotal of		\$159,194.70
	Purchase		
	Shipping and		\$11,151.68
	Handling		
	Total		\$170,346.38

Agenda Report

Date: 03/20/12

Agenda Number: C-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Calendar 2012-13

Summary/Description:

A draft of the Lynchburg City Schools' calendar for 2012-13 appears as an attachment to this agenda report. The school administration asks that the school board consider approval of the calendar as presented.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve the school calendar for 2012-13.

2012-2013 Academic Year Calendar

July 2012							
S	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	7
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

August 2012						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2012						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2012						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012							
S	M	T	W	Th	F	Sa	
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

December 2012						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2013						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
S	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2013						
S	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 New Teacher Orientation
 Last day of Nine Weeks.
 Holiday-Students do not attend.
 Teacher Work Day/Professional Development Students do not attend.
 Regular School Day

1st Semester	2nd Semester
44	48
<u>46</u>	<u>42</u>
90	90

Half days for all students: December 20, 2012 May 30, 2013

Agenda Report

Date: 03/20/12

Agenda Number: E-1

Attachments: No

From: Larry A. Massie, Interim Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: School Operating Budget: 2012-13

Summary/Description:

The superintendent will present recommendations for the school operating budget for 2012-13 to the school board during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 03/20/12

Agenda Number: E-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 5-18: Reduction in Force: Licensed Staff Procedures

Summary/Description:

On March 6, 2012, the school administration presented revisions to School Board Policy 5-18: Reduction in Force. Since that meeting, additional revisions have been made to the policy. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve School Board Policy 5-18: Reduction in Force: Licensed Staff Procedures.

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{A decrease enrollment, a budget reduction or adjustment, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions may cause a reduction in the number of staff needed in a building, program or department, or in the entire school division.

If a reduction of staff is necessary, such reductions shall occur under the guidelines outlined below:

A. Definitions

1. **Endorsement:** A teaching endorsement shown on a valid, current teaching license issued by the Virginia Board of Education.
2. **Licensed Administrator:** A principal, assistant principal or supervisor (as defined by 8 VAC 20-440-10) who is: (1) required by the Virginia Board of Education to hold a license; and (2) paid on the administrative/classified pay scale.
3. **One-Year Hire:** A licensed administrator or teacher, as defined in this section, who: (1) was offered that position on or after August 1 of the current school year; or (2) was hired as a licensed administrator or teacher for the current school year to replace an employee on an extended leave or reassignment, as evidenced by supporting documentation. One-year hires may be full-time or part-time.
4. **Seniority – Qualifying Service:**
 - a. **Continuous Service:** Total years of service in the most recent term of continuous service as a teacher or licensed administrator in the school division.
 - b. **Non-Continuous Service:** Total years of service, other than Continuous Service, as a teacher and/or licensed administrator in the school division.
 - c. **Virginia Service:** Total years of service, other than Continuous and Non-Continuous Service, as a teacher and/or licensed administrator in any accredited public or private school in the Commonwealth of Virginia.
 - d. **U. S. Service:** Total years of service, other than Continuous, Non-Continuous, and Virginia Service, as a teacher and/or licenses administrator in any accredited public or private school in the United

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States of America or any U. S. Affiliated school outside the United States.

Seniority is described fully in Section C.1.a

- e. **Teacher:** An employee who is: (1) regularly employed and paid as a teacher, school social worker, guidance counselor, school psychologist, or librarian; and (2) holds a valid teaching license from the Virginia Board of Education.

B. Procedure for Reduction

1. Superintendent's Reduction Strategy

- a. The superintendent shall create a division-wide reduction-in-force strategy ("Reduction Strategy") which seeks to maximize the division's ability to meet the school board's vision, mission, and goals within budgetary restraints.
- b. The Reduction Strategy will be based on reductions in positions, programs, endorsements, services, courses, and/or other appropriate areas.
- c. The Reduction Strategy will provide guidance to each school regarding the nature and scope of the needed reductions.
- d. If applicable, guidance for licensed administrator reductions will be included in the Reduction Strategy for development by the superintendent's designee.

2. Principal's Reduction Plans

- a. Principals shall develop reduction-in-force implementation plans ("Reduction Plans") for their schools in accordance with the Reduction Strategy and the requirements of Section C of this policy.
- b. Each plan must contain:
 - 1.) In rank order, the names and positions of the employees proposed to be reduced and an explanation of how those employees were identified in accordance with the criteria for reduction established in Section C of this policy; and

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- 2.) A reduction criteria form for each employee that has been considered for reduction, even if not proposed for reduction; and
 - 3.) A reduction criteria form for each probationary teacher in the school, whether or not the teacher is proposed for reduction.
 - c. The superintendent/designee shall review each Reduction Plan for compliance with the Reduction Strategy and this policy. The superintendent/designee may require principals to modify Reduction Plans in order to conform to the Reduction Strategy or this policy.
3. Superintendent's Division Reduction Plan
 - a. The superintendent shall develop a written division reduction-in-force plan ("Division Reduction Plan") that takes into consideration the need for equitable treatment of employees across the division, as well as the needs of each school.
 - b. The Division Reduction Plan must explain the proposed reductions for each school and any licensed administrator reductions.
 - c. The Division Reduction Plan may propose to exempt from the reduction up to one percent of the current teacher personnel whose active assignments and/or special skills are essential to the effective operation of the division, subject to the following additional conditions:
 - 1.) The superintendent may propose to exempt more than one percent (1%) of the current teacher personnel upon a showing of extraordinary need.
 - 2.) No teacher may be exempted from reduction for more than two (2) consecutive years.
 - 3.) The school board retains the exclusive right to approve, modify, or disapprove any proposed exemptions, including any proposal to exceed the one percent (1%) cap.
 - d. The superintendent shall submit the Division Reduction Plan to the school board for its review. The school board retains the right at all times to approve, modify, or disapprove the Division Reduction Plan. Upon approval by the school board, the superintendent shall

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implement the Division Reduction Plan in accordance with this policy.

- e. In accordance with Virginia Code §§22.1-304 and 22.1-305, the superintendent/designee shall notify all employees who will be reduced as soon as possible, but no later than two weeks following the approval of the school board’s budget by the Lynchburg City Council or June 1, whichever is earlier.

4. Conferences with Employees Recommended for Reduction

- a. Principals shall meet with any employee to discuss their recommendation to reduce that employee. Such conferences must be held as soon as practicable after the recommendation is developed.
- b. The superintendent/designee shall meet with any employee, upon request, to discuss a principal’s recommendation to reduce that employee, provided that a conference between the employee and principal has been held. Superintendent/Designee conferences must be conducted as soon as practicable.
- c. Nothing in this section shall be construed to create any right or obligation other than the obligation to hold conferences as explained above.

C. Criteria for Teacher and Licensed Administrator Reduction

In developing Reduction Plans for superintendent review, principals shall determine which teachers will be reduced based on the criteria for Tiers One and Two as described below. The superintendent’s designee shall determine which licensed administrators will be reduced based on the same criteria. Guidelines for applying these criteria are provided in Section C.3 below.

1. Tier One Criteria

- a. **Seniority:** For full-time service, seniority shall be measured as a numerical sum (“Seniority Score”) calculated by first multiplying the number of full-time years of service an employee has for each kind of qualifying service by the number stated in the “multiplier” column below, then adding each product.

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<i>Kind of Qualifying Service</i>	<i>Multiplier</i>
Continuous Service	4
Non-Continuous Service	3
Virginia Service	2
U. S. Service	1

- 1.) **Seniority Calculation for Full-time Employment: Years of service are calculated as follows:**
 - a.) **Each complete school year of service shall be counted as one (1) year. Approved leaves of absence shall not cause a break in continuous service and shall not be counted for purposes of determining years of service.**
 - b.) **If the effective date of the employee’s contract falls before December 31 in a given year, one (1) full year of service shall be credited to the employee for purposes of measuring years of service. If the effective date of the employee’s contract is after December 31, one half (1/2) of a year shall be credited to the employee.**
 - c.) **All employees will be deemed to have one (1) year of continuous service for the current school year during which the Reduction Plans are developed. Example: for RIF Plans developed in March 2012, all employees would receive one (1) year of Continuous Service for the 2011-12 school year.**
 - d.) **One-year hires, as defined by Section A.3., shall not be eligible to earn seniority points for any current or prior years of service, unless they were employed full-time in division teaching or administrative positions in the year before the current school year, with no break in service, in which case they shall earn seniority points for all prior years of full-time service in accordance with Section C.1.a.**

- 2.) **Seniority Calculation for Part-time Employment: Current full-time employees shall have any previous years of part-time employment with the school division credited for seniority in the following manner: each year of part-time employment in the school division, whether continuous or non-continuous shall be given one (1) seniority point. Current part-time employees shall not receive seniority points for the current school year, but shall**

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earn seniority points for prior years of full-time service in the school division if: (a) the last year of such full-time service was within three (3) school years of the current school year; and (b) there has been no break in service.

3.) Seniority Calculation Examples:

Example A: A teacher with 3 years of Continuous Service, 10 years of Non-continuous Service, and 1 year of Virginia Service would have a Seniority Score of 44 (12+30+2).

Example B: A one-year hire teacher who did not hold a teaching position in the school division during the previous year would have a Seniority Score of 0 regardless of the employee's current prior years of service as a teacher.

Example C: A current full-time teacher with 3 years of prior part-time Continuous or Non-continuous Service would have a Seniority Score of 7 (4+3).

Example D: A current part-time teacher who served initially for 3 years as a full-time teacher, then served in a part-time position for the last 2 years, with no break in service, would have a seniority Score of 9 (3 years of Non-continuous Service).

