



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

**Lynchburg City School Board**

Mary Ann H. Barker  
School Board District 1

Albert L. Billingsly  
School Board District 3

Regina T. Dolan-Sewell  
School Board District 1

Jennifer R. Poore  
School Board District 2

**Katie Snyder**  
School Board District 3

Treney L. Tweedy  
School Board District 3

J. Marie Waller  
School Board District 2

Thomas H. Webb  
School Board District 2

Charles B. White  
School Board District 1

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**School Administration**

Scott S. Brabrand  
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**  
**July 10, 2012 5:30 p.m.**  
**School Administration Building**  
**Board Room**

**A. SCHOOL BOARD REORGANIZATION**

1. Election of Chairman of the School Board: 2012-13  
Scott S. Brabrand. . . . . Page 1  
Discussion/Action
2. Election of the Vice Chairman of the School Board: 2012-13  
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Discussion/Action
3. Appointment of the Clerk and Deputy Clerk: 2012-13  
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4. Appointment of the Agent and Deputy Agent: 2012-13  
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Discussion/Action
5. Appointment of the Designee of the Division Superintendent: 2012-13  
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Discussion/Action
6. Meeting Time, Dates, and Location for School Board Meetings  
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Discussion/Action
7. Election of School Board Representative: LAUREL School Board  
Scott S. Brabrand. . . . . Page 9  
Discussion/Action

- 8. Election of School Board Representative: Central Virginia Governor's School for Science and Technology  
Scott S. Brabrand. . . . . Page 10  
Discussion/Action

**B. PUBLIC COMMENTS**

- 1. Public Comments  
Scott S. Brabrand. . . . . Page 11  
Discussion/Action (30 Minutes)

**C. SPECIAL PRESENTATION**

- 1. Update: School Division Status Report  
Scott S. Brabrand. . . . . Page 12  
Discussion
- 2. Lynchburg City Schools Education Foundation, Inc.  
Scott S. Brabrand. . . . . Page 13  
Discussion
- 3. Presentation of Director of Personnel and Principal of E. C. Glass High School  
Scott S. Brabrand. . . . . Page 14  
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**D. FINANCE REPORT**

- 1. Finance Report  
Anthony E. Beckles. . . . .Page 15  
Discussion

**E. CONSENT AGENDA**

- 1. School Board Meeting Minutes: May 1, 2012 (Regular Meeting)  
May 15, 2012 (Regular Meeting)  
June 5, 2012 (Regular Meeting)  
June 19, 2012 (Regular Meeting)
- 2. Personnel Report  
Maria F. Gee. . . . .Page 16  
Discussion/Action

**F. UNFINISHED BUSINESS**

**G. NEW BUSINESS**

- 1. School Nutrition Program: Meal Prices  
Anthony E. Beckles. . . . . Page 19  
Discussion
  
- 2. School Board Policy 7-15: Student Attendance  
Scott S. Brabrand. . . . . Page 21  
Discussion
  
- 3. School Board Policy 7-33.3: Student Uniforms  
Scott S. Brabrand. . . . . Page 38  
Discussion

**H. BOARD COMMENTS**

**I. INFORMATIONAL ITEMS**

School Board Retreat: July 26-27, 2012, Lynchburg College,  
Schewel Lecture Hall, Room 231

Next School Board Meeting: Tuesday, August 7, 2012, 5:30 p.m.  
Board Room, School Administration Building

**J. ADJOURNMENT**

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Election of the Chairman of the School Board: 2012-13

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2012-13 school year. The process of reorganization begins with the election of the chairman of the school board for 2012-13.

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

## **Recommendation:**

The superintendent recommends that the school board elect a chairman of the school board for the 2012-13 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Election of the Vice Chairman of the School Board: 2012-13

**Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2012-13 school year. The process of reorganization requires the election of the vice chairman of the school board for 2012-13.

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

**Recommendation:**

The superintendent recommends that the school board elect a vice chairman of the school board for the 2012-13 school year in accordance with Section 22.1-76 of the Code of Virginia.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-3

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Appointment of the Clerk and Deputy Clerk: 2012-13

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2012-13 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

### Clerk of the School Board

Wendie L. Sullivan

### Deputy Clerk of the School Board

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

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

## **Recommendation:**

The superintendent recommends that the school board appoint Ms. Wendie L. Sullivan as the clerk of the school board and the William A. Coleman, Jr. as deputy clerk of the school board for 2012-13.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-4

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent

**Subject:** Appointment of the Agent and Deputy Agent: 2012-13

## **Summary/Description:**

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2012-13 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

### Agent for the School Board

Anthony E. Beckles, Sr.

### Deputy Agent for the School Board

Kimberly D. Lukanich

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

## **Recommendation:**

The superintendent recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2012-13.

