



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

Lynchburg City School Board

Robert O. Brennan
School Board District 1

Sharon Y. Carter
School Board District 2

James E. Coleman, Jr.
School Board District 3

Belle H. Evans
School Board District 1

Atul Gupta
School Board District 3

Gary E. Harvey
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

Kimberly Lukanich
Chief Financial Officer

Christi Meservy
Clerk

Chris Marotta
E.C. Glass High School
Student Representative

Taylor McClure
Heritage High School
Student Representative

Ian Garland
Heritage High School
Student Representative

**SCHOOL BOARD MEETING
November 6, 2019 5:00 p.m.
School Administration Building
Board Room**

A. AGENDA APPROVAL

- 1. Approval of Agenda – November 6, 2019
Susan D. Morrison Page 1
Discussion/Action

B. SPECIAL PRESENTATION

- 1. VSBA Academy Awards
Crystal M. Edwards Page 2
Discussion
- 2. Voluntary OCR Monitoring & School Accreditation Results
Crystal M Edwards & Tommy Coleman. Page 3
Discussion

C. PUBLIC COMMENTS

- 1. Public Comments
Susan D. Morrison. Page 13
Discussion (30 Minutes)

D. FINANCE REPORT

- 1. Finance Report
Kimberly Lukanich. Page 14
Discussion

E. CONSENT AGENDA

- 1. School Board Meeting Minutes: October 1, 2019
(Regular Board Meeting)
Work Session Minutes, September 17, 2019
Student Discipline Committee Meeting, October 8, 2019

2. Personnel Report
Marie F. GeePage 19
Discussion/Action

F. STUDENT REPRESENTATIVE COMMENTS

G. SCHOOL BOARD COMMITTEE REPORT

1. School Board Committees:

A) Finance Committee-Chair Atul Gupta

Meeting Dates:

August 13, 2019	September 10, 2019
October 8, 2019	November 12, 2019
December 10, 2019	January 14, 2020
February 11, 2020	March 10, 2020
April 14, 2020	May 12, 2020
June 9, 2020	

B) Governor’s School Committee-Chair Gary E. Harvey

Meeting Dates:

August 7, 2019	September 4, 2019
October 2, 2019	December 4, 2019
February 5, 2020	March 4, 2020
April 1, 2020	May 6, 2020

C) LAUREL Regional School Committee-Chair Sharon Y. Carter

Meeting Dates:

August 28, 2019	December 4, 2019
February 5, 2020	May 6, 2020

D) XLR8 STEM Academy Committee Meeting Dates:

August 13, 2019	November 12, 2019
January 28, 2020	March 24, 2020
May 19, 2020	August 11, 2020

E) Legislative Advocacy Committee-Chair Robert O. Brennan

Meeting Dates:

August 8, 2019	September 5, 2019
October 31, 2019	January 10, 2019

2. Advisory Committees to the School Board

A) General Career Technical Advisory Committee-Bradley Bryant

Meeting Dates:

October 22, 2019 January 31, 2020

April 24, 2020

B) Equity Task Force Committee-Ethel Reeves

Meeting Dates:

November 13, 2019 January 22, 2020

March 25, 2020 May 14, 2020

C) Health Advisory Board Committee-Anne Bond-Gentry

Meeting Dates:

October 16, 2019 November 13, 2019

January 22, 2020 March 25, 2020

May 14, 2020

D) Special Education Advisory Committee-Wyllys VanDerwerker

Meeting Dates:

August 27, 2019 September 24, 2019

October 22, 2019 February 18, 2020

March 24, 2020 April 21, 2020

H. COMPREHENSIVE STRATEGIC PLAN DISCUSSION

1. Comprehensive Strategic Plan Discussion

Crystal M. Edwards. Page 21
Discussion

I. UNFINISHED BUSINESS

1. Lynchburg City School Board Policy Section 4 – Finance

Kimberly Lukanich.Page 25
Discussion/Action

2. School Board Governance Goals, Norms, and Protocols

Susan D. Morrison. Page 26
Discussion/Action

J. NEW BUSINESS

1. High School Program of Studies: 2020-21

Tommy Coleman. Page 32
Discussion

2. Lynchburg City School Board Instruction & Program Policies

Tommy Coleman. Page 33
Discussion

- 3. Lynchburg City School Board Personnel Policies
 Marie F. Gee. Page 56
 Discussion
- 4. Lynchburg City School Board Operations Policies & Regulations
 Ben W. Copeland. Page 91
 Discussion
- 5. Substitute Bus Driver pay Rate
 Ben W. Copeland. Page 92
 Discussion/Action
- 6. Fund Balance Recommendations: 2019-20
 Kim Lukanich. Page 93
 Discussion/Action
- 7. Equity Task Force Committee Member
 Ethel E. Reeves.Page 95
 Discussion/Action
- 8. 2020 Legislative Agenda – Priority List
 Robert O. Brennan.Page 96
 Discussion/Action

K. SUPERINTENDENT’S COMMENTS

- 1. Superintendent’s Parent Advisory Council
 October 24, 2019 December 12, 2019
 February 12, 2020 April 30, 2020
- 2. Superintendent’s Personnel Advisory Committee
 October 24, 2019 December 12, 2019
 February 12, 2020 April 30, 2020
- 3. Additional Information

L. BOARD COMMENTS

M. INFORMATIONAL ITEMS

In honor of the VSBA *Take Your Legislator to School Month*, the Lynchburg City School Board is sponsoring a Legislative Breakfast on November 8, 2019.

The VSBA Annual Convention is scheduled for November 20-22, 2019 in Williamsburg, VA.

The next School Board Meeting will be held on Tuesday, December 3, 2019 at 5:00 p.m. in the board room at the Administration Building.

The next School Board Work Session is scheduled for December 17, 2019. The focus of discussion will be the LCS Volunteer Policy & Regulations.