- b. **Evaluations and Student Performance:** The two most recent summative evaluations of the teacher shall be considered, if applicable. Otherwise, the principal shall rank the teacher's performance against the other teachers in the same classification. The three most recent years of the SOL or other applicable standardized test scores of the teacher's students shall be considered. In considering test scores, the academic strength of the teacher's assigned classes will be weighted such that a teacher who has advanced classes is not favored as compared to a teacher with more academically challenged classes simply because of the disparity in student ability. Student progress from early in the academic year to late in the academic year shall be considered.
- c. **Endorsements:** Endorsements, as defined in Section A.1. will be evaluated in light of their necessity and value to the school. Relevant factors include, but are not limited to:
- 1.) Experience teaching in the endorsement area;

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- 2.) Endorsement in areas that are difficult to staff; and
 - 3.) Multiple endorsements that are necessary and valuable to the school.
- d. **Plan of Assistance:** A current, active plan of assistance shall be given significant weight in favor of reduction. However, the following factors shall be considered in each case and may, based on the facts, be sufficient to overcome a recommendation for reduction:
- 1.) The employee's work history before being placed on the current plan including placement on any prior plans;
 - 2.) The nature and severity of the performance concerns identified in the plan; and
 - 3.) The degree to which the employee has succeeded in meeting the goals of the plan.
2. **Tier Two Criteria**
- a. **Special Skills and Training:** "Special skills and training" are educationally valuable, objectively measurable accomplishments beyond the normal skills and training required for employee performance. In most cases, these should already be documented in the employee's personnel file. All special skills and training will be evaluated in light of their necessity and value to the school. Representative examples include, but are not limited to:
 - 1.) Secondary language proficiency relevant to a school's student population and/or the school division's curriculum;
 - 2.) Technological training or skills;
 - 3.) Mediation training;
 - 4.) Mandt training; and
 - 5.) Other experience/training working with specific student groups (e.g., at-risk students, advanced placement, etc.).

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- b. Educational Certifications and Honors:** “Educational certifications and honors” are those certifications, honors, and awards issued by national or state educational organizations for specific achievements. These will be evaluated in light of their necessity and value to the school. Representative examples include, but are not limited to:

 - 1.) National Board Certification;**
 - 2.) Recognition as State/National Teacher of the Year;**
 - 3.) National Teacher Training Institute Certification;**
 - 4.) Virginia NETS*T Certification;**
 - 5.) National Association of Science Teachers Fellowship; and**
 - 6.) Satisfaction of state requirement to teach dual-enrollment courses.**
- c. Contributions to Curricular and Extracurricular Programs:** “Contributions to curricular and extracurricular programs” are educationally valuable, objectively measurable services given by an employee beyond those minimally required for the job, even though they may be performed during contract hours, such as serving in student organizations and athletics and engaging in leadership activities in the school or school parent/community organizations. These will be evaluated in light of their necessity and value to the school.
- d. Enrollment History in Elective Courses:** Enrollment history for the past three school years will be evaluated if a reduction is being considered in elective courses or in positions which are primarily responsible for elective instruction.
- 3. Guidelines for Applying Reduction Criteria**

 - a. Forms:** Principals shall use standardized forms developed by the superintendent/designee for use in applying the reduction criteria. A form for each employee that has been considered for reduction, even if not proposed for reduction, shall be attached to the Reduction Plan.

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- b. **Order of Reductions:** Principals shall reduce one-year hires and part-time employees prior to reducing any full-time teacher, when there is a full-time teacher within the school who could fill the one-year hire's or part-time teacher's assignments.
- c. **Tier One Weight:** Tier One criteria shall generally be given greater weight than Tier Two criteria. In order to propose the reduction of an employee with strong Tier One criteria over an employee with weaker Tier One criteria, principals must articulate convincing, fact-based reasons for the decision in their Reduction Plans.
- d. **Ties:** Should the tier-based assessment of two or more employees yield identical or substantially identical results, principals shall reduce the employee with the lower Seniority Score.

D. Recall

1. Through these recall procedures, the school division seeks to give reduced full-time employees priority over reduced one-year hires, reduced part-time employees and external employment candidates when filling vacant positions and to accommodate the unique needs of the schools and the individualized needs of reduced employees. Teachers and licensed administrators who have been reduced pursuant to this policy shall be placed on a school-specific recall list for teachers for a period of one (1) school year following the employee's separation (end of contract period).
2. Reduced Employees will complete a Preference Form, to be provided by the Department of Personnel, identifying all schools where they wish to work, subjects/grades they seek to teach and for which they are endorsed and/or qualified, and whether they are seeking full or part-time employment. This information will be shared with all principals in the form of school-specific recall lists prior to hiring for the following school year. Failure to complete the Preference Form by the assigned deadline, declining an offer for an interview, or declining an offer of employment will result in being removed from the recall list. Employees removed from the recall list may apply as external candidates if they desire further employment.
3. As vacancies occur within a school, principals will use the information from the Preference Forms to identify reduced employees to be screened. Full-time (excluding one-year hires) employees reduced by a school who hold the appropriate endorsement, must be the first

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teachers recalled to that school when a vacancy occurs. Approval not to recall such a teacher must be gained from the superintendent/designee prior to screening other teachers. Only reduced full-time (excluding one-year hires) employees who expressed an interest in the individual school, and assignment area and hold the appropriate endorsement will be guaranteed a screening. Selection of reduced employees from the recall list shall be based on the Tier One and Tier Two reduction criteria described in Section C in light of the school board’s vision, mission, and goals.

- 4. Principals will not be obligated to screen reduced part-time employees and one-year hire employees; however, a principal may choose to screen those who appear to meet the needs of the school. All reduced part-time and one-year hires will be considered as external applicants and will receive consideration by principals as decisions are being made for screenings and interviews.
- 5. When a school has a vacancy for which there is a qualified reduced full-time employee (excluding one-year hires) on its recall list, no external candidate may be offered the position without the prior approval of the superintendent/designee.
- 6. Employees who are recalled to new positions shall be credited with all years of school division service as a teacher and licensed administrator.

Legal Reference:

Code of Virginia §§22.1-304, 22.2-305

A. Generally

~~A decrease in pupil enrollment, inadequate allocation of financial resources, expiration of special grants and/or other unforeseen conditions may require a modification of the curriculum or instructional program which results in a reduction of staff. In such event the school board, upon recommendation of the superintendent, shall determine the program adjustments to be made and the reduction in force required. The application of the Reduction in Force policy shall be for the division as a whole rather than by individual facilities.~~

B. Definition of Terms

1. Classification of Personnel

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a. ~~Licensed Personnel:~~

~~Licensed personnel shall include those employees of the board who, by reason of their position, must have teaching or other licensure from the State Board of Education. Such employees are assigned to the teacher personnel salary scale.~~

b. ~~Classified Personnel:~~

~~Classified personnel shall include those persons who have been assigned to the classified salary scale which has been designed and approved by the board.~~

c. ~~Administrative Personnel:~~

~~Administrative personnel shall be those persons who have been assigned to the administrative salary schedule which has been approved by the board.~~

2. Seniority

~~Seniority shall be that period of time commencing with the most recent term of continuous service with the Lynchburg City Schools including authorized leave(s), but excluding employment under temporary or interim contract. Seniority for part-time service shall be determined by adding percentages of contract per year until a full year can be credited; the total of these percentages will reflect length of Lynchburg City Schools employment. Should a tie exist within the same classification of personnel, the tie shall be broken in the sequential order as follows:~~

a. ~~Official beginning date of the most recent term of continuous employment as shown on the employee's contract~~

b. ~~Total time of service with Lynchburg City Schools in the event of a break in service~~

c. ~~Date the employee was appointed by the Lynchburg City School Board, if applicable,~~

d. ~~Date of completion of assignment sheet by a personnel official~~

e. ~~Time of signature on original contract at start of most recent term of continuous employment.~~

~~For employees who entered employment with Lynchburg City Schools as a direct result of the 1976 annexation (serving at or assigned to Brookville and~~

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~~Mountain View Elementary Schools only at the conclusion of the 1975-76 school year), length of service will include the period of continuous service in the county concerned immediately preceding transfer to this division.~~

3. ~~Endorsement Area~~

~~The teaching endorsement shown on the current teaching license as issued by the State Department of Education.~~

4. ~~Seniority Lists~~

a. ~~The seniority lists for licensed employees will be shown in ascending order of seniority and shall be comprised of five categories of lists based on endorsement areas as follows:~~

~~1) Subject Areas--English, Mathematics, History/Social Studies, etc.~~

~~2) Early/Primary Education Pre K-3~~

~~3) Elementary Education Pre K-6~~

~~4) Middle Education 6-8~~

~~5) Special Areas--special education, reading, federal and specially funded programs, adult education, gifted or other special areas.~~

b. ~~The seniority lists for classified employees will be shown in ascending order of seniority by designated area of assignment such as nurse, secretary, teacher assistant classification custodian, etc.~~

c. ~~Experience Credit~~

~~1) When more than one endorsement is shown on the Virginia Teacher's License, or if the teacher is in an assignment for which a license is not required, i.e., ROTC, the licensed employee shall be entered on all seniority lists in areas for which he/she is endorsed.~~

~~2) A licensed employee holding the comprehensive elementary endorsement of grades K-8 or grades 1-8 will be listed first in the category that is appropriate to the active assignment of the employee, Pre K-3, Pre K-6, or middle education (6-8). Placement on other lists will occur according to provisions found in (B.) (4.) (c.) (1) above.~~

5. ~~Active Assignment~~

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Reduction in Force{ Licensed Staff Procedures} P 5-18

a. ~~Licensed Employees:~~

~~The endorsement area in which the individual is actively employed at such time as it may become necessary to implement reduction in force procedures.~~

b. ~~Administrative and Classified Employees:~~

~~The designated area of assignment of the employee at such time as it may become necessary to implement reduction in force procedures.~~

C. Destaffing Procedures

1. Licensed Personnel (See Code of Virginia § 22.1-303.)

~~Destaffing of licensed personnel will be based on seniority as defined in Section B of this policy except as noted in Section C. 5 of this policy. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. An employee who has licensure deficiencies, or does not possess the endorsement in the area of his or her active assignment, may be destaffed. Employee(s) on a plan of assistance will be placed on the reduction in force list.~~