§ 22.1-122. Approval and payment of claims; warrants; prohibited acts.

A. Except as provided in § 22.1-122.1, a school board shall examine all claims against it and, when approved, shall order or authorize the payment thereof. A record of such approval and order or authorization shall be made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The warrant shall be signed by the chairman or vice-chairman of the school board, countersigned by the clerk or deputy clerk thereof, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education. There shall be stated on the face of the warrant the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

B. A school board may, in its discretion by resolution, appoint an agent, and a deputy agent to act for the agent in his absence or inability to perform this duty, to examine and approve such claims and, when approved by him or his deputy, to order or authorize the payment thereof. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board, payable to the person or persons, firm or corporation entitled to receive such payments; provided, however, that when the agent appointed by the school board is the division superintendent and the division superintendent and clerk is one and the same person, all such warrants shall be countersigned by the chairman or vice-chairman of the school board and when the deputy agent and deputy clerk is one and the same person, the warrant shall be countersigned by either the clerk or the agent of the school board. There shall be stated on the face of the warrant the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the school board on the . . . . day of . . . . . The school board shall require such agent and his deputy to furnish a corporate surety bond conditioned upon the faithful performance and discharge of the duties herein assigned to each such official. The school board shall fix the amount of such bond or bonds and the premium therefore shall be paid out of the funds made available to the school board.

C. The school board of any school division composed of a county may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for (i) all employees and school bus operators under written contract, (ii) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the school board or its properly delegated agent, and (iii) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the school board and countersigned by the division superintendent or the chairman or vice-chairman of the school board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the school board at its next regular meeting.

D. Any warrant provided for in this section may be converted into a negotiable check when the name of the bank upon which the funds stated in the warrant are drawn or by which the check is to be paid is designated upon its face and is signed by the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board.



E. The acts prohibited by § 15.2-1244 with respect to the ordering of the issuance of warrants by a board of supervisors and the signing and countersigning of such warrants by the clerk, deputy clerk, chairman, and vice-chairman of such board shall apply to the ordering of the issuance of warrants by a school board and to the signing and countersigning thereof by the chairman, vice-chairman, clerk, deputy clerk, agent and deputy agent of the school board. Any clerk, deputy clerk, agent, deputy agent or member of any school board who violates any provision of this section shall be guilty of both a Class 3 misdemeanor and malfeasance in office.

(Code 1950, §§ 22-73, 22-75, 22-76, 22-77, 22-78, 22-97; 1954, c. 291; 1959, Ex. Sess., c. 79, § 1; 1968, c. 501; 1971, Ex. Sess., c. 161; 1972, c. 426; 1975, cc. 308, 328; 1978, c. 430; 1980, c. 559; 1989, c. 179.)

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# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-5

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Appointment of the Designee of the Division Superintendent: 2012-13

## **Summary/Description:**

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2012-13 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends William A. Coleman, Jr., assistant superintendent of curriculum and instruction, as the designee.

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

## **Recommendation:**

The superintendent recommends that the school board William A. Coleman, Jr., as designee of the division superintendent for the 2012-13 school year.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-6

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Dates, Meeting Time, and Location for the School Board Meetings: 2012-13

## **Summary/Description:**

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2011-12 school year, the school board conducted its meetings on the first and third Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2012-13 will follow the 2011-12 schedule.

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

## **Recommendation:**

The superintendent recommends that the school board establish the dates, time, and location for the school board meetings for the 2012-13 school year.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-7

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Election of School Board Representative: LAUREL School Board

**Summary/Description:**

Each school year the school board elects a school board member to represent the Lynchburg City Schools on the LAUREL School Board. In addition, the school board elects an alternate member to represent the school division as necessary.

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

**Recommendation:**

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the LAUREL School Board.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** A-8

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Election of School Board Representative: Central Virginia Governor's School for Science and Technology Governing Board

## **Summary/Description:**

The school board elects a school board member to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

## **Recommendation:**

The superintendent recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Central Virginia Governor's School for Science and Technology Governing Board.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** B-1

**Attachments:** No

**From:** Scott S. Brabrand, 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 superintendent recommends that the school board receive this agenda report as an informational item.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** C-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Update: School Division Status Report

## **Summary/Description:**

During this presentation, Mr. Steven L. Gatzke, director of facilities and transportation, will provide the school board with an update and the status of the school division as related to the storm that occurred on June 29, 2012.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** C-2

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Lynchburg City Schools Education Foundation, Inc.

**Summary/Description:**

During this presentation Mrs. Jodi K. Gillette, director of the Lynchburg City Schools Education Foundation, Inc., will provide an update to the school board about the Foundation's progress during the past school year.