N. ADJOURNMENT

Agenda Report

Date: 11/06/19

Agenda Number: A-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Approval of Agenda – November 6, 2019

Summary/Description:

Consider approval of agenda for the November 6, 2019, school board meeting.

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

Recommendation:

The school board chairman recommends that the school board approve the agenda for the November 6, 2019 meeting.

Agenda Report

Date: 11/06/19

Agenda Number: B-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: VSBA Academy Awards

Summary/Description:

During this presentation, the school board will be given certificates and pins based on their participation with the Virginia School Board Association.

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: 11/06/19

Agenda Number: B-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum and Instruction

Subject: Voluntary OCR Monitoring & School Accreditation Results

Summary/Description:

In August 2014, Lynchburg City Schools entered into a Voluntary Resolution Agreement with the U.S. Department of Education's Office of Civil Rights (OCR) which outlined specific actions the Division would take to provide all students with equal access and opportunity to achieve college and career readiness. Specifically, the agreement focused on two areas:

- (1) Efforts to increase the number of African American students participating in gifted programs and Advanced Placement coursework
- (2) Efforts to reduce the disproportionate representation of African American students subject to exclusionary discipline practices

In August 2019, the OCR completed their review and found that the Division has fulfilled the requirements of the Agreement and that no further monitoring was required.

During tonight's presentation, school administration will share the summary findings and recommendations received from the 4-year LCS comprehensive review (2013-2017) conducted by the Intercultural Development Research Association and Mid-Atlantic Equity Consortium. The administration will also share recent efforts that have resulted in an increase in the number of fully accredited schools from three schools in 2015 to thirteen schools in 2019.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

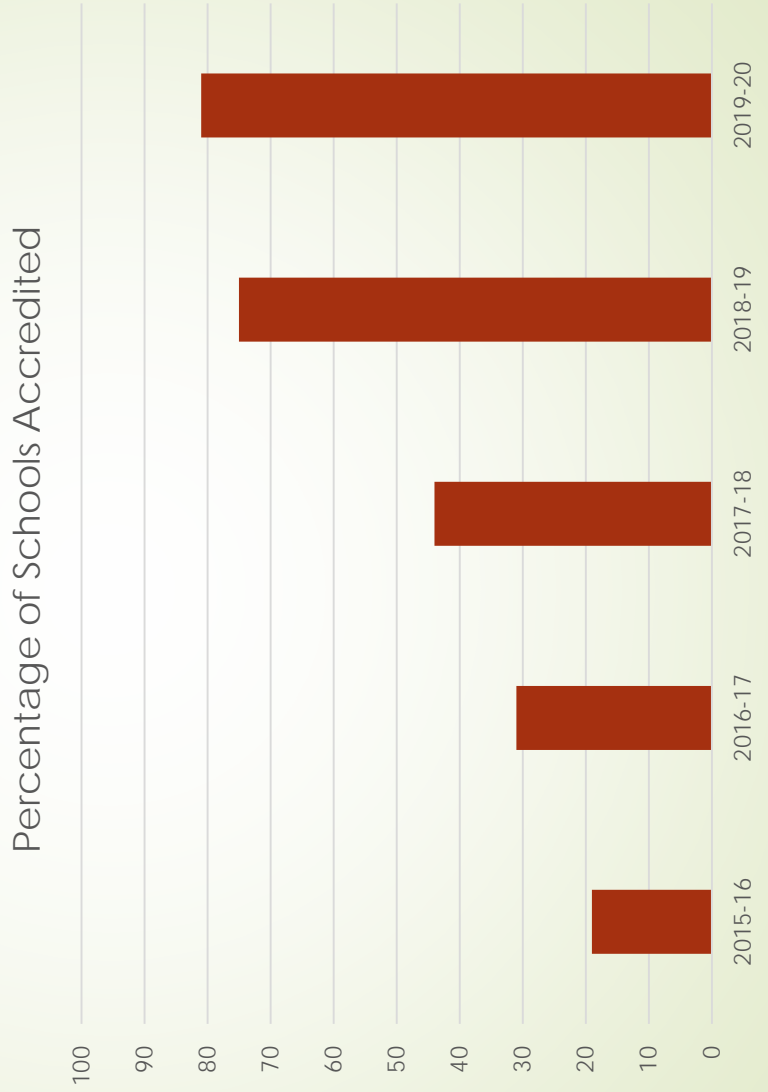
Lynchburg City Schools Accreditation Results

Accreditation Information and Results
November 6, 2019

Goal 1 – Student Growth, Development and Success: LCS affirms that all students are challenged and are actively engaged through a variety of academic pathways, resulting in successful outcomes for post graduate education, career training or military service. Each Lynchburg City School will be accredited and the achievement gap closed.

LCS Accredited Schools

Objective: Obtain full accreditation for every school in the division



UPDATE: slide title corrected 11/18/19

Accredited Schools

W. M. Bass Elementary
Bedford Hills Elementary
Dearington Elementary S.F.I.
Heritage Elementary
Linkhorne Elementary
Paul Munro Elementary
Perrymont Elementary
Sandusky Elementary
Sheffield Elementary
T.C. Miller Elementary S.F.I.

Dunbar Middle S.F.I.

E.C. Glass High
Heritage High

Schools Accredited with Conditions

R. S. Payne Elementary
Linkhorne Middle
Sandusky Middle

Elementary STATE Accreditation Results

School	English (75)	Math (70)	Science (70)	Status
BASS	75	86	72	Accredited
BHES	76*	80	74*	Accredited
DESI	71*	73*	70*	Accredited
HES	78*	81	78	Accredited
LES	77	88	75	Accredited
PMES	91*	95	93	Accredited
PES	76*	82	81	Accredited
RSP	80*	83*	79*	Accredited with Conditions
SES	83	88	86	Accredited
SHEF	80	86	81	Accredited
TCM	83*	87	86*	Accredited

Note: Any score with (*) indicates a three year average.