2. Administrative and Supervisory Personnel:

~~Should administrative or supervisory positions be eliminated as a part of reduction in force, an administrator or supervisor may be reassigned to a teaching position in accordance with the provisions set forth in the Code of Virginia, Section 22.1-294. All administrators and supervisors in the Lynchburg City Schools, except the superintendent, are defined in Section B.1.c. of this policy. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list. If reassignment to a teaching position is recommended by the superintendent and approved by the school board, the person(s) to be reassigned will be placed on the seniority list for licensed employees that is appropriate to his/her last active teaching assignment, and may be placed on additional lists per B 4.c.(1) of this policy. If reassignment is not possible, the board reserves the right to terminate the employee in accordance with the Code of Virginia and the policies and regulations of the board.~~

3. Classified Personnel:

~~The destaffing of classified personnel will be on the basis of seniority in the general area of contracted assignment and the need to maintain specific services within the school division. The employee(s) with the least seniority will not be destaffed if another employee with more seniority in the same area of assignment is on a plan of~~

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~~assistance. Employee(s) on a plan of assistance will be placed on the reduction in force list.~~

4. ~~Transfers:~~

~~Transfers will be made within the division insofar as possible to accommodate the retention of employees having seniority in areas affected by the reduction in force. The selection of personnel to be transferred from one school or facility to another will be governed by the need to maintain the maximum effectiveness of the facilities involved as determined by the superintendent. Should a person refuse an assignment by transfer, he/she may be terminated and will not be listed for recall.~~

5. ~~Exceptions:~~

~~The provisions of Section C of this policy, 5-18, shall not apply in those cases where the employment of licensed personnel whose special skills or active assignment is essential to the effective operation of the school program. The determination of essential personnel shall be solely at the discretion of the board upon recommendation of the superintendent.~~

7. ~~Notification:~~

~~All employees scheduled for destaffing under this policy shall be notified in writing at the earliest possible date but in no case later than April 15 unless inadequate funding or decrease in enrollment after that date requires further adjustments (provisions for this circumstance are set forth in the Code of Virginia, Section 22.1-304.)~~

D. Recall Procedures

1. ~~The provisions for recall shall apply to all personnel except licensed employees under probationary contract and those who are on a Plan of Assistance. Employees will remain on the recall list for twelve (12) months. At the conclusion of this time, individuals who have not been recalled must participate in the recruitment process to be considered for employment.~~
2. ~~Licensed employees under probationary contract shall have no recall rights but will be given consideration for reemployment at the discretion of the school board upon recommendation of the superintendent. The performance of the individual and length of service shall be among the factors considered in making this recommendation.~~
3. ~~Licensed employees under continuing contracts destaffed pursuant to this policy shall be ranked in order of length of service and by endorsement area. When openings occur, the eligible person with the greatest seniority will be offered the position. If the opening is in a teacher's active assignment, he/she must accept the assignment or lose all recall rights. If the opening is in a teacher's endorsement area,~~

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~~but not in his/her active assignment, he/she has the option of not accepting the assignment. If the offer is not accepted, the teacher's name will be struck from the recall list in that endorsement area.~~

- ~~4. When an eligible licensed employee is to be recalled, he/she will be notified by certified mail at his/her last known address. If the offer of reemployment is not accepted in writing within ten (10) workdays of receipt of notice, rights of recall will be forfeited. If notice of recall is undeliverable, rights of recall will be forfeited. It shall be the responsibility of the employee to maintain an accurate address with the Department for Personnel.~~
- ~~5. The licensed employee will not be eligible for recall if:

 - ~~a. The employee, subsequent to destaffing, makes contractual commitments with another school or school division from which release cannot be obtained within 10 days of recall offer.~~
 - ~~b. The licensed employee fails to maintain a valid teacher's license.~~
 - ~~c. The licensed employee, subsequent to destaffing, becomes unable to qualify for a position either in his/her area of endorsement or area of assignment.~~~~
- ~~6. Seniority lists of all employees destaffed under this policy shall be prepared by endorsement and classification area and maintained in the Department for Personnel. Seniority lists will be confidential in nature. It will not be necessary for personnel to establish their place on the seniority lists until such time as notified by the Department for Personnel.~~

~~Such notification shall have taken place prior to an employee receiving a letter of reduction in force. Affected personnel desiring to know their rank position on the lists may contact the director for personnel. Endorsements obtained subsequent to the preparation of seniority lists will not be recognized until all eligible licensed employees on said lists are recalled or forfeit the right of recall.~~

~~E. Board Minutes~~

~~To avoid negative implications with regard to the professional record of an employee destaffed under this policy, the minutes of the board will clearly show that such termination of employment was due to a reduction in force.~~

Legal Reference:

~~Code of Va. § 22.1-294. Probationary terms of service for principals, assistant principals and supervisors; evaluation; reassigning principal, assistant principal or supervisor to teaching position. "A. A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher,~~

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~~shall serve three years in such position in the same school division before acquiring continuing contract status as principal, assistant principal or supervisor.~~

~~B. Each local school board shall adopt for use by the division superintendent clearly defined criteria for a performance evaluation process for principals, assistant principals, and supervisors that includes, among other things, an assessment of such administrators' skills and knowledge; student academic progress and school gains in student learning; and effectiveness in addressing school safety and enforcing student discipline. The division superintendent shall implement such performance evaluation process in making employment recommendations to the school board pursuant to § 22.1-293.~~

~~C. Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting a school board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the school board by April 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position.~~

~~D. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the school board. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the division superintendent, the division superintendent's designee or the school board. The school board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the school board.~~

~~The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the division superintendent, his designee or the school board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the salary reduction and reassignment of a principal, assistant principal or supervisor.~~

~~E. As used in this section, "supervisor" means a person who holds a supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education."~~

~~Code of Va. § 22.1-303. Probationary terms of service for teachers. "A. A probationary term of service for three years in the same school division shall be required before a teacher is issued a continuing contract. School boards shall provide each probationary teacher except probationary teachers who have prior successful teaching experience, as determined by the local school board in a school division, a mentor teacher, as described by Board guidelines developed pursuant to § 22.1-305.1, during the first year of the probationary period, to assist such probationary teacher in achieving excellence in instruction. During the probationary period, such probationary teacher shall be evaluated annually based upon the evaluation procedures developed by the employing school board for use by the division superintendent and principals in evaluating instructional personnel as required by § 22.1-295. B. The division superintendent shall consider such evaluations, among other things, in~~

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~~making any recommendations to the school board regarding the nonrenewal of such probationary teacher's contract as provided in § 22.1-305.~~

~~If the teacher's performance evaluation during the probationary period is not satisfactory, the school board shall not reemploy the teacher; however, nothing contained in this subsection shall be construed to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status.~~

~~B. Once a continuing contract status has been attained in a school division in the Commonwealth, another probationary period need not be served in any other school division unless such probationary period, not to exceed one year, is made a part of the contract of employment. Further, when a teacher has attained continuing contract status in a school division in the Commonwealth, and separates from and returns to teaching service in a school division in Virginia by the beginning of the third year, such teacher shall be required to serve a probationary period not to exceed one year, if made a part of the contract for employment.~~

~~C. For the purpose of calculating the three years of service required to attain continuing contract status, at least 160 contractual teaching days during the school year shall be deemed the equivalent of one year in the first year of service by a teacher.~~

~~D. Teachers holding three-year local eligibility licenses pursuant to § 22.1-299.3 shall not be eligible for continuing contract status while teaching under the authority of such license. Upon attainment of a collegiate professional or postgraduate professional license issued by the Department of Education, such teachers shall serve the three-year probationary period prior to being eligible for continuing contract status pursuant to this section. "~~

~~Code of Va., § 22.1-304. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers. "A. If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within fifteen days of receipt of such notice. Except as provided in § 22.1-305 and except in the case of a reduction in force as provided in subsection F, written notice of nonrenewal of the contract must be given by the school board on or before April 15 of each year. If no such notice is given a teacher by April 15, the teacher shall be entitled to a contract for the ensuing year in accordance with local salary stipulations including increments.~~

~~B. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service and prior to the age at which they are eligible or required to retire except as hereinafter provided. Written notice of noncontinuation of the contract by either party must be given by April 15 of each year; otherwise the contract continues in effect for the ensuing year in conformity with local salary stipulations including increments.~~

~~C. A teacher may resign after April 15 of any school year with the approval of the local school board or, upon authorization by the school board, with the approval of the division superintendent. The teacher shall request release from contract at least two weeks in advance of intended date of resignation. Such request shall be in writing and shall set forth the cause of resignation.~~

~~If the division superintendent has been authorized to approve resignations, a teacher may, within one week, withdraw a request to resign. Upon the expiration of the one-week period,~~

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~~the division superintendent shall notify the school board of his decision to accept or reject the resignation. The school board, within two weeks, may reverse the decision of the division superintendent.~~

~~In the event that the board or the division superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.~~

~~D. As soon after April 15 as the school budget shall have been approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.~~

~~Nothing in the continuing contract shall be construed to authorize the school board to contract for any financial obligation beyond the period for which funds have been made available with which to meet such obligation.~~

~~E. A school board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.~~

~~F. By May 15 of each year, the school board of a county having the county executive form of government that is adjacent to a county having the urban county executive form of government shall notify all teachers who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body.~~

Code of Va., § 22.1-305{ XE "zz:Code of Va 22.1-305" }. Nonrenewal of contract of probationary teacher "A. ~~Before a division superintendent recommends to the school board nonrenewal of the contract of a teacher who has not achieved continuing contract status, the division superintendent shall consider, among other things, the performance evaluations for such teacher required by § 22.1-303 and shall notify the teacher of the proposed recommendation. Upon written request of the teacher within five working days after receipt of such notice, the division superintendent or his designee shall orally provide the specific reasons, if any, for such recommendation, along with supporting documentation, including such performance evaluations, to the teacher and, if requested by the teacher, to his or her representative. Within ten days after receiving such reasons, the teacher may request, by notification in writing to the division superintendent, a conference before the division superintendent. Upon such request, the division superintendent shall set a date for the conference, which shall be within thirty days of the request, and shall give the teacher at least fifteen days' notice of the time and place of the conference.~~