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

**Recommendation:**

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



# Agenda Report

**Date:** 07/10/12

**Agenda Number:** C-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent

**Subject:** Presentation of Director of Personnel and Principal of E. C. Glass High School

**Summary/Description:**

The superintendent will introduce Mrs. Maria F. Gee, director of personnel, and Dr. Tracy S. Richardson, principal of E. C. Glass High School, to the school board.

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

**Recommendation:**

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

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** D-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** Finance Report

## **Summary/Description:**

During this presentation, the school board will receive a report on the financial status of the school operating budget for 2011-12.

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

## **Recommendation:**

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

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** E-2

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
Maria F. Gee, Director of Personnel

**Subject:** Personnel Report

## **Summary/Description:**

The personnel recommendations for June 19 – July 10, 2012, appear as an attachment to this agenda report.

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

## **Recommendation:**

The superintendent recommends that the school board approve the personnel recommendations for June 19 – July 10, 2012.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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**NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2012-13:**

Allen, Veronica E.	Columbus State University	M.Ed./11 yrs. (Lv.11 1)	Dearington Elementary Fifth Grade	08/13/12
Bill, Lindsay	Radford University	M.Ed./2 yrs. (Lv.2 3)	Bass Elementary Vocal Music	07/02/12
Brown, Douglas P	Chatham College	B.A./5 yrs. (Lv.5 4)	Linkhorne Middle School Instrumental Music Teacher	08/13/12
Dechant, Joel M.	Liberty University	M.Ed./6 yrs. (Lv.6 3)	Paul Munro Elementary School Counselor	08/08/12
Gray, Audrey H.	Longwood University	M.Ed./7 yrs. (Lv.7 3)	Sandusky Elementary Library Media Specialist	08/06/12
Heaphy, Karen L	Lynchburg College	M.Ed./11 yrs. (Lv.11 3)	Heritage Elementary School Counselor	08/08/12
Mabes, Kelsey	Liberty University	B.S./0yrs. (Lv. 0 3)	Bedford Hills Elementary Fourth Grade	08/13/12
Nivens, Shannon	Lynchburg College	M.Ed./9 yrs. (Lv.9 3)	Bedford Hills Elementary Special Education	08/13/12
Phillips, Anita	Radford University	B.A./26 yrs. (Lv.11 3)	Linkhorne Elementary First Grade	08/13/12
Rees, Crystal	Liberty University	B.S./3 yrs. (Lv.3 3)	R.S. Payne Go Center Teacher	08/13/12
Starnes, Matthew	Liberty University	B.S./1 yr. (Lv.1 4)	Heritage High School Mathematics	08/13/12
Tussi, Catherine	William Paterson College	M.S./14 yrs. (Lv.10 3)	R.S. Payne Elementary Speech Pathologist	08/13/12

**RESIGNATIONS:**

Campbell, Jennifer S.	Lynchburg College	M.Ed./11 yrs. (Lv.11 4)	Heritage High English	06/07/12
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**RESIGNATIONS: (continued)**

Hamlet, Stacy	Technical Professional	T.P./0 yrs (Lv.0 1)	Heritage High Cosmetology Teacher	06/14/12
Miear, Mark	University of Virginia	Ed.D./20 yrs. (Lv.5 4)	Heritage High Principal	07/06/12

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** G-1

**Attachments:** No

**From:** Scott S. Brabrand, Superintendent  
Anthony E. Beckles, Sr., Chief Financial Officer

**Subject:** School Nutrition Program: Meal Prices

## **Summary/Description:**

On July 19, 2011, the school board approved raising prices for school lunches in accordance with the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296), which was signed into law by President Obama on December 13, 2010. The Act reauthorized the federal school nutrition programs, including the School Lunch and School Breakfast programs.

Section 205 of the Act requires school food authorities (SFAs) participating in the National School Lunch Program (NSLP) to ensure that schools provide the same level of support for lunches served to students paying for lunch as for lunches served to students eligible for free lunch. This provision was effective July 1, 2011, for school year 2011-2012 and applies to student lunch prices.

School food authorities must compare the price for paid lunches to the difference between the per meal federal reimbursement for free and paid lunches. For school year 2011-2012, this value was \$2.46 (difference between the free reimbursement rate of \$2.72 and the paid reimbursement rate of \$0.26). Specific requirements are as follows:

- If the SFA's price for paid lunch is \$2.46 or more, it is in compliance. Lunch prices are not required to be increased.
- If the SFA's price for paid lunch is less than \$2.46, they must either gradually adjust the prices or provide non-federal funding to cover the difference. The price adjustment must be increased by two percent plus an inflation rate of 1.14 percent (3.14 percent total), as specified in the law. The inflation rate is adjusted annually.
  - For Lynchburg City Schools, the mandatory increase for 2011-12 was \$0.05
- Any price increase may be rounded down to the nearest five cents. The law caps the required increase in lunch prices at ten cents in any year.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** G-1

**Attachments:** No

- This year's relatively low food inflation rate combined with the ability to round down, means that SFA's with paid lunch prices at \$1.60 to \$2.45 will be required to increase prices by only five cents. Those with lunch prices below \$1.60 or at or above \$2.46 will not be required to increase prices.