Middle School STATE Accreditation Results

School	English (75)	Math (70)	Science (70)	Status
DMS	79	87	83	Accredited
LMS	68*	75*	71	Accredited with Conditions
SMS	67*	74*	67*	Accredited with Conditions

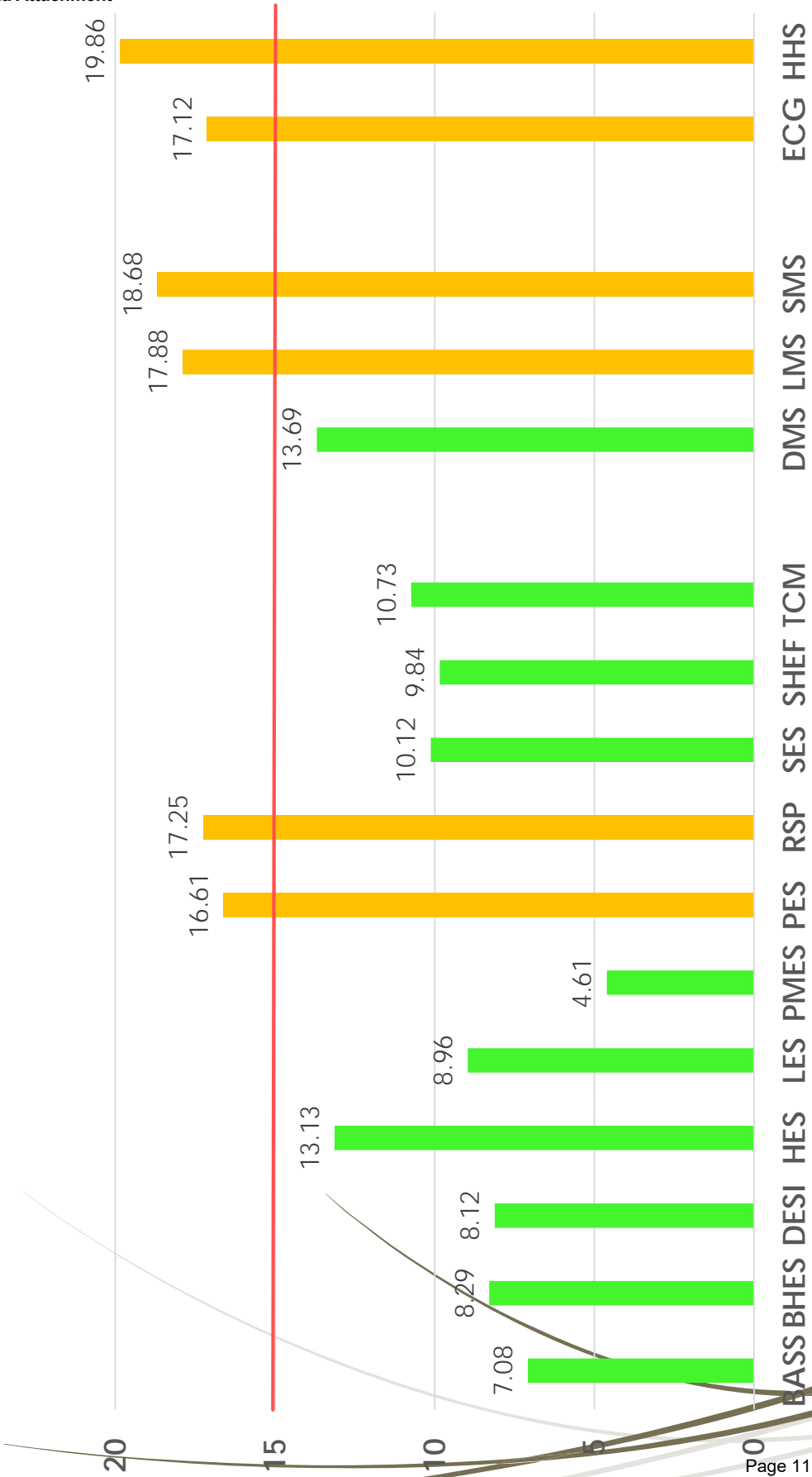
NOTE: English scores include the Grade 8 Writing SOL test and the Grades 6-8 Reading SOL tests.
Any score with (*) indicates a three year average.

High School STATE Accreditation Results

School	English (75)	Math (70)	Science (70)	Status
ECG	88	78	72*	Accredited
ECG Graduation Completion Index (GCI) 88*				
ECG Dropout rate 8.55				
HHS	90	80	73	Accredited
HHS Graduation Completion Index (GCI) 89				
HHS Dropout rate 8.87*				

NOTE: English scores include the Grade 10 Writing SOL test and the Grade 11 Reading SOL test. Work Keys Reading and Writing passes are also included. Any score with (*) indicates a three year average.

Chronic Absenteeism Rates By School

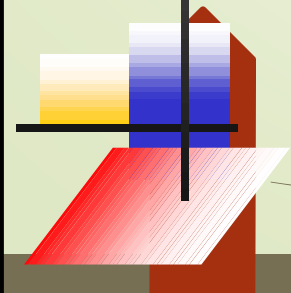


KEY: Level 1 = Less than 15%

Level 2 = 15%-24%

Level 3 = 25% and up

Questions?



Agenda Report

Date: 11/06/19

Agenda Number: C-1

Attachments: No

From: Susan D. Morrison, School Board Chair

Subject: Public Comments

Summary/Description:

In accordance with Policy BDDH 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 school board chair recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 11/06/19

Agenda Number: D-1

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
Kimberly Lukanich, Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2019-20 school's operating budget, authorized, approved, and processed the necessary payments through September 30, 2019. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through September 30, 2019 for the operating fund.

Total Operating Fund Budget		\$ 98,752,961.00
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Through September 30, 2019

Actual Revenue Received	\$	12,224,786.58
Actual Expenditures	\$	19,443,301.60
Actual Encumbered	\$	64,757,887.68

Percent of Budget Received	12.38%
Percent of Budget Used, excluding encumbrances	19.69%

As of 09/30/19 – 3 months	25.00%
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September Health Insurance Payments (Four payments):

Administrative Fees	\$	95,930.95
Medical and Pharmacy Claims	\$	524,378.16

Health Insurance Payable Balance at September 30, 2019	\$	647,786.38
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The revenue and expenditure reports detail the transactions recorded through September 30, 2019. All reports appear as attachments to the agenda report.