~~B. The conference shall be before the division superintendent or his designee. No such designee shall have recommended to the division superintendent the nonrenewal of the teacher's contract. The teacher and the person or persons who recommended the nonrenewal of the teacher's contract to the division superintendent, or a representative of either or both, shall be allowed to participate in the conference, but no such representative shall be an attorney.~~

~~C. If the conference is before a designee of the division superintendent, the designee shall communicate his recommendations to the division superintendent and to the teacher.~~

~~D. The division superintendent shall notify the teacher, in writing, of his intention with respect to the recommendation within ten days after the conference.~~

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~~E. In any case in which a teacher requests a conference as provided in this section, written notice of nonrenewal of the contract by the school board must be given within thirty days after the division superintendent notifies the teacher of his intention with respect to the recommendation and the provisions of § 22.1-304 requiring such notice on or before April 15 shall not be applicable.~~

~~F. The conference shall be confidential and no written or oral communication of such conference shall be made to anyone other than the school board, in executive session, and employees of the school division having an interest therein; however, both the teacher and the division superintendent, upon request, may provide the reasons for the nonrenewal to a potential employer of the teacher.~~

~~G. The provisions of this section shall be inapplicable when a decrease in enrollment or the abolition of a particular subject or reduction in the number of classes offered in a particular subject causes a reduction in the number of teachers; however, a statement to that effect shall be placed in the personnel file of each teacher whose contract is nonrenewed for any such reason.~~

~~H. The intent of this section is to provide an opportunity for a probationary teacher to discuss the reasons for nonrenewal with the division superintendent or his designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause, as defined in § 22.1-307, for the nonrenewal of the contract of a teacher who has not achieved continuing contract status nor shall the failure of the school board or the division superintendent to comply with any time requirement herein constitute a basis for continued employment of the teacher."~~

~~Code of Va., § 22.1-306. Definitions. As used in this article: "Grievance" means a complaint or dispute by a teacher relating to his or her employment including, but not necessarily limited to: (i) disciplinary action including dismissal or placing on probation; (ii) the application or interpretation of: (a) personnel policies, (b) procedures, (c) rules and regulations, (d) ordinances and (e) statutes; (iii) acts of reprisal against a teacher for filing or processing a grievance, participating as a witness in any step, meeting or hearing relating to a grievance, or serving as a member of a fact-finding panel; and (iv) complaints of discrimination on the basis of race, color, creed, political affiliation, handicap, age, national origin or sex. Each school board shall have the exclusive right to manage the affairs and operations of the school division. Accordingly, the term "grievance" shall not include a complaint or dispute by a teacher relating to (i) establishment and revision of wages or salaries, position classifications or general benefits, (ii) suspension of a teacher or nonrenewal of the contract of a teacher who has not achieved continuing contract status, (iii) the establishment or contents of ordinances, statutes or personnel policies, procedures, rules and regulations, (iv) failure to promote, (v) discharge, layoff or suspension from duties because of decrease in enrollment, decrease in enrollment or abolition of a particular subject or insufficient funding, (vi) hiring, transfer, assignment and retention of teachers within the school division, (vii) suspension from duties in emergencies, or (viii) the methods, means and personnel by which the school division's operations are to be carried on. While these management rights are reserved to the school board, failure to apply, where applicable, the rules, regulations, policies, or procedures as written or established by the school board is grievable.~~

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~~"Dismissal" means the dismissal of any teacher during the term of such teacher's contract and the nonrenewal of the contract of a teacher on continuing contract."~~

Adopted by School Board: January 16, 1979
Revised by School Board: January 6, 1981
Revised by School Board: March 20, 2001
Revised by School Board: March 23, 2010
Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: E-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 5-53.7: Reduction in Force: Classified Staff Procedures

Summary/Description:

As a result of changes made to School Board Policy 5-18: Reduction in Force, it was necessary to develop a policy regarding the procedures for reduction in force for classified staff. A copy of that policy appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve School Board Policy 5-53.7: Reduction in Force: Classified Staff Procedures.

PERSONNEL

Reduction in Force: Classified Staff P 5-53.7

{The school board recognizes that occasionally a school/department must reduce its number of staff members. The reasons for such a reduction include, but are not limited to, the following: a general downsizing of the total organization, a change in the organizational structure of the given school/department, the changing need of the students/clients served by that school/department.

A. Employee Notification

When a reduction in force becomes necessary, the principal/department head/supervisor will notify the director of personnel, who will ensure that the employee(s) being affected is notified as soon as a potential reduction is known.

The affected full-time employees will be notified of the potential reduction in writing as soon as possible, but no less than 60 calendar days prior to the effective date of the elimination of the position. Affected employees will be given the opportunity to discuss the reduction with the director of personnel/designee and principal/department head/supervisor.

B. Reduction Criteria and Process

In any reduction implemented under this policy, the superintendent/designee shall consider the performance, level of training and experience of the personnel involved compared to other members of the same position and/or same job group. "Job group," for purposes of this policy, shall mean a group of related job positions which serve a common function or functions within a department or school. The following process will be utilized:

A list will be developed, as needed, by the director of personnel/designee, according to the following:

1. The list will be rank ordered from the most senior down to the least senior employee within job groups. "Seniority" for this purpose will be defined according to length of continuous service, including any approved leaves of absence, as a regular, full-time employee in the current position and in any prior full-time position within the same job group. The list will be further refined to group employees according to their respective positions (i.e., teaching assistant, secretary, custodian, bus driver, maintenance worker, etc.)

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Reduction in Force: Classified Staff P 5-53.7

2. Once the seniority list for each of the respective groups has been developed, then the employees' performance and discipline, as documented in their personnel files for the past three (3) years will be reviewed by the superintendent/designee and rank ordered. The superintendent/designee may consider all such documented performance and discipline to determine who will be reduced. Any employee on probation or a plan of improvement will be moved to the top of the reduction list unless extraordinary circumstances exist not to reduce the employee.
3. In the event that two employees in the same position/job group with the same hiring date, qualifications, and performance record are being considered for a reduction, the superintendent/designee will apply the following criteria, not necessarily in this order, to determine which staff to lay off:
 - a. Additional training;
 - b. Written documentation of skills and abilities;
 - c. Total experience in present position;
 - d. Total experience in Lynchburg;
 - e. Recommendation of the employees' principal/department head.

C. Reassignment and Recall

A member of the department of personnel will meet with employees in positions identified to be eliminated to determine their skills, experience, education, training, and interests in order to identify other positions in the school division for which they may qualify, or for which retraining is feasible. Every reasonable effort will be made to place an affected employee in a vacant position for which he/she may qualify.

In lieu of being laid-off, employees who have more seniority may be eligible to assume vacant positions within the same or lower pay classifications provided they hold appropriate qualifications or have had previous successful experience in the particular position. An employee reassigned to a position in a lower paygrade pursuant to this policy will be subject to the new paygrade immediately.

PERSONNEL

Reduction in Force: Classified Staff P 5-53.7

If an individual's employment is not renewed because of reduction in force, that employee's name will be placed on a recall list for the entirety of the next school year. If a position becomes available during that period and the employee is qualified to fill that position, the employee will be notified and encouraged to apply. After this time period, the former employee may apply to reactivate his/her application for any vacant position for which he/she is qualified.

Adopted by School Board:}

Agenda Report

Date: 03/20/12

Agenda Number: E-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 7-33.3: Student Uniforms

Summary/Description:

On March 6, 2012, the superintendent presented revisions to School Board Policy 7-33.3: Student Uniforms to the school board. Additional revisions have been made to the policy. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve School Board Policy 7-33.3: Student Uniforms.

STUDENTS

Student Uniforms P 7-33.3

A. Purpose

A positive learning environment is the first requirement of a good school. Young people who are safe and secure, who focus on academic achievement, and who learn basic American values are better students and better citizens.

Based on the experiences of school systems across the nation, the Lynchburg City School Board has concluded that school uniforms contribute to a positive learning environment by promoting safety, discipline, and school unity.

~~The Lynchburg City School Board therefore authorizes uniforms for students attending alternative programs and regular schools that have adopted school uniform programs.~~

Experience has **{also}** shown that uniforms can create a safer environment because they help identify non-school persons who may be on the campus for disruptive purposes. Uniforms create a more disciplined environment by reducing negative competition and arguments over dress styles. Finally, school uniforms promote school unity by eliminating factors that can create economic and social divisions among individuals, such as clothing style, brands, and group colors, thus allowing students to become more focused on such shared goals as meeting academic standards, developing self confidence, and appreciating diversity.

~~With this policy the school division is not attempting to regulate speech or clothing; however, the school division believes that for a subject of this type, reasonable restrictions should be in place.~~

{The Lynchburg City School Board therefore authorizes uniforms for students attending alternative programs and regular schools that have adopted school uniform programs.}

B. Responsibility

1. The superintendent and/or the school administration shall develop regulations for implementing this policy. The regulations will need **{be subject to}** school board approval.
2. Principals' requests for implementing school uniform programs at their schools will require school board approval.
3. Prior to presenting requests to implement uniform programs at ~~their~~ **{a}** schools **{the}**, principals shall take the following points into consideration.