Meals served to adults are not eligible for federal reimbursement, nor do they count toward determining the value of USDA donated food assistance.

For the 2011-12 school year, School Nutrition increased student meals as indicated below. The request also included an increase for adult meals.

	Elementary			Middle			High			Adult		
	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost	Breakfast	Lunch	Total Cost
2010-11	\$0.85	\$1.40	\$2.25	\$0.95	\$1.60	\$2.55	\$0.95	\$1.60	\$2.55	\$1.20	\$2.25	\$3.45
2011-12	\$0.85	\$1.50	\$2.35	\$0.95	\$1.70	\$2.65	\$0.95	\$1.70	\$2.65	\$1.20	\$2.35	\$3.55
Increase	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10	\$0.00	\$0.10	\$0.10

For the 2012-13 school year, School Nutrition requests an increase to student meals as indicated below.

Elementary		Middle and High		Reduced Price		Adults	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
.95	1.60	1.00	1.80	No Cost	.40	1.30	2.50

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

**Recommendation:**

The superintendent recommends that the school board approve the increase in school meal prices for the 2012-13 school year.

# Agenda Report

**Date:** 07/10/12

**Agenda Number:** G-2

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** School Board Policy 7-15: Student Attendance

## **Summary/Description:**

During several community meetings which occurred this past spring, The Honorable Kenneth W. Farrar, who presides over truancy cases for the Juvenile and Domestic Relations Court, expressed concern about the number of days students miss before their case appears in court. Judge Farrar has asked the school administration to streamline the process so that charges are filed after a student has seven days of unexcused absences in hopes to decrease truancy for students.

The school administration has reviewed School Board Policy 7-15: Student Attendance and has made revisions to coincide with the Judge Farrar's suggestions. Those revisions appear as an attachment to this agenda report. Members of the school administration will be available to provide additional information and answer questions.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/07/12

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 7, 2012.



STUDENTS

**Student Attendance P 7-15**

Lynchburg City Schools believes that school attendance is directly related to academic achievement and to the development of good habits that are important in the work world. Optimum student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take active roles in accepting that responsibility.

Each principal shall ensure that teachers are accountable for checking and documenting attendance daily/by period; communicating and documenting contact with a student’s parents, school counselor, and administrator if poor attendance is affecting the student’s performance; and accurately verifying regular attendance reports. Reasonable efforts to notify a parent or guardian should be made when a student has an unexcused absence.

Compulsory school attendance is required by the Code of Virginia § 22.1-254. The Code states that every parent or guardian having control or charge of any student five to 18 years old shall be responsible for such student’s regular punctual attendance at school. School attendance is the responsibility of the students and their parent(s) or guardian. At the elementary level, attendance shall be documented daily, and in the secondary schools attendance shall be documented each class period.

A. Absences

1. Excused absences will only be granted for the following reasons:
  - a. Personal illness
  - b. Personal required court appearance with documentation from the court
  - c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
  - d. Medical condition or appointment verified by a note from a medical professional or dentist
  - e. Religious holiday
  - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration
  
2. College visits on regularly scheduled school days should be limited to two school days per school year. These approved visits are limited to high school juniors and seniors. **{The two school days will be counted as excused absences.}**
  
- ~~3. While absences are excused, they will still count against the number of days out as noted in sections C. 1. and D. 1.~~

STUDENTS

Student Attendance (continued)

- {3}4. Unexcused absences are those that result from the following:
  - a. Any absence that does not meet the conditions of an excused absence.
  - b. Absences will be unexcused if notes signed by the parent or guardian are not received by the school within ~~two~~ **{one}** school days of the student's return to school even if the parent or guardian has called. E-mail will not be accepted for a note.
  - c. Any absence that is the result of a suspension from school is ~~unexcused~~ **{does not count toward truancy}**. ~~Individual disciplinary suspensions exceeding three days will only count as three days with reference to this policy. A five-day suspension, therefore, would count as only three days of unexcused absence. (This is pertinent to sections C.1. and D.1.)~~
  
- {4}5. An approved school-sponsored event will not be counted as an absence.
  
- {5}6. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in sections A. 1. and A. 2.
  