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

Recommendation:

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

ACCOUNT TITLE	FY 2018-19			FY 2019-20			% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	10,878,445.00	11,041,245.97	(162,800.97)	11,678,652.00	1,385,803.96	10,292,848.04	11.87%
240202 BASIC SCHOOL AID	22,895,425.00	22,484,685.00	400,740.00	21,783,406.00	5,445,851.52	16,337,554.48	25.00%
240207 GIFTED & TALENTED	249,529.00	246,690.00	2,839.00	243,898.00	121,745.81	122,152.19	49.92%
240208 REMEDIAL EDUCATION-SOQ	1,492,182.00	1,475,205.00	16,977.00	1,458,511.00	303,856.45	1,154,654.55	20.83%
240204 REMEDIAL EDUCATION-SUMMER SCHOOL	218,153.00	124,428.00	93,725.00	124,428.00	31,107.00	93,321.00	25.00%
SUPPL LOTTERY PER PUPIL ALLOCATION	1,677,233.00	1,796,641.00	(119,408.00)	1,792,359.00	0.00	1,792,359.00	0.00%
240212 SPECIAL ED SOQ	3,044,252.00	3,009,615.00	34,637.00	2,975,558.00	743,889.48	2,231,668.52	25.00%
240217 VOCATIONAL ED SOQ	628,813.00	621,658.00	7,155.00	614,623.00	153,655.74	460,967.26	25.00%
240221 SOC SEC-INSTR	1,502,164.00	1,485,072.00	17,092.00	1,473,145.00	368,286.24	1,104,858.76	25.00%
240223 VRS INSTRUCTIONAL	3,318,733.00	3,280,373.00	37,760.00	3,253,602.00	813,400.50	2,440,201.50	25.00%
240241 GROUP LIFE INST	99,812.00	98,676.00	1,136.00	102,437.00	25,609.26	76,827.74	25.00%
240228 READING INTERVENTN	219,007.00	221,113.00	(2,106.00)	219,007.00	0.00	219,007.00	0.00%
240205 CAT-REG FOSTER	202,382.00	217,595.00	(15,213.00)	217,714.00	0.00	217,714.00	0.00%
240246 CAT-HOMEBOUND	93,167.00	107,670.72	(14,503.72)	108,209.00	0.00	108,209.00	0.00%
240248 REGIONAL TUITION	1,233,366.00	1,025,321.55	208,044.45	977,408.00	0.00	977,408.00	0.00%
240265 AT RISK SOQ	1,584,718.00	1,741,793.91	(157,075.91)	1,899,911.00	474,977.76	1,424,933.24	25.00%
240309 ESL	154,277.00	127,575.00	26,702.00	131,814.00	32,953.50	98,860.50	25.00%
240281 AT RISK 4 YR OLDS	956,491.00	956,491.00	0.00	948,520.00	0.00	948,520.00	0.00%
240252 CTE EQUIPMENT/CTE REV	6,028.74	24,139.37	(18,110.63)	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	48,323.00	43,027.00	5,296.00	51,755.00	0.00	51,755.00	0.00%
MATH/READING INSTR SPECIALISTS	41,254.00	41,254.00	0.00	43,031.00	0.00	43,031.00	0.00%
EARLY READING SPECIALISTS INITIATIVE	82,509.00	82,509.00	0.00	43,031.00	0.00	43,031.00	0.00%
240275 PRIMARY CLASS SIZE	1,846,920.00	1,794,510.00	52,410.00	1,776,566.00	0.00	1,776,566.00	0.00%
240214 TEXTBOOKS	502,501.00	496,784.00	5,717.00	491,162.00	122,790.48	368,371.52	25.00%
SALARY SUPPLEMENT	0.00	0.00	0.00	1,465,679.00	366,419.76	1,099,259.24	25.00%
240405 ALGEBRA READINESS	145,199.00	143,093.00	2,106.00	140,863.00	0.00	140,863.00	0.00%
COMMONWEALTH OF VA	53,110,883.74	52,687,765.52	423,118.22	54,015,289.00	10,390,347.46	43,624,941.54	19.24%
330212 IMPACT AIDPL81-874	8,500.00	13,477.01	(4,977.01)	8,500.00	3,165.63	5,334.37	37.24%
180303 MEDICAID REIMBURSE	350,000.00	730,760.90	(380,760.90)	350,000.00	7,871.41	342,128.59	2.25%
JR ROTC	105,000.00	101,069.70	3,930.30	130,000.00	6,040.63	123,959.37	4.65%
FEDERAL	463,500.00	845,307.61	(381,807.61)	488,500.00	17,077.67	471,422.33	3.50%