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Student Uniforms P 7-33.3

- a. The decision-making process should enable a **{all interested}** majority of parents to provide input on the need/ **{or}** desire for the program **{, and the elements of the program}**.
 - b. **{The} P {p}**principals shall schedule and conduct information sessions for the school community. The sessions should give the community ample opportunities to ask questions and to give comments about implementing a school uniform policy. The schools shall effectively communicate the scheduling of the informational sessions to the community.
 - c. In making their implementation decisions, **{the}** principals shall use **{consider}** data from survey(s) **{and other relevant sources}**.
 - d. The survey(s) shall attempt to assess the views of every eligible family at the schools. Each family may submit one survey **{per school where they have a child attending}**.
- 4. Prior to implementing their school uniform programs, **{the}** principals shall develop strategies that provide assistance for families who cannot purchase school uniforms **{but wish to participate}**.
 - 5. Principals, in collaboration with school leadership councils, PTO/PTA organizations, and parents, are responsible for prescribing the schools' uniform standards **{subject to final approval by the school board}**.
- {6. No school shall require that a student wear a uniform to school as a condition of attending the school except an alternative school or program, or a school outside a child's attendance zone which the child is attending by choice. Uniform policies in general should be positive and voluntary, and the wearing of uniforms should be encouraged, not required. However, all students, whether or not wearing a uniform, shall abide by the Lynchburg City Schools dress code.}**
- 6{7. Principals and their staffs shall enforce the school uniform policy{, if applicable,} and {the} dress codes at their schools.**
 - 7{8. Parents are responsible for ensuring that their children comply with the school uniform policy{, if applicable,} and the dress codes at their schools.**
- 6. Students are responsible for following the school uniform policy and the dress codes at their schools.

Legal Reference:

PERSONNEL

Student Uniforms P 7-33.3

Code of Va., § 22.1-79.2 Uniforms in public schools; Board of Education guidelines
“A. The Board of Education shall develop model guidelines for local school boards to utilize when establishing requirements for pupils to wear uniforms. In developing these guidelines, the Board shall consider (i) ways to promote parental and community involvement, (ii) relevant state and federal constitutional concerns, such as freedom of religion and freedom of speech, and (iii) the ability of pupils to purchase such clothing.
B. Upon approval by the Board of the model guidelines, local school boards may establish requirements, consistent with the Board's guidelines, for the students enrolled in any of their schools to wear uniforms while in attendance at such school during the regular school day. No state funds may be used for the purchase of school uniforms.”
(1995, cc. 508, 521, 526.)

Guidelines, "The Wearing of Uniforms in Public Schools," Adopted May 23, 1996, Virginia State Board of Education.

Adopted by School Board: February 1, 2000

Revised by School Board: May 4, 2004

Revised by School Board: June 1, 2004

Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: E-5

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Administrative Regulation 7-33.3: Student Uniforms

Summary/Description:

The superintendent has reviewed Administrative Regulation 7-33.3: Student Uniforms. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve Administrative Regulation 7-33.3 Student Uniforms.

STUDENTS

Student Uniforms - R 7-33.3

Students enrolled in the Fort Hill Community School, Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perryment Elementary School~~, Sandusky Elementary School, and Sheffield Elementary School shall participate in school uniform programs.

A. **Rationale {Purpose}**

The Lynchburg City School Board believes that school uniforms will affect positive change in schools, particularly by **{promoting safety, discipline, and school unity.}**:

- ~~1. reducing peer pressure~~
- ~~2. increasing safety and security~~
- ~~3. eliminating the wearing of inappropriate clothing items~~
- ~~4. improving personal responsibility and accountability~~
- ~~5. preparing for the workplace, and~~
- ~~6. reinforcing positive behavior.~~

B. **Procedures**

1. The school division will provide school uniforms for students who attend **{the Fort Hill Community School.}** ~~Amelia Pride's eighth grade program and the Middle School Learning Center.~~ The Lynchburg City Schools will provide each student three sets of uniforms consisting of the following clothing items.
 - a. long sleeve or short sleeve blue polo shirts
 - b. khaki slacks or khaki skirts
2. It will be parents' responsibilities to provide school uniforms for students at all other school sites.
3. The principal of a school wanting to implement a school uniform program shall collaborate with his/her school leadership, PTA/PTO, and parents to decide, develop and publish school uniform requirements relative to styles and colors of clothing.
 - a. In developing these requirements, principals shall take into consideration the availability, affordability, and practicality of the selection.
 - b. The school uniform shall not prohibit students from wearing coats, jackets, sweaters, or other appropriate outer garments when necessary due to weather conditions or for other legitimate reasons, as long as the apparel conforms to the dress code.

PERSONNEL

Student Uniforms R 7-33.3

4. Principals shall allow exceptions to the school uniform code when:
 - a. A student wears a uniform of a nationally recognized youth organization, such as the Boy Scouts or Girl Scouts, on regular meeting days.
 - b. A student wears special clothing or costumes necessary for a school play or a performance.
 - c. A student adds a button, armband, etc. to exercise free speech guaranteed by the United States Constitution, unless the button, armband, etc., is related to gangs, gang membership, or gang activity or would violate the school division’s dress code policy as long as the item does not violate the integrity of the uniform program or disrupt the school environment.
 - d. The wearing of the school uniform violates a student’s sincerely held religious beliefs. With verification of those sincerely held religious beliefs, the student may use the opt-out exemption. The wearing of religious head coverings, such as yarmulkas, does not violate the school uniform policy.

C. Financial Considerations

Principals shall develop procedures and criteria to offer assistance to students who experience difficulties complying with the school uniform program. Principals shall develop programs that donate clothing, financial assistance, or both to alleviate financial difficulties for needy families.

D. Annual Opt-Out, Exemptions and Procedures

1. **{Except in programs for schools where the school board has approved requiring uniforms at all times,} A{a}**ny student, who, together with his/her parent/guardian, ~~by reason of bona fide religious belief~~ is conscientiously opposed to wearing the school uniform may request an exemption. To ~~apply for~~ **{receive}** the exemption, the student and his/her parent/guardian ~~must~~ **{shall}**:
 - a. Submit a written request to the principal at the beginning of the academic year or within thirty (30) days following the first day of school or the student’s first day of school.
 - b. Meet with the principal or his/her designee to discuss, ~~at the minimum,~~ the school uniform program, the reason(s) for the waiver request, the nature of the parents’/guardians’ objections(s), and the ~~accuracy of the~~ ~~information in the request~~ **{support of the parent for the overall dress code}**.

PERSONNEL

Student Uniforms R 7-33.3

2. ~~If **{T}**he principal or his designee **{shall then}** approves the parent's/guardian's request, he/she shall grant the waiver and note the exemption on the parent's/guardian's application. The principal shall then place a copy of the approved request in the child's cumulative file or in a file designated for this purpose. If the principal grants the exemption, the student shall be subject to transfer to another school. The superintendent or his designee, using factors such as proximity, enrollment, available space, curriculum, academic program, and/or availability of special education services/programs, shall determine that placement.~~

3. ~~If the principal grants an exemption, that **{The}** exemption shall remain in effect for that school year only.~~

E. New Students

Students entering Linkhorne Middle School, William Marvin Bass Elementary School, Heritage Elementary School, ~~Perrymont Elementary School~~, Sandusky Elementary School, Sheffield Elementary School, and the Homebound Learning Center **{Fort Hill Community School}** during the school year shall have a grace period of thirty (30) days before ~~being required to comply with~~ the school's uniform program **{will apply to the student}**.

F. Violation of the Policy/Regulation

~~Willful violation of the school uniform policy will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation to various in-school actions to suspension from school for continued willful violations.~~

- Adopted by School Board: February 1, 2000
- Revised by School Board: September 5, 2000
- Revised by School Board: May 4, 2004
- Revised by School Board: June 1, 2004
- Revised by School Board: June 21, 2005
- Revised by School Board: May 2, 2006
- Revised by School Board: July 8, 2008
- Revised by School Board: July 7, 2009
- Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: E-6

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: School Board Policy 7-37: Dress and Appearance

Summary/Description:

The superintendent has reviewed School Board Policy 7-37: Dress and Appearance. As a result of that review, that policy has been revised. The policy has also been reviewed by legal counsel. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve School Board Policy 7-37: Dress and Appearance.

STUDENTS

Dress and Appearance P 7-37

Any rules concerning student dress, appearance, etc. must relate to a specific educational purpose, such as health, safety, or full participation in various activities. ~~In the absence of such specific educational purpose, the imposition of a uniform manner of dress and the restriction of choice violate the individual rights of students and parents.~~

Each instructor is to teach and promote good taste in grooming and dress.

Adopted by School Board: June 19, 1973

Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: E-7

Attachments: Yes

From: Larry A. Massie, Interim Superintendent

Subject: Administrative Regulation 7-37: Dress and Appearance

Summary/Description:

The superintendent has reviewed Administrative Regulation 7-37: Dress and Appearance. As a result of that review, that regulation has been revised. The regulation has also been reviewed by legal counsel. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve Administrative Regulation 7-37: Dress and Appearance.

STUDENTS

Dress and Appearance R 7-37

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

1. Caps and hats shall not be worn within school buildings.
2. Messages on clothing, jewelry and personal belonging shall not relate to tobacco products, drugs, alcohol, **{or}** sex, **{or display}** vulgarity, or obscen~~e~~**ity** **{language or images}**.
3. Messages on clothing, jewelry, and personal belongings shall not reflect adversely upon other persons because of their race, sex, color, creed, national origin, or ancestry.
4. Clothing and accessories shall not have symbols ~~and/or~~ be **{or other characteristics}** representative or suggestive of gang **{affiliation by the wearer.}** ~~colors and/or designs.~~
5. Sunglasses shall not be worn inside the building **{except as medically prescribed.}**
6. Undergarments shall not be worn as outside apparel and shall not be visible.
7. Chains, spikes, and dog collars shall not be worn.
8. Bandanas shall not be worn.
9. Shirt, sweatshirt, and sweater lengths shall not exceed beyond the area marked by the tip of the student's index finger along his/her leg when standing. The length of sweaters worn as either dresses or skirts must be at least at the top of the knee when the student stands.
10. Students shall wear **{reasonably protective}** shoes on the premises at all times. Bedroom shoes **{or flip-flops}** of any kind, however, are not allowed.
11. Students shall not wear pajama tops or bottoms **{as outside or visible apparel}**.
12. Clothing shall cover the mid-section and the back of a student at all times, including when the student is standing and/or sitting.