- {6}7. Pre-planned Absences
  - a. The parent/guardian must request approval in writing for pre-planned absence by filing a request in advance with the principal/designee. Principals may grant approval for pre-planned absences up to five days per student during the school year. These absences would be excused only if they meet the definition of any excused absence in Section A. Students are expected to make up missed work. Such requests will be signed and filed by the principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance. ~~While absences may be approved, they will still count against the number of days out as noted in sections C. 1. and D. 1.~~
  - b. If approval for more than five days is sought, a petition must be filed with the superintendent or his designee. If approved, these absences would be excused. Students are expected to make up missed work. Planned absences of this nature are highly discouraged as they could adversely affect student performance. ~~While absences are excused, they will still count against the number of days out as noted in sections C. 1. and D. 1.~~

## STUDENTS

Student Attendance (continued)

- ~~{7}~~8. Procedures for documenting a student's absence by a parent or guardian
- a. Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will not be accepted for a note.
  - b. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.

~~{8}~~9. Make-up Work

- a. It is the responsibility of the middle school or high school student to see the teacher on the day he or she returns to school to receive assignments and schedule make-up work at the teacher's convenience. Elementary school teachers will provide assignments upon the student's return to school.
- b. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.
- c. ~~If a student has been absent three or more consecutive days excused, a parent may request assignments.~~ **{Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence, a parent may request assignments.}** The assignments should be available at the end of the school day following that request depending upon teacher availability.
- d. ~~Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence.~~

B. Tardiness or Early Dismissal

1. In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:
  - a. Personal illness (written excuses should contain a description of the illness)
  - b. Personal required court appearance with documentation from the court

STUDENTS

Student Attendance (continued)

- c. Death or serious illness in immediate family as defined by Administrative Regulation 5-38. Principal will also consider each individual case and any extenuating circumstances
  - d. Medical condition or appointment verified by a medical professional or dentist
  - e. Religious holiday
  - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration
2. When tardy, the student must go to the school office to obtain a pass to class.
  3. Students who accumulate a combination of five unexcused tardies or early dismissals per semester will receive an overnight suspension/mandatory parent conference. In addition, students could face further disciplinary action or other sanctions after each subsequent tardy or early dismissal.
  4. Students who arrive late or leave early are missing instructional time. When possible, appointments need to be scheduled so that they do not conflict with school hours. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in sections A 1. and A 2.

C. Truancy – Elementary Schools and {,} Middle Schools{and High Schools}—All Absences

- ~~1. If a student is absent five days (unexcused) during the year or 12 days (excused or unexcused) for the year, the parents will be sent a letter which will indicate an attendance problem. If possible, the principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance.~~
- ~~2. If a student is absent six days (unexcused) for the year or 15 days (excused or unexcused) for the year, the school may notify the parent/guardian and the student that they need to attend a truancy review conference. An overnight suspension may be used to ensure the appearance of the parents but only after other efforts to set up the conference have failed.~~

STUDENTS

Student Attendance (continued)

- a. ~~If these attempts to improve attendance, including truancy conference participation, are not successful, a referral could be made to the Department of Student Services.~~
  - b. ~~The Department of Student Services will review the truancy referrals, contact parents and make the appropriate referrals to the Juvenile and Domestic Relations Court. A letter from the city attorney's office will be sent to the parent.~~
  - c. ~~The Interagency Truancy Review Team will meet with the parent and student to develop recommendations prior to the case being heard by the Juvenile and Domestic Relations Court. These recommendations are forwarded to the court for consideration.~~
  - d. ~~A doctor's note may be required for students who have excessive absences.~~
- ~~3. Students who are absent 16 days for the year (excused or unexcused) may be referred to Juvenile and Domestic Relations Court, court services unit, and/or Lynchburg Department of Social Services.~~
4. The 16-day limitation for the year will refer to all types of absences. There may be extenuating circumstances which could create an extension to the 15-day limit, i.e., extended illness with verification from a doctor, death in the family, etc.; however, all extensions must be approved by the principal. Where extensions are granted, the principal will impose a probationary contract which will strictly limit further absences for the semester.
5. A referral will be made to the Department of Student Services if a student has seven unexcused absences. The Department of Student Services will follow the procedures listed in C. 2. b. and C. 2. c. above.
6. Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll. (VAC10-110-13) The school shall notify the Department of Student Services when a student is withdrawn because of 15 consecutive days of unexcused absences.

D. Truancy - High Schools - All Absences

Regular prompt attendance is required for students to make academic progress. Students must have academic credit to graduate. (Refer to School Board Policy 7-28 regarding requirements for graduation.)