	FY 2018-19			FY 2019-20					
	REVENUE	YTD	BUDGET	%	REVENUE	YTD	BUDGET	%	
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	
510500 CITY OPER APPR	43,115,071.00	43,115,071.00	0.00	100.00%	42,028,498.00	1,500,000.00	40,528,498.00	3.57%	
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
HEALTH INSURANCE RESERVE	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
CITY	43,115,071.00	43,115,071.00	0.00	100.00%	42,028,498.00	1,500,000.00	40,528,498.00	3.57%	
189912 MISC REV/OTH FUNDS	55,000.00	147,648.67	(92,648.67)	268.45%	45,000.00	6,465.01	38,534.99	14.37%	
180303 REBATES & REFUNDS	86,250.00	107,853.99	(21,603.99)	125.05%	40,000.00	9,610.69	30,389.31	24.03%	
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
189909 SALE OTHER EQUIP	10,000.00	6,480.00	3,520.00	64.80%	15,000.00	1,077.00	13,923.00	7.18%	
189910 INSURANCE ADJUST	8,625.00	3,833.39	4,791.61	44.45%	50,000.00	8,929.93	41,070.07	17.86%	
E RATE REIMBURSEMENT	80,000.00	79,940.94	59.06	99.93%	0.00	31,910.70	(31,910.70)	0.00%	
MISCELLANEOUS	239,875.00	345,756.99	(105,881.99)	144.14%	150,000.00	57,993.33	92,006.67	38.66%	
150201 RENTS - LAUREL	123,000.00	123,000.00	0.00	100.00%	123,000.00	0.00	123,000.00	0.00%	
150201 RENTS - CVGS	43,000.00	43,000.00	0.00	0.00%	43,000.00	0.00	43,000.00	0.00%	
161201 TUITION DAY SCHOOL	100,000.00	120,529.09	(20,529.09)	120.53%	100,000.00	103,383.00	(3,383.00)	103.38%	
161206 TUITION ADULT	25,000.00	17,160.00	7,840.00	68.64%	25,000.00	0.00	25,000.00	0.00%	
161207 TUITION SUMMER SCH	30,000.00	31,840.00	(1,840.00)	106.13%	40,000.00	0.00	40,000.00	0.00%	
161202 SPEC PUPIL FEES	25,000.00	44,519.10	(19,519.10)	178.08%	18,000.00	569.00	17,431.00	3.16%	
161205 BUS RENTAL	325,000.00	449,835.87	(124,835.87)	138.41%	400,000.00	64,562.16	335,437.84	16.14%	
190101 TUIT FM OTH CO/CY	600,000.00	639,312.78	(39,312.78)	106.55%	600,000.00	0.00	600,000.00	0.00%	
161201 DUAL ENROLLMENT	150,000.00	152,806.50	(2,806.50)	101.87%	172,500.00	0.00	172,500.00	0.00%	
PRINT SHOP	50,000.00	54,196.16	(4,196.16)	108.39%	50,000.00	12,503.41	37,496.59	25.01%	
SCHOOL NUT UTILITIES	90,000.00	77,677.70	12,322.30	86.31%	85,000.00	10,069.84	74,930.16	11.85%	
FACILITY RENTALS	75,000.00	101,913.89	(26,913.89)	135.89%	125,000.00	47,238.20	77,761.80	37.79%	
INDIRECT COSTS	203,304.00	321,184.06	(117,880.06)	157.98%	289,174.00	21,042.51	268,131.49	7.28%	
CHARGES FOR SERVICES	1,839,304.00	2,176,975.15	(337,671.15)	118.36%	2,070,674.00	259,368.12	1,811,305.88	12.53%	
DESIGNATION - ENCUMBRANCES	187,785.76	0.00	187,785.76	0.00%	0.00	0.00	0.00	0.00%	
TOTAL OPERATING FUND	98,956,419.50	99,170,876.27	(214,456.77)	100.22%	98,752,961.00	12,224,786.58	86,528,174.42	12.38%	

Original budget	\$97,672,407.00
Additional State CTE Funds	\$ 6,028.74
Fund Balance Return	\$ 350,000.00
Prior Year Encumbrance	\$ 187,785.76
Insurance Proceeds Allocated	\$ 3,625.00
Textbook Reserve Withdrawal	\$ 736,573.00
Adjusted Budget	\$98,956,419.50

	Fiscal Year 2019-20					
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION						
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel	\$ 50,242,729.29	\$ 8,398,271.42	16.72%	\$ 38,786,945.85	\$ 3,057,512.02	93.91%
Other	\$ 4,765,839.80	\$ 493,885.28	10.36%	\$ 170,811.82	\$ 4,101,142.70	13.95%
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel	\$ 4,507,014.12	\$ 779,927.38	17.30%	\$ 3,225,623.84	\$ 501,462.90	88.87%
Other	\$ 136,264.00	\$ 8,355.72	6.13%	\$ 45,579.86	\$ 82,328.42	39.58%
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel	\$ 3,619,409.88	\$ 800,367.55	22.11%	\$ 2,814,318.95	\$ 4,723.38	99.87%
Other	\$ 657,067.50	\$ 91,749.60	13.96%	\$ 159,004.82	\$ 406,313.08	38.16%
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN						
Personnel	\$ 5,806,090.49	\$ 1,315,613.45	22.66%	\$ 4,300,622.65	\$ 189,854.39	96.73%
Other	\$ 210,510.28	\$ 22,607.65	10.74%	\$ 90,072.72	\$ 511,459.29	53.53%
TOTAL INSTRUCTION	\$ 69,944,925.36	\$ 11,910,778.05	17.03%	\$ 49,592,980.51	\$ 8,441,166.80	87.93%
ADMINISTRATION						
FUNCTION 2100 ADMINISTRATION						
Personnel	\$ 2,507,253.53	\$ 643,825.94	25.68%	\$ 1,529,827.04	\$ 333,600.55	86.69%
Other	\$ 1,397,444.04	\$ 319,870.88	22.89%	\$ 511,459.29	\$ 566,113.87	59.49%
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel	\$ 2,602,400.61	\$ 370,306.48	14.23%	\$ 1,402,844.78	\$ 829,249.35	68.14%
Other	\$ 96,075.65	\$ 10,932.53	11.38%	\$ 32,344.24	\$ 52,798.88	45.04%
TOTAL ADMINISTRATION	\$ 6,603,173.83	\$ 1,344,935.83	20.37%	\$ 3,476,475.35	\$ 1,781,762.65	73.02%
PUPIL TRANSPORTATION						
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel	\$ 445,550.32	\$ 103,001.59	23.12%	\$ 300,572.53	\$ 41,976.20	90.58%
Other	\$ 108,054.66	\$ 76,541.43	70.84%	\$ 3,204.36	\$ 28,308.87	73.80%
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel	\$ 3,265,890.09	\$ 504,017.27	15.43%	\$ 1,723,754.31	\$ 1,038,118.51	68.21%
Other	\$ 998,057.02	\$ 404,240.82	40.50%	\$ 517,680.19	\$ 76,136.01	92.37%
FUNCTION 3300 MONITORING SERVICE						
Personnel	\$ 782,115.82	\$ 116,488.63	14.89%	\$ 431,399.85	\$ 234,227.34	70.05%
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel	\$ 384,573.65	\$ 93,610.93	24.34%	\$ 256,297.46	\$ 34,665.26	90.99%
Other	\$ 480,922.18	\$ 108,482.58	22.56%	\$ 232,045.85	\$ 140,393.75	70.81%
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other	\$ 840,000.00	\$ 528,684.00	0.00%	\$ -	\$ 311,316.00	62.94%
TOTAL PUPIL TRANSPORTATION	\$ 7,305,163.74	\$ 1,935,067.25	26.49%	\$ 3,464,954.55	\$ 1,905,141.94	73.92%
OPERATIONS & MAINTENANCE						
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel	\$ 328,805.49	\$ 75,165.22	22.86%	\$ 224,459.28	\$ 29,180.99	91.13%
Other	\$ 32,000.00	\$ 4,387.45	13.71%	\$ 19,385.54	\$ 8,227.01	74.29%
FUNCTION 4200 BUILDING SERVICES						
Personnel	\$ 4,855,681.83	\$ 1,164,603.46	23.98%	\$ 3,081,064.23	\$ 610,014.14	87.44%