STUDENTS

Dress and Appearance R 7-37

- 13. The length of shorts shall be at least at the area marked by the tip of the student's index finger or mid-thigh, whichever is longer - along his/her leg when standing.
- 14. Skirt and dress lengths shall be at least at the top of the knee when the student stands. Leggings may only be worn underneath shorts, skirts, or dresses that meet the shorts, skirt, and dress requirements.
- 15. Splits in skirts, dresses, or shorts shall be below the fingertips.
- 16. Necklines shall be modest, not revealing, and shall not allow cleavage to show. A 3" x 5" index card will be used as a measurement device for student compliance with the neckline requirements. The neckline when measured is from the collarbone to the bottom of the index card (three inches).
- 17. Shirts shall have a sleeve extension past the shoulder seam.

{18. Requests for accommodations or exceptions to these requirements for religious or health reasons will be considered on a case-by-case basis, and should be submitted to the principal in writing in advance to avoid any unnecessary disciplinary action.}

B. Violation of the Regulation

Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation{,} to various in-school actions{,} to suspension from school for continued willful violations.

Approved by Superintendent: August 4, 1981
 Revised by Superintendent: December 1, 1982
 Revised by School Board: July 10, 2006
 Revised by School Board: December 16, 2008
 Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: F-1

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Board Policy 6-48: Acceptable Use Policy for School Division
Technology Resources (AUP)

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding the acceptable use for school division technology resources has been revised. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources (AUP) P 6-48A. Generally

An acceptable use policy (AUP) is a written agreement signed by students, parents, and staff members which outlines the terms and conditions of technology use. It establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. Users are identified as all Lynchburg City Schools' students and staff members, as well as other individuals who utilize the school division's technology. The AUP also covers penalties for violations of the policy, including security violations and vandalism of the system and/or equipment. Prior to using school division technology resources, each user is required to sign an AUP agreement and to know that it will be kept on file as a legal, binding document.

By using a school division computer, students and staff can connect to the Internet to gain access to information from the outside world. The Lynchburg City Schools provides Internet access free of charge to students and staff in all the schools. While the ability to communicate is an invaluable resource, there are sites on the Internet which are inappropriate for access and use by students and staff. Staff members will make reasonable effort to reinforce required Internet safety instruction and to ensure that student use of the Internet is appropriate and educational. Connections to the Internet from all schools will be made through a central access point.

In compliance with the Children's Internet Protection Act (CIPA), access to content available on the Internet is filtered, which includes pornographic content, access to non-educational social spaces, private web-mail services, and other content considered objectionable by the Lynchburg City Schools (LCS). Using proxy servers or other means to bypass this filtering mechanism is a violation of this policy.

The Department of Information Technology is responsible for evaluating and revising network and data security. It is the responsibility of the Department to ensure the confidentiality of personal data by implementing strict network security policies that prevent unauthorized access to sensitive data. When appropriate, network appliances will be used to help enforce data encryption and limit access as determined by user identifications.

B. User Responsibilities

Access to technology is a privilege, not a right, and with use comes responsibility. The school division network, including the Internet, was established for educational purposes. As a result, users have no personal privacy rights on the network. Files, including e-mail, located on individual computers as well as the network can be reviewed by network and school administrators to ensure that users are using the

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources P 6-48

system appropriately.

Users are responsible for adhering to the following guidelines.

1. **Personal Safety:** Students will not post personal information about themselves or other people. Students will not arrange meetings with anyone contacted on-line through the local network or Internet. Students will promptly disclose to a teacher or administrator any message containing text, graphics, pictures, or video clips that they feel is inappropriate or that makes them feel uncomfortable.
2. **Illegal/Inappropriate Activities:** Users will not attempt to gain unauthorized access to any computer system. This includes logging onto the system through another person's account or accessing anyone else's files. Users will not deliberately attempt to disrupt systems or destroy data by spreading computer viruses or by any other means. Users will not engage in any illegal or inappropriate activities or behaviors. Users will not access proxy sites on the Internet in an effort to by-pass existing school division firewall and web filtering devices. Students and employees will not access on-line gaming sites and/or save gaming software files on division servers or other storage media. Users will not launch executable files from personal storage devices. Students will not alter computer settings.
3. **System Security:** Users will take all reasonable precautions to prevent others from using their accounts. Users will not reveal their passwords. They will notify a teacher, building administrator, or network administrator of any possible security violations. Users will log off or lock any computer when left unattended.
4. **Inappropriate Behavior:** Users will not engage in inappropriate behavior which includes, but is not limited to, using obscene, pornographic, profane, threatening or disrespectful language; engaging in **{cyber-}**bullying through personal attacks including prejudicial or discriminatory attacks; harassing others; and posting false or defamatory information. These restrictions apply to public messages, private messages, and material posted on web pages.
5. **Respect for Privacy:** Users will not post private information about another user, nor will they re-post messages sent privately without permission of the author.
6. **Respect for Resource Limits:** Users will not download files or programs without permission (refer to Form SR1). Unused or unwanted files should be deleted on a regular basis including those located on network servers, e-mail, and individual hard drives. Files needing to be archived should be copied to personal storage devices.

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources P 6-48

7. Electronic Communications: Use of any electronic communication including, but not limited to, e-mail, instant messaging, texting, podcasting, external blogs, social media sites, forums, wikis, and bulletin boards, will be professional and appropriate. Users are responsible for division information sent electronically with large, multi-user mailings being approved by the superintendent or his designee prior to transmitting. End users should check e-mail daily. They will not post or forward chain letters or any solicitation not sponsored by the Lynchburg City Schools.
8. Use of external devices. The use of smart electronic devices not provided by the school division including notebook computers, phones, hand-held gaming or other wireless devices on the school network is prohibited without prior approval from school officials.
9. Plagiarism: Users will not plagiarize works found on the network, which includes the Internet. Plagiarism means taking credit for someone else's work as one's own by not recognizing the source. Whenever information is taken from a resource on the network, proper citations will be made and direct quotations will be enclosed in quotation marks or otherwise properly distinguished.
10. Copyright Infringement: Users will respect the rights of copyright owners. When any work is copyrighted, that material cannot be legally used without permission of the author except in specific circumstances. When users encounter copyrighted resources on the network, they will seek assistance from teachers or network administrators before using any such copyrighted work.

Content (documents, video, audio) produced by students using technology resources owned by the Lynchburg City Schools is the property of the individual(s) creating the content. Content produced by employees of the LCS using division technology resources becomes the intellectual and tangible property of, and thereby owned by, the Lynchburg City Schools. Employees may petition for copyright ownership for materials created outside of contractual hours.

11. Software: Users will not violate the school division's software license agreements. Software will not be loaded on school division computers without proper authorization (refer to Form SR1). Any software loaded onto school division resources becomes the property of the Lynchburg City Schools (refer to Form SR1.) Users will not copy school division software for personal use nor will they use the school division's computers to copy software not owned or licensed by the school division.

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources P 6-48

12. Access to Material: Users will not access material that is profane, pornographic or obscene, that advocates illegal acts, or that advocates violence or discrimination. This restriction includes network, Internet, and personal storage media resources. Students will access the Internet for instructional purposes only as stipulated in Section B. Staff will access resources in a professional and appropriate manner.
13. Personal Accounts: Users will not access personal e-mail accounts using school division equipment or software. Students may not subscribe to any service for which there is a fee. With administrative permission, school staff and, in some cases, students may subscribe to or access an educational service for which there is a fee.
- {14. Any LCS school-sponsored web page must be registered with the Public Information Office along with the webpage administrator's contact information. Any site of this nature shall have the LCS webmaster set up as an additional webpage administrator capable of immediate action for emergency purposes.**
- 15. Any school-related website (to include Facebook, Twitter, etc...) sponsored by an employee with ties to an LCS school building, program, event or activity should be registered with the Public Information Office along with the LCS employee's contact information. Any site of this nature may be requested to have the LCS webmaster set up as an additional webpage administrator capable of immediate action for emergency purposes.}**

C Teacher Responsibilities

Teachers will provide students with a sequential, structured approach to gaining the skills that will allow them to become independent, responsible users of technology. In all cases, teachers will make reasonable effort to ensure that students are directed to sites with age- and topic- appropriate materials and resources. All students and staff members will receive required instruction in Internet safety using the Lynchburg City Schools' approved curriculum.

1. In grades Pre-K-5, teachers will actively supervise and model appropriate use of the Internet. Students will have Internet access under direct teacher supervision; however, students will experience guided practice leading toward gaining skills to become independent and responsible users of the Internet. Teachers will explore an Internet site before directing students to that site.

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources P 6-48

2. In grades 6-8, teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student-initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet.
3. In high school, grades 9-12, teachers will model appropriate use of the Internet and will monitor and advise students in independent Internet use.

D. Discipline

Inappropriate use of the network which includes the Internet is a violation of school division discipline policies. Inappropriate use may result in termination of access and may result in disciplinary action, which may include suspension from school or in case of employees, termination of contract. Depending on the severity of the violation, criminal or civil liability is also possible.

Legal Reference:

Code of Va., § 22.1-70.2. Acceptable Internet use policies for public and private schools. “A. Every two years, each division superintendent shall file with the Superintendent of Public Instruction an acceptable use policy, approved by the local school board, for the international network of computer systems commonly known as the Internet. At a minimum, the policy shall contain provisions that (i) are designed to prohibit use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing, or downloading illegal material via the Internet; (ii) seek to prevent access by students to material that the school division deems to be harmful to juveniles as defined in § [18.2-390](#); (iii) select a technology for the division's computers having Internet access to filter or block Internet access through such computers to child pornography as set out in § [18.2-374.1:1](#) and obscenity as defined in § [18.2-372](#); and (iv) establish appropriate measures to be taken against persons who violate the policy. The policy may include such other terms, conditions, and requirements as deemed appropriate, such as requiring written parental authorization for Internet use by juveniles or differentiating acceptable uses among elementary, middle, and high school students.

B. The superintendent shall take such steps as he deems appropriate to implement and enforce the division's policy.

C. On or before December 1, 2000, and biennially thereafter, the Superintendent of Public Instruction shall submit a report to the Chairmen of the House Committee on Education, the House Committee on Science and Technology, and the Senate Committee on Education and Health which summarizes the acceptable use policies filed with the Superintendent pursuant to this section and the status thereof.