Regulations governing the high school attendance policy are as follows:

STUDENTS

Student Attendance (continued)

1. If a student is absent **{five}** ~~seven~~ days (~~excused or unexcused~~) during the semester, the parents will be sent a letter which will indicate an attendance problem, **and a conference with the parent/guardian will be required**. ~~If possible, t{T}~~he principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. **{An overnight suspension may be used to ensure the appearance of the parents but only after other efforts to set up the conference have failed. The principal/designee, the pupil, and the pupil's parent/guardian shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.**
  - a. **If these attempts to improve attendance are not successful, and a student has missed seven days of unexcused absences, a referral will be made to the department of student services.**
  - b. **The department of student services will review truancy referrals, contact parents, send a letter from the city attorney's office, and make referral to the Juvenile and Domestic Relations Court.**
  - c. **The Interagency Truancy Review Team will meet with the parent and student to develop recommendations prior to the case being heard by the Juvenile Court.**
  - d. **Students who are absent more than 15 days in a semester/year will be subject to an administrative review with alternative school placement considered.}**
  
2. If a student is absent 10 days (~~excused or unexcused~~) for the semester, the school may notify the parent/guardian and the student that they need to attend a truancy review conference. ~~An overnight suspension may be used to ensure the appearance of the parents but only after other efforts to set up the conference have failed. The principal/designee, the pupil, and the pupil's parent/guardian shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.~~ **{Parent/guardian may be required to provide medical documentation for any additional absences.}**
  - a. ~~If these attempts to improve attendance are not successful, a referral could be made to the Department of Student Services.~~

## STUDENTS

Student Attendance (continued)

- ~~b. The Department of Student Services will review the truancy referrals, contact parents, and make the appropriate referrals to the Juvenile and Domestic Relations Court. A letter from the city attorney's office will be sent to the parent.~~
  - ~~c. The Interagency Truancy Review Team will meet with the parent and student to develop recommendations prior to the case being heard by the Juvenile Court.~~
  - ~~d. A doctor's note may be required for students who have excessive absences.~~
- ~~3. Students who are absent 13 days (excused or unexcused) in a semester may not receive academic credit for the entire semester. On the 13<sup>th</sup> absence in a semester, a student may be assigned to an alternative placement or learning lab in the school.~~
  - ~~4. The 13-day limitation will refer to all types of absences. There may be extenuating circumstances which could create an extension to the 13-day limit, i.e., extended illness with verification from a doctor, death in the family, etc.; however, all extensions must be approved by the principal. Where extensions are granted, the principal will impose a probationary contract which will strictly limit further absences for the semester or year. An extension of two days is possible. Detention or Saturday school could be assigned to make up for missed time.~~
  - ~~5. A letter will be sent to parents of a student with five unexcused absences and a conference with parents will be held after six unexcused absences. A referral will be made to the Department of Student Services if a student has seven unexcused absences. The Department of Student Services will follow procedures listed in D. 2. b. and D. 2. c.~~
  - ~~6. Repeated or excessive class cutting or tardiness may result in a suspension which would be counted against the 13-day standard.~~
  - ~~7. Since first period class is an optional high school class, a student who has 13 absences for first period will be dropped from that class and will receive no academic credit. There may be extenuating circumstances which could create an extension to the 13-day limit; i.e., extended illness with verification from a doctor, death in the family, etc.; however, all extensions must be approved by the principal. Where extensions are granted, the principal will impose a probationary contract which will strictly limit further absences for the semester or year. An extension of two days is possible. Detention or Saturday school could be assigned to make up for missed time. Where possible with a first period drop, schedule changes will be~~

STUDENTS

Student Attendance (continued)

~~made to avoid a student being dropped from a core subject class. A warning letter will be sent by the principal/designee after seven absences per semester.~~

- {3}8. Students absent 15 consecutive days from school are dropped from the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll. (8VAC10-110-13). The school shall notify the Department of Student Services when a student is withdrawn because of 15 consecutive days of unexcused absences.

E. Policy Distribution

All schools will distribute a copy of the attendance policy to each student within the first few days of school and/or through newsletters to parents. The policy will be discussed in classrooms with students.

F. Appeals

Appeals concerning the application of this policy will be directed to the school principal/designee. Further appeals may be initiated through the Department of Student Services.

Legal Reference:

Code of Va., § [22.1-253.13:7](#). Standard 7. School board policies.