FUNCTION 4300	Other	\$ 4,942,873.20	\$ 1,415,958.92	28.65%	\$ 2,663,185.79	\$ 863,728.49	82.53%
	Personnel	\$ 278,310.62	\$ 69,661.72	25.03%	\$ 207,333.05	\$ 1,315.85	99.53%
	Other	\$ 25,000.00	\$ 2,220.83	8.88%	\$ 2,000.00	\$ 20,779.17	16.88%
FUNCTION 4400	Other	\$ 88,500.00	\$ 6,215.31	7.02%	\$ 1,880.00	\$ 80,404.69	9.15%
FUNCTION 4500	Other	\$ 107,500.00	\$ 9,635.44	8.96%	\$ -	\$ 97,864.56	8.96%
FUNCTION 4600	Personnel	\$ 21,092.81	\$ 3,701.06	17.55%	\$ 15,114.23	\$ 2,277.52	89.20%
	Other	\$ 402,000.00	\$ 37,072.23	9.22%	\$ 123,105.00	\$ 241,822.77	39.85%
FUNCTION 4700	Personnel	\$ 9,150.25	\$ 6,426.75	70.24%	\$ -	\$ 2,723.50	70.24%
	TOTAL OPERATIONS & MAINTENANCE	\$ 11,090,914.20	\$ 2,795,048.39	25.20%	\$ 6,337,527.12	\$ 1,958,338.69	82.34%
Other Non-Instructional Operations							
FUNCTION 5000	Non-Instructional Operations - Other	\$ 19,200.00	\$ -	0.00%	\$ -	\$ 19,200.00	0.00%
	TOTAL Non-Instructional Operations	\$ 19,200.00	\$ -	0.00%	\$ -	\$ 19,200.00	0.00%
FACILITIES							
FUNCTION 6200	Personnel	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 6600	Personnel	\$ 17,875.00	\$ 5,489.97	30.71%	\$ -	\$ 12,385.03	30.71%
	Other	\$ 20,000.00	\$ 2,745.00	13.73%	\$ -	\$ 17,255.00	13.73%
	TOTAL FACILITIES	\$ 37,875.00	\$ 8,234.97	21.74%	\$ -	\$ 29,640.03	21.74%
DEBT SERVICE							
FUNCTION 7100	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	TOTAL DEBT SERVICE	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TECHNOLOGY							
FUNCTION 8100	Personnel	\$ 1,819,909.37	\$ 416,103.98	22.86%	\$ 1,396,297.42	\$ 7,507.97	99.59%
	Other	\$ 374,084.18	\$ 38,306.74	10.24%	\$ 9,323.75	\$ 326,453.69	12.73%
FUNCTION 8200	Personnel	\$ 412,418.79	\$ 98,855.50	23.97%	\$ 294,102.80	\$ 19,460.49	95.28%
	Other	\$ 1,115,475.53	\$ 895,970.89	80.32%	\$ 186,226.18	\$ 33,278.46	97.02%
FUNCTION 8500	Other	\$ 29,821.00	\$ -	0.00%	\$ -	\$ 29,821.00	0.00%
	TOTAL TECHNOLOGY	\$ 3,751,708.87	\$ 1,449,237.11	38.63%	\$ 1,885,950.15	\$ 416,521.61	88.90%
CONTINGENCY RESERVES							
FUNCTION 9100	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9300	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9500	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
FUNCTION 9600	Other	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	TOTAL CONTINGENCY RESERVES	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	TOTAL OPERATING BUDGET	\$ 98,752,961.00	\$ 19,443,301.60	19.69%	\$ 64,757,887.68	\$ 14,551,771.72	85.26%

Agenda Report

Date: 11/06/2019

Agenda Number: E-2

Attachments: Yes

From: Dr. Crystal Edwards

Subject: Personnel Report

Summary/Description:

The personnel recommendations for October 01, 2019 – November 06, 2019 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 October 01, 2019 – November 06, 2019.