INSTRUCTION

Acceptable Use Policy for School Division Technology Resources P 6-48

D. In addition to the foregoing requirements regarding public school Internet use policies, the principal or other chief administrator of any private school that satisfies the compulsory school attendance law pursuant to § [22.1-254](#) and accepts federal funds for Internet access shall select a technology for its computers having Internet access to filter or block Internet access through such computers to child pornography as set out in § [18.2-374.1:1](#) and obscenity as defined in § [18.2-372](#).”
(1999, c. 64; 2001, c. 269.)

Adopted by School Board: May 6, 1997
Revised by School Board: June 15, 1999
Revised by School Board: March 16, 2004
Revised by School Board: August 7, 2007
Revised by School Board: May 18, 2010
Revised by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: F-2

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Administrative Regulation 6-48: Acceptable Use Policy for School Division
Technology Resources (AUP)

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding the acceptable use of school division technology resources has been revised. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

INSTRUCTION

Acceptable Use of School Division Technology Resources R 6-48

The following forms will be used to support the documentation of employee and student understanding of School Board Policy 6-48: Acceptable Use of Division Technology Resources

- Student Acceptable Use Policy Agreement
- Staff Acceptable Use Policy Agreement

All Lynchburg City Schools' staff must sign an Acceptable Use of School Division Technology Resources Agreement (AUP) upon employment. This AUP will be reviewed annually with the employee at his respective site. All students and their parent/guardian will sign an AUP agreement upon entering elementary, middle, and/or high school, including any alternative education site. This agreement will be reviewed annually with the student. Each year, students and staff will also participate in Internet safety instruction using an approved Lynchburg City Schools' curriculum.

- Adopted by School Board: June 15, 1999
- Revised by School Board: March 16, 2004
- Revised by School Board: August 7, 2007
- Revised by School Board: May 18, 2010
- Revised by School Board:

INSTRUCTION

Acceptable Use of School Division Technology Resources R 6-48

Student Section:

Student Name _____ Grade _____
(please print – include middle initial)

I agree to abide by all guidelines listed in School Board Policy 6-48: Acceptable Use of School Division Technology Resources Policy.

I realize the purpose of the school division’s technology is educational.

I realize the use of technology is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking my account, disciplinary action, and/or legal action. I realize that school personnel (school administrators, teachers, network administrators) can access all of my current and past network materials and my student accounts.

I agree not to access or transfer inappropriate, pornographic, or illegal materials through the school division’s network or storage media

I agree not to allow other individuals use of my account(s), nor will I give anyone my password(s).

I agree to abide by the school division’s software licenses and guidelines.

{I agree to abide by the school division’s guidelines for the use of social media.}

I will not access on-line gaming sites and/or save gaming software files on school division equipment. I will not launch programs from personal storage devices.

The Acceptable Use Policy has been read to me or I have read the Acceptable Use Policy. I agree to abide by the guidelines established, and understand that violation of the guidelines may result in termination of my access to school division technology. I also realize I may be subject to additional disciplinary action, including suspension from school and/or possible criminal charges.

Student Signature _____ **Date** _____

Parent Section: (A parent or guardian must also read and sign.)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that school division technology is designed for educational purposes and that the school division has taken precautions to eliminate inappropriate materials. I understand, however, that it is impossible to restrict access to all controversial materials, and I will not hold the school division responsible for materials acquired through school division technology. I understand that my child will participate in Internet Safety instruction and will use the school division’s technology resources including the Internet under the guidelines established.

Parent Signature _____ **Date** _____

INSTRUCTION

Acceptable Use of School Division Technology Resources R 6-48

Each staff member is responsible for adhering to school board policy relating to the use of school division technology resources. Each staff member has read the Acceptable Use Policy and has agreed to abide by the provisions included and to promote this policy with students. All staff members will ensure acceptable use of the Internet and proper network etiquette using the approved Lynchburg City Schools' Internet Safety curriculum.

Staff Acceptable Use of School Division Technology Resources Policy Agreement (AUP)

Name _____ School/Location _____
(please print - include middle initial)

I agree to abide by all guidelines listed in the School Board Policy 6-48: Acceptable Use of School Division Technology Resources.

I realize the purpose of the school division's technology is educational. I will use the network appropriately and professionally in accordance with the Employee Code of Conduct. I will only use the school division's computers and network, including the Internet, for limited personal use when it does not conflict with my instructional and supervisory responsibilities with students and does not conflict with my employment responsibilities in general.

I realize that information technology personnel can access all of my current and past network materials and accounts, including e-mail.

I realize that I am responsible for adhering to all school board policies and procedures relating to the use of technology.

I realize that the use of technology is a privilege, not a right. I accept that inappropriate behavior may lead to penalties, including revoking my account and/or personnel action.

I agree not to access or transfer inappropriate, pornographic, or illegal materials through the school division's network or storage media.

I will not access on-line gaming sites and/or save gaming software files on school division equipment. I will not launch programs from personal storage devices.

I agree to abide by the school division's software licenses and guidelines.

{I agree to abide by the school division's guidelines for the use of social media.}

I realize that content produced using division resources is the property of the Lynchburg City Schools.

I agree not to share passwords and to lock out or log out when away from my computer in order to maintain network security.

INSTRUCTION

Acceptable Use of School Division Technology Resources R 6-48

I agree to promote the Acceptable Use Policy and Internet safety with students. I will ensure that student access to the network, including the Internet, is appropriate.

I have read the Acceptable Use Policy, agree to abide by the guidelines established, and understand that violation of the guidelines may result in termination of my access to school division technology. I also realize I may be subject to additional personnel action, up to and including termination of my employment contract, as well as possible criminal charges.

Signature _____ **Date** _____

Agenda Report

Date: 03/20/12

Agenda Number: F-3

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Board Policy 7-32: Student Code of Conduct

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the school board policy regarding the student code of conduct has been revised. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

STUDENTS

Student Code of Conduct P 7-32A. Generally

~~Good schools and good discipline go hand in hand. Good discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment and the rights of others.~~

~~Ideally, discipline is self-directed and self-controlled. Schools, community, and parents share the responsibility for helping students develop self-discipline. Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.~~

~~When self-discipline fails, disciplinary forces outside the individual must be imposed to protect the rights of others. In the Lynchburg City Schools, as in the community at large, certain rules and guidelines are established to ensure that there is a clear understanding of the behavioral expectations of all students. Parents, school personnel, and others responsible and concerned about the welfare and education of young citizens must cooperate to interpret and enforce the rules.~~

~~The Lynchburg City School Board has high expectations of students and staff regarding personal behavior and good discipline in the schools. To this end the board assigns to the staff—teachers, principals, administrators, and other division personnel—the responsibility of assuring that good discipline is maintained in the schools and that rules are enforced consistently, fairly, and promptly with due regard for the civil rights of all individuals.~~

~~In order to establish a sound foundation upon which good discipline will be maintained, clearly understood responsibilities must be established and supported by students, parents, teachers and school administrators.~~

{The standards of student conduct are designed to define the basic rules and major expectations of students in the Lynchburg City Schools. It is the responsibility of the Lynchburg City School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school

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Student Code of Conduct P 7-32

in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or his designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a

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

The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

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

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

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) an adjudication of delinquency pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260 or (2) a charge that would be a felony if committed by an adult.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana, synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, and anabolic

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- steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy);
- possession of weapons or firearms (see Policy);
- extortion, blackmail, or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or his/her designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board shall biennially review the model student conduct code

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developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.}

B. Student Responsibilities

1. To respect the authority of teachers, principals, and other school staff to enforce division policy and school rules regarding student discipline and conduct.
2. To abide by the s{S}tandards of **Student e{C}onduct** and rules governing discipline established by the school.
3. To attend school regularly and punctually.
4. To be self-controlled, reasonably quiet and non-disruptive in classrooms, hallways, study areas, school buses, on school property, and at school activities.
5. To be clean and dressed in compliance with school rules of sanitation and safety, and in fashion that will not disrupt classroom procedures.
6. To be reasonable, self-controlled, and considerate in your relationships with other students.
7. To strive for mutually respectful relationships with teachers.
8. To keep your language and gestures respectful and free of profanity or obscenities.
9. To respect private and public property.

C. Parent Responsibilities

1. To accept and respect the right of the Lynchburg City School Board to require good behavior of all students and non-students while at school during school activities.
2. To guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.

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3. To know and understand the ~~rules~~ **{Standards of Student Conduct}** your child is expected to observe at school; to be aware of the consequences for violations of these ~~rules~~ **{standards}** and accept legal responsibility for your child's actions.
4. To cooperate with school officials in carrying out appropriate disciplinary penalties when such action is necessary.
5. To seek out, when necessary, appropriate community agencies for assistance in correcting your children's behavior problems.
6. To send your child to school as required by Virginia School Law 22.1-254; to make certain your child's attendance at school is regular and punctual and all absences are properly excused.
7. To insist that your child is clean, dressed in compliance with school rules of sanitation and safety, and in a fashion that will not disrupt classroom procedures.
8. To teach your child, by word and example, respect for law, for the authority of the school, and for the rights and property of others.
9. To instill in your child a desire to learn; to encourage a respect for honest work and an interest in exploring broader fields of knowledge.
10. To become acquainted with your child's school, its staff, curriculum and activities; to attend parent-teacher conferences and school functions.

D. Teacher Responsibilities

1. To reflect a personal enthusiasm for teaching and a genuine concern for the individual student.
2. To guide learning activities so students learn to think and reason, assume responsibility for their actions, and respect the rights of others.
3. To participate in the establishment of school rules and regulations regarding student behavior; to explain these rules to students and require observance of them.
4. To be fair, firm, and consistent in enforcing ~~school rules~~ **{the Standards of Student Conduct}** in the school and at school-sponsored activities.

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5. To give positive reinforcement for good or exemplary behavior.
6. To demonstrate, by word and personal example, respect for law and self-discipline.
7. To refer to a counselor, or administrator, any student whose behavior requires special attention.
8. To inform parents regarding student achievement and behavior; and to consult with parents whenever necessary.