- “A. Each local school board shall maintain and follow up-to-date policies. All school board policies shall be reviewed at least every five years and revised as needed.
- B. Each local school board shall ensure that policies are developed giving consideration to the views of teachers, parents, and other concerned citizens and addressing the following:
  1. A system of two-way communication between employees and the local school board and its administrative staff whereby matters of concern can be discussed in an orderly and constructive manner;
  2. The selection and evaluation of all instructional materials purchased by the school division, with clear procedures for handling challenged controversial materials;
  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 supportive of individual rights;
  4. School-community communications and community involvement;



## STUDENTS

Student Attendance (continued)

5. Guidelines to encourage parents to provide instructional assistance to their children in the home, which may include voluntary training for the parents of children in grades K through three;
6. Information about procedures for addressing concerns with the school division and recourse available to parents pursuant to § [22.1-87](#);
7. A cooperatively developed procedure for personnel evaluation appropriate to tasks performed by those being evaluated; and
8. Grievances, dismissals, etc., of teachers, and the implementation procedure prescribed by the General Assembly and the Board of Education, as provided in Article 3 (§ [22.1-306](#) et seq.) of Chapter 15 of this title, and the maintenance of copies of such procedures.

A current copy of the school division policies, including the Student Conduct Policy, shall be posted on the division's website and shall be available to employees and to the public. School boards shall ensure that printed copies of such policies are available as needed to citizens who do not have online access.

C. An annual announcement shall be made in each division at the beginning of the school year and, for parents of students enrolling later in the academic year, at the time of enrollment, advising the public that the policies are available in such places. “

(1988, cc. 645, 682, 754; 1990, c. 291; 1992, c. 591; 2004, cc. 939, 955; 2007, c. 234.)

Code of Va. § [22.1-254](#). Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article. “ A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § [22.1-254.1](#).

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

STUDENTS

Student Attendance (continued)

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § [22.1-253.13:1](#) and in § [22.1-254.01](#). The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing a general educational development (GED) certificate but is not enrolled in an individual student alternative education plan pursuant to subsection D, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or a GED certificate, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and
2. On the recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

## STUDENTS

Student Attendance (continued)

D. Local school boards may allow the requirements of subsection A of this section to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

- a. Career guidance counseling;
- b. Mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such GED preparatory program or approved alternative education program to such principal or his designee;
- c. Counseling on the economic impact of failing to complete high school; and
- d. Procedures for reenrollment to comply with the requirements of subsection A of this section.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

E. A school board may, in accordance with the procedures set forth in Article 3 (§ [22.1-276.01](#) et seq.) of Chapter 14 of this title and upon a finding that a school-age child 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 that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § [16.1-260](#); (iii) suspended pursuant to § [22.1-277.05](#); or (iv) expelled from school attendance pursuant to § [22.1-277.06](#) or § [22.1-277.07](#) or subsection B of § [22.1-277](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or § [22.1-277.2:1](#).

## STUDENTS

Student Attendance (continued)

F. Whenever a court orders any pupil into an alternative education program, including a program of general educational development, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277.04](#), [22.1-277.05](#), [22.1-277.06](#), [22.1-277.07](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

G. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

H. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and C of this section.

## STUDENTS

Student Attendance (continued)

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

(Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964; 1997, c. 828; 1999, cc. 488, 552; 2000, c. 184; 2001, cc. 688, 820; 2003, c. 119; 2004, c. 251; 2006, c. 335.)

Code of Va., § 22.1-258. Appointment of attendance officers; notification when pupil fails to report to school.— “Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use noninstructional personnel for this notice.

Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance.

## STUDENTS

Student Attendance (continued)

The attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days with the pupil, his parent, and school personnel, which conference may include other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than fifteen school days after the sixth absence. Upon the next absence by such pupil without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the school principal or his designee shall notify the attendance officer or the division superintendent, as the case may be, who shall enforce the provisions of this article by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § [16.1-228](#) or (ii) instituting proceedings against the parent pursuant to § [18.2-371](#) or § [22.1-262](#). In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to § [20-124.2](#) and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.”

(Code 1950, § 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 916, 964; 1998, c. 620; 1999, c. 526.)

Code of Va., § 22.1-260. Reports of children enrolled and not enrolled; nonattendance; social security numbers required. “A. Within 10 days after the opening of the school, each public school principal shall report to the division superintendent:

1. The name, age and grade of each student enrolled in the school, and the name and address of the student's parent or guardian; and
2. To the best of the principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's parent or guardian.

B. At the end of each school year, each public school principal shall report to the division superintendent the number of students by grade level for whom a conference was scheduled as required by § [22.1-258](#). The division superintendent shall compile

## STUDENTS

Student Attendance (continued)

such grade level information for the division and provide such information to the Superintendent of Public Instruction annually.

C. For the purposes of this section, each student shall present a federal social security number within 90 days of his enrollment. The Board of Education shall, after consulting with the Social Security Administration, promulgate guidelines for determining which students are eligible to obtain social security numbers. In any case in which a student is ineligible, pursuant to these guidelines, to obtain a social security number or the parent is unwilling to present such number, the superintendent or his designee may assign another identifying number to the student or waive this requirement.”

(Code 1950, §§ 22-275.8, 22-275.9; 1959, Ex. Sess., c. 72; 1980, c. 559; 1987, c. 374; 1988, c. 163; 1999, c. 526; 2003, c. 637.)