Agenda Report

11/06/19

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2019-2020:

Cooke Rachel	Lynchburg University of	BA / (Lv. 0	0 yrs 3)	Dunbar Middle School Science Teacher	10-03-2019
Meyers Danielle	Stony Brook University	MA / (Lv. 0	0 yrs 1)	Dunbar Middle School English Teacher	10-08-2019
Monroe Nicole	Randolph College	BA / (Lv. 0	0 yrs 1)	Dearington Elementary School 3 rd Grade Teacher	10-28-2019
Wood Lydia	Liberty University	BA / (Lv. 3	3 yrs 1)	Family Insight English Teacher	10-07-2019

RESIGNATIONS:

Criola Gina	Temple University	BA / (Lv. 4	4 yrs 3)	R.S. Payne Elementary Movement Education Teacher	12-31-2019
Tucker Charles	ODU	BA / (Lv. 23	23 yrs 4)	Linkhorne Middle School Vocational Tech. Teacher	10-25-2019

RETIREMENTS:

NONE

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 11/06/19

Agenda Number: H-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent

Subject: Comprehensive Strategic Plan Discussion

Summary/Description:

The Lynchburg City School Board is committed to an ongoing review of the 5 -Year Comprehensive Strategic Plan. The focus of tonight's discussion will be:

Goal 1: Student Growth, Development and Success

- Objective 1.6.5 – Review, revise and enhance the English Language Learners' programs and services
- Objective 1.2.2 – Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities), passing the reading/English SOL assessment to equal or exceed the state average.
- Objective 1.3.2 - Reduce the achievement gap by increasing the percentage of targeted subgroup populations (Black, Economically Disadvantaged, Students with Disabilities, passing the math SOL assessment to equal or exceed the state average.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Linking the Strategic Plan to School Improvement

Division Strategic Plan Goal #1: Student Growth, Development and Success

LCS affirms that all students are challenged and are actively engaged through a variety of academic pathways, resulting in successful outcome for post graduate education, career training or military service. Each Lynchburg City School will be accredited and the achievement gap closed.

BASS – School Improvement Plan Goals – Sep 2018

Reading: During the 2018-2019 school year, W.M. Bass Elementary will reduce the failure rate 10% on the English SOL test for:

- All students from 70% to 73%
- Black students from 67% to 70.3%
- Students with disabilities from 56% to 60.4%
- Economically disadvantaged students from 67% to 70.3%

Math: During the 2018-2019 school year, W.M. Bass Elementary will reduce the failure rate 10% on the Mathematics SOL test for:

- All students from 73% to 75.7%
- Black students from 72% to 74.8%
- Students with disabilities from 39% to 45.1%
- Economically disadvantaged students from 73% to 75.7%

Science: W.M. Bass Elementary will increase performance rate for all students on the Science SOL test from 66% (2017-2018) to 70% (2018-2019).

VA Studies: W.M. Bass Elementary will increase performance rate for all students on the VA Studies SOL test from 61 to 70% (2018-2019).

Strategies:

1. Develop, implement, and monitor a process to ensure lesson planning is aligned to the Standards of Learning in content and cognition
 - Lesson plan creation and review
 - Lesson observations and feedback
2. Utilization of the teaching and learning cycle within professional learning communities will increase student achievement
 - PLC Meetings occurred twice per week (Reading and Math)
 - During PLC meetings data was analyzed and specific students and deficit areas were identified. Students had targeted intervention multiple times throughout the year during intersession.
3. If teachers enhance their ability to have in-place lesson plans, align instructional activities in content, cognition and the big idea/relevance, have in place more quality instructional components in Quality Instructional Components, and engage students in the lessons through communicating about and/or doing work related to standards aligned content, then student achievement will increase.
 - Consistent school-wide instructional practices in core content areas
4. If students who are struggling to demonstrate proficiency on state standards are provided additional instructional time through research based interventions then student achievement will increase.
 - Reading Interventions (Leveled Literacy Intervention, Orton Gillingham, Small Group Remediation)
 - Math Interventions (Small Group Remediation/Tutoring)
 - 21st CCLC Programming (Before and After School)

- Intersession
 - Provided wrap around consistent support for students
 - Rather than offering summer school for approximately 3 students per grade level, we served 12 to 15 students per grade level per intersession
 - At least 50% or more of our students, in some grade levels up to 80% of students who attended an intersession passed or made growth on their SOL tests.

SOL Test	# of Students Who Attended at Least 1 Intersession (18-19)	Percentage of Intersession Students Who Passed SOL Test	Percentage of Intersession Students Who Made Growth on SOL Test (comparison 17-18 to 18-19 SY)
3rd Grade Reading	21/34 = 62%	15/21 = 71%	N/A (no test to compare)
3rd Grade Math	21/34 = 62%	17/21 = 81%	N/A (no test to compare)
4th Grade Reading	32/41 = 78%	17/32 = 53%	11/32 = 34%
4th Grade Math	32/41 = 78%	22/32 = 69%	26/32 = 81%
5th Grade Reading	23/37 = 62%	23/29 = 79%	19/29 = 66%
5th Grade Math	23/37 = 62%	25/37 = 68%	18/29 = 62%





BASS – SOL Scores & Accreditation Results FY20 – ACCREDITED

Federal Rates						
Category	English 17-18	English 18-19	Math 17-18	Math 18-19	Science 17-18	Science 18-19
All Students	58.62	67.57	61.21	78.57	64.10	72.22
BLACK	56.25	68.92	61.25	76.71	57.69	73.91
EC. DIS	54.32	62.82	56.10	75.32	65.22	56.52
WHITE	83.33	77.56	72.22	83.10	66.67	75.00
SWD	36.36	30.77	18.18	50.00	33.33	50.00

VDOE– Includes Recovery & Growth		
Category	English 18-19	Math 18-19
All Students	75.00	86.29
BLACK	75.61	85.00
EC. DIS	70.24	83.72
WHITE	83.33	85.00
SWD	44.44	65.52

BASS – Achievement Achievement Gaps: English and Mathematics

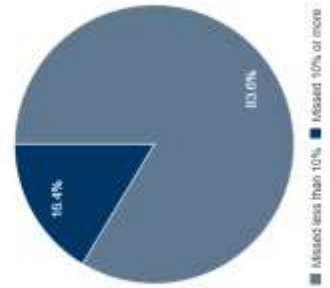
Reporting on the achievement and progress of student groups allows schools to identify learners in need of additional support and resources.