E. Administrator Responsibilities

1. To establish school rules and regulations in conformance with division discipline policy **{and the Standards of Student Conduct}** that will ensure an education program free from disruption for all students.
2. To communicate to parents, staff, and students, established division policy and school rules regarding discipline.
3. To receive teacher or counselor referrals of students with behavior problems, confer with these students, communicate with parents and set up cooperative procedures for bringing about modification of the student's behavior.
4. To demonstrate, by word and personal example, respect for law and self-discipline and to exhibit genuine concern for all persons coming under your authority.
5. To become familiar with your students and their concerns by visiting classrooms and attending school activities.

Legal Refs.:

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

Legal Reference

~~Code of Va., § 22.1-253.13:7 Standard 7, Policy Manual. . . . D. Each local school board shall ensure that the policy manual include the following policies, which shall be developed giving consideration to the views of teachers, parents, and other concerned~~

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citizens. . .

~~3. The standards of student conduct and attendance and enforcement procedures designed to provide that public education be conducted in an atmosphere free of disruption and threat to persons or property and support of individual rights; . . ." (1992)~~

~~Code of Va., § 22.1-277.1. Disciplinary authority of school boards under certain circumstances. -" A school board may, in accordance with the procedures set forth in § 22.1-277, require any student who has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime which resulted in or could have resulted in injury to others, or of a crime for which the disposition ordered by a court is required to be disclosed to the superintendent of the school division pursuant to § 16.1-305.1; or (iii) expelled pursuant to §22.1-277.01, to attend an alternative education program, including, but not limited to, night school, adult education, or any other educational program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. A school board may require such student to attend such programs regardless of where the crime occurred.~~

~~As used in this section, the term "charged" means that a petition or warrant has been filed or is pending against a pupil. (1995)~~

~~Code of Va., § 22.1-278 Guidelines for school board policies; school board regulations governing student conduct; Board standards for compliance with federal law requiring expulsion under certain circumstances by school board A. The Board of Education shall establish guidelines and develop model student conduct policies to aid local school boards in the implementation of such policies. The guidelines shall include, but not be limited to, (i) criteria for the removal of a student from a class, the use of suspension, expulsion, and exclusion as disciplinary measures, the grounds for suspension and expulsion and exclusion, and the procedures to be followed in such cases, including proceedings for such suspension, expulsion, and exclusion decisions and all applicable appeals processes; (ii) standards, consistent with state, federal and case laws, for school board policies on alcohol and drugs, vandalism, trespassing, threats, search and seizure, disciplining of students with disabilities, intentional injury of others and dissemination of such policies to students, their parents, and school personnel; and (iii) standards for in-service training of school personnel in and examples of the appropriate management of student conduct and student offenses in violation of school board policies. In the case of suspension and expulsion, the procedures set forth in §22.1-277 shall be the minimum procedures that the school board may prescribe.~~

~~School boards shall adopt and revise, in accordance with the requirements of this section, regulations governing student conduct which are consistent with, but may be~~

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~~more stringent than, the guidelines of the Board. School boards shall include, in the regulations governing student conduct, proceedings for suspension, expulsion, and exclusion decisions.~~

~~B. The Board of Education shall establish standards to ensure compliance with the federal Improving America's Schools Act of 1994 (Part F-"Gun-Free Schools Act of 1994"), in accordance with §22.1-277.01, to be effective on July 1, 1995.~~

~~This subsection shall not be construed to diminish the authority of the Board of Education or the Governor concerning decisions on whether, or the extent to which, Virginia shall participate in the federal Improving America's Schools Act of 1994, or to diminish the Governor's authority to coordinate and provide policy direction on official communications between the Commonwealth and the United States government. (1997)~~

~~Virginia Department of Education, Student Conduct Policy Guidelines (June, 1994).~~

Adopted by School Board: January 6, 1981

Adopted by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: F-4

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Administrative Regulation 7-32: Student Code of Conduct

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, the administrative regulation regarding the student code of conduct has been revised. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

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~~To prevent problems at extra-curricular activities, all principals should review proper behavior and sportsmanship with their students and make each Lynchburg City School student understand that extra-curricular activities are school events and that students will be subject to school discipline if they do not conduct themselves properly.~~

~~Any incidents/names forwarded to the principal should be investigated, and discipline should be meted out as necessary.~~

{The superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements.

The following are standards of student conduct established by the Lynchburg City School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Student Dress

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.

2. Unexcused Absence or Tardiness

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Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.

4. Profane, Obscene or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

5. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

6. Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.

Battery is the unlawful application of force to the person of another.

7. Bullying

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of "cyber-bullying." Cyber-bullying is defined as the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in

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part by a wire, radio, electromagnetic, photo electronic or photo optical system. It also includes the creation of a web page or blog in which the creator assumes the identity of another person. Cyber-bullying shall include electronic mail, internet communications, instant messages, facsimile communications, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites, or any combination thereof, directed at another student or school employee which meets all of the following criteria:

- (1) Causes emotional or psychological distress to a student or employee;
- (2) Interferes with a student's educational environment; and
- (3) Creates or is certain to create a hostile school environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct also includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. Any individual who violates this law is subject to discipline within the school. The individual is also guilty of a Class 1 misdemeanor.

8. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

9. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with LCS Policy 7-41.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to

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the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates LCS Policy 7-41.

Restricted Substances include alcoholic drinks, marijuana, synthetic cannabinoids, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana, synthetic cannabinoids, or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

11. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

12. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies

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and regulations.

13. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates LCS Policy 7-48.

14. Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

15. Behavior on School Bus

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

16. Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

17. Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

18. Gang Activity

A student shall not engage in gang activities as defined in Policy LCS P7-39, incorporated by reference.

19. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of LCS Policy P 7-40.1 Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

20. Possession of Beepers (Pagers), Cellular Telephones, Personal Digital

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Student Code of Conduct R 7-32**Assistants (PDAs), or Similar Devices**

Students shall not have in their possession a beeper (pager), cellular telephone, Personal Digital Assistant (PDA) or other communications device except in accordance with LCS Policy P 7-50. If a student possesses such a device, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

21. Reports of Conviction or Adjudication of Delinquency

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

22. Laser Pointers

Students shall not have in their possession laser pointers.

23. Acceptable Use of the Internet

Students shall abide by the Lynchburg City School Division's Acceptable Use of Technology Policy (AUP) P 6-48 and Regulation.

24. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

25. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

26. Hazing

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict

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

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code § 18.2-56.

27. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

- 1. Counseling**
- 2. Admonition**
- 3. Reprimand**
- 4. Loss of privileges, including access to the School Division's computer system**
- 5. Parental conferences**
- 6. Tasks or restrictions assigned by the principal or his designee**
- 7. Detention after school or before school**
- 8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day**
- 9. In-school suspension**
- 10. Out-of-school suspension**
- 11. Referral to an alternative education program**
- 12. Notification of legal authority where appropriate**
- 13. Recommendation for expulsion**
- 14. Mandatory expulsion for bringing a firearm onto school property or to a**

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school-sponsored activity or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia, or synthetic cannabinoids, on school property or at a school sponsored activity

15. Evaluation for alcohol or drug abuse

16. Participation in a drug, alcohol or violence intervention, prevention or treatment program

17. Development of a collaborative Behavioral Intervention Plan

18. Recommendation for Community Service in addition to or in lieu of other corrective action

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 46.2-323, 46.2-334.001.}

Approved by School Board: September 28, 1977

Approved by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: F-5

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: School Board Policy 7-39: Gang Activity or Association

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, a school board policy regarding gang activity or association has been developed. A copy of the revisions to the policy appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

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Gang Activity or Association P 7-39**{A. Generally**

The School Board acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses or on any school sponsored activity. A gang is defined as any group of two or more persons whose purpose includes:

- commission of illegal acts
- participation in activities that threaten the safety of persons or property
- disruption of the school activities
- creation of an atmosphere of fear and intimidation.

Students shall be subject to disciplinary action in accordance with Policy and Regulation LCS 7 - 32 for participating in gang activity. Gang activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang;
- using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence;
- inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

The superintendent shall, in cooperation with local law enforcement and/or juvenile agencies, develop a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes and symbols. The list shall be updated regularly.

STUDENTS

Gang Activity or Association P 7-39

The superintendent shall, in cooperation with local law enforcement, provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.}

Approved by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: F-6

Attachments: Yes

From: Larry A. Massie, Interim Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Administrative Regulation 7-39: Gang Activity or Association

Summary/Description:

The school administration is reviewing school board policies and administrative regulations. As a result of that review, an administrative regulation regarding gang activity or association has been developed. A copy of the revisions to the regulation appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 04/03/12

Recommendation:

The interim superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on April 3, 2012.

STUDENTS

Gang Activity or Association R 7-39**{A. Generally**

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected, or participated in by the student shall not:

- Lead school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- Present a physical safety hazard to self, students, staff, and other employees;
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or emblem upon any school or personal property or on one's person.

If the student's behavior or other attribute is in violation of these provisions, the principal or designee will request the student to make the appropriate correction. If the student refuses, the parent/guardian may be notified and asked to make the necessary correction. The principal will take appropriate corrective and disciplinary action.

Students identified as being gang involved, influenced, or affiliated will be provided assistance, and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Training to provide increased awareness of the threat to the safety of students, staff, and school property which gang-related activity poses, shall be provided by security on an as-needed basis. Additional presentations will be made available to individual schools, staff or students at the request of the principal.

Presentations will provide training in current identification symbols used by those involved in gang-related activity and will include things such as the identification of hand signals, apparel, jewelry, and/or any other pertinent

STUDENTS

Gang Activity or Association R 7-39
gang-related information. }

Approved by School Board:

Agenda Report

Date: 03/20/12

Agenda Number: I-1

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1) (6), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

Investment of Public Funds

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (6) to discuss personnel matters and to discuss the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the governmental unit would be adversely affected.

Agenda Report

Date: 03/20/12

Agenda Number: I-2

Attachments: No

From: Larry A. Massie, Interim Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The interim superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).