Code of Va. § 22.1-261 Attendance officer to make list of children not enrolled; duties of attendance officer. “The attendance officer or the division superintendent shall check the reports submitted pursuant to subsection A of § [22.1-260](#) with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the attendance officer or the division superintendent shall, within five days after receiving all reports submitted pursuant to subsection A of § [22.1-260](#), make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer, on behalf of the local school board, to investigate all cases of nonenrollment and, when no valid reason is found therefor, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.”

(Code 1950, § 22-275.10; 1959, Ex. Sess., c. 72; 1980, c. 559; 1996, cc. 891, 964; 1999, c. 526.)

Code of Va. § 22.1-262 Complaint to court when parent fails to comply with law “A list of persons notified pursuant to § [22.1-261](#) shall be sent by the attendance officer to the appropriate school principal. If the parent (i) fails to comply with the provisions of § [22.1-261](#) within the time specified in the notice; or (ii) fails to comply with the provisions of § [22.1-254](#); or (iii) refuses to participate in the development of the plan to resolve the student's nonattendance or in the conference provided for in § [22.1-258](#), it shall be the duty of the attendance officer, with the knowledge and approval of the division superintendent, to make complaint against the pupil's parent in the name of the Commonwealth before the juvenile and domestic relations district court. If proceedings are instituted against the parent for failure to comply with the provisions of § [22.1-258](#), the attendance officer is to provide documentation to the court regarding the school division's compliance with § [22.1-258](#). In addition thereto, such child may be proceeded against as a child in need of services or a child in need of supervision as provided in Chapter 11 (§ [16.1-226](#) et seq.) of Title 16.1.”

(Code 1950, § 22-275.11; 1959, Ex. Sess., c. 72; 1976, c. 98; 1980, c. 559; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 964; 1999, c. 526.)

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Student Attendance (continued)

Code of Va. § 22.1-263 Violation constitutes misdemeanor “Any person violating the provisions of either § [22.1-254](#), except for clause (ii) of subsection A, §§ [22.1-255](#), [22.1-258](#), [22.1-267](#), or the parental responsibility provisions relating to compulsory school attendance included in § [22.1-279.3](#), shall be guilty of a Class 3 misdemeanor. Upon a finding that a person knowingly and willfully violated any provision of § [22.1-254](#), except for clause (ii) of subsection A, or any provision of §§ [22.1-255](#), [22.1-258](#), or § [22.1-267](#) and that such person has been convicted previously of a violation of any provision of § [22.1-254](#), except for clause (ii) of subsection A, or any provision of §§ [22.1-255](#), [22.1-258](#) or § [22.1-267](#), such person shall be guilty of a Class 2 misdemeanor. “

(Code 1950, § 22-275.5; 1959, Ex. Sess., c. 72; 1976, c. 283; 1980, c. 559; 1990, c. 797; 1991, c. 295; 1996, cc. 891, 964; 1999, cc. 488, 526, 552; 2004, c. 573.)

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Revised by School Board: July 8, 2008  
Revised by School Board:



# Agenda Report

**Date:** 07/10/12

**Agenda Number:** G-3

**Attachments:** Yes

**From:** Scott S. Brabrand, Superintendent  
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

**Subject:** Administrative Regulation 7-33.3: Student Uniforms

## **Summary/Description:**

Administrative Regulation 7-33.3: Student Uniforms currently lists Heritage Elementary School and Sandusky Elementary School as schools which have a student uniform policy. Those schools have chosen to discontinue student uniforms and use the school board's policy and administrative regulation regarding dress and appearance. Removal of the two schools from Administrative Regulation 7-33.3: Student Uniforms appears on the attachment to this agenda report.

**Disposition:**  Action  
 Information  
 Action at Meeting on: 08/07/12

## **Recommendation:**

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 7, 2012.

## 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, Sandusky Elementary School,~~ and Sheffield Elementary School shall participate in school uniform programs.

**A. Purpose**

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

**B. Procedures**

1. The school division will provide school uniforms for students who attend the Fort Hill Community School. 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
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.
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

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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, any student, who, together with his/her parent/guardian, is conscientiously opposed to wearing the school uniform may request an exemption. To receive the exemption, the student and his/her parent/guardian 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 the school uniform program, the reason(s) for the waiver request, the nature of the parents'/guardians' objections(s), and the support of the parent for the overall dress code.
2. The principal or his designee shall then 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 a file designated for this purpose.
3. 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, Sandusky Elementary School,~~ Sheffield Elementary School, and the Fort Hill Community School during the school year shall have a grace period of thirty

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(30) days before the school's uniform program will apply to the student.

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: March 20, 2012