Student Group	Achievement Gap - English	Achievement Gap - Math
Asian	No Students 	Level One 
Black	Level One 	Level One 
Economically Disadvantaged	Level One 	Level One 
English Learners	Level One 	Level One 
Hispanic	Too Small 	Too Small 
Students with Disabilities	Level Three 	Level One 
White	Level One 	Level One 

BASS – Chronic Absenteeism

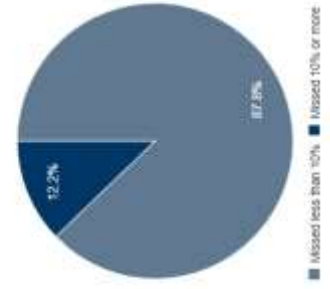
Chronic Absenteeism

Chronic Absenteeism 2016-2017 School Year: All Students



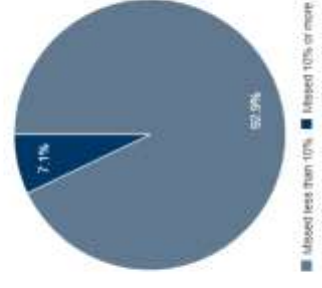
Chronic Absenteeism

Chronic Absenteeism 2017-2018 School Year: All Students



Chronic Absenteeism

Chronic Absenteeism 2018-2019 School Year: All Students



Agenda Report

Date: 11/06/19

Agenda Number: I-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Kimberly D. Lukanich, Chief Financial Officer

Subject: Lynchburg City School Board Policy Section 4 - Finance

Summary/Description:

Policies and regulations from Section 4 - Finance for conversion to the Virginia School Board Association (VSBA) formatted policies were reviewed on August 26, 2019, by the Finance policy workgroup. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has also reviewed these policies and regulations. A copy of these policies and regulations has been provided to school board members. The school administration will provide an overview of those changes and respond to questions during this presentation

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

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

Recommendation:

The superintendent recommends that the school board approve the Section 4 – Finance Report.

Agenda Report

Date: 11/06/19

Agenda Number: I-2

Attachments: Yes

From: Susan D. Morrison, School Board Chair

Subject: School Board Goals, Norms, and Protocols

Summary/Description:

On October 11, 2019, the Lynchburg City School Board, reviewed the School Board Goals, Norms, and Protocols. Some revisions were made to the School Board Norms and Protocols. These are the procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

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

Recommendation: The school board chair recommends that the school board approve the Lynchburg City School Board Goals, Norms, and Protocols.

**Lynchburg City School Board Goals
Drafted September 21, 2018**

- 1. The Board will develop and implement a five-year strategic plan to prioritize the needs of Lynchburg City Schools.**
- 2. The Board will address fiscal responsibility and management for revenue growth, staff compensation, personnel and facilities.**
- 3. The Board will develop and implement a comprehensive communication and engagement plan to enhance relationships with our stakeholders.**
- 4. The Board will develop and implement a plan to enhance growth, development and success for all students.**

Lynchburg City School Board

Governance Norms & Protocols

We agree to employ the following norms in all our interactions:

- **We will hear each opinion, but ultimately act as one.** We will speak candidly and courteously to each other and listen to dissenting or different viewpoints with an open mind. We will help each other to depersonalize disagreements. Once we reach a decision or compromise as a board, we will each support the will of the board in word and deed.
- **The Chair (or designee) will speak as the official voice of the board.** A single board member will not represent the board without the consent of the board, and board members making personal statements (in any format, including speeches, articles, social media posts, etc.) should clearly state that these statements are their opinion and not the position of the board.
- **We will be mindful of the different roles and responsibilities throughout the school system and maintain a focus on policy and governance.**
- **We will be aware of the different roles that we play as individuals (board member, citizen, parent, etc.).**
- **We will be focused on our work as a board and not interfere with the day-to-day operations of the school system, which is the responsibility of the Superintendent.**
- **We will maintain open communication with each other, the administration, and the community-at-large.** Information shared with one board member will be shared with all members. If considerable work or time is required to generate data, the full board must endorse the request.

We agree to follow the following protocols:

<p>1. Developing the board agenda</p>	<p>Superintendent develops the draft agenda and provides to the Chair for review prior to distribution. Timing Considerations Step 1: The “working draft” (minus supporting documents) provided to the Chair one week prior to agenda distribution for initial feedback. Step 2: The draft agenda (with supporting documents) provided to the Chair one day prior to agenda distribution for final review. Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p>2. Placing items on the board meeting agenda</p>	<p>Requests to add items to the agenda should be submitted in a timely manner to the Chair and Superintendent. The Chair or Superintendent will respond to the requesting board member regarding the status of the request prior to the publication of the agenda. Policy BDDC</p>
<p>3. Obtaining information or clarification about board meeting agenda items before the meeting</p>	<p>Requests for information/clarification should be directed to the Superintendent. Responses will be sent to all board members.</p>
<p>4. Responding to staff or community complaints at board meetings</p>	<p>The board does not respond to public comment at the meetings. The Chair will send a written response/ acknowledgement.</p>
<p>5. Responding to staff or community complaints outside of board meetings</p>	<p>Limit discussion, advise person of chain of communication and notify Superintendent.</p>
<p>6. Communications between and among board members</p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>
<p>7. Communications between board members and the Superintendent</p>	<p>As appropriate, Superintendent will cc other board members when responding to requests for information by an individual board member. Friday Memo Individual calls, e-mails, meetings, as needed. Quarterly 1-on-1.</p>
<p>8. Communications between board members and staff (including requests for information)</p>	<p>Communication should be directed to the Superintendent, who will then direct staff, as appropriate. Information request responses will be sent to all board members.</p>

9. Assignment of committee members	Volunteer, by interest. If needed, Chair will assign. Seniority given to board service.
10. Committee reporting expectations	The chair of the committee will report at each board meeting.
11. Responding to media inquiries	The Chair, or board designee, is the official media spokesperson for the board.
12. Use of social media	Board members are encouraged to share official LCS content. **Board members should not create/alter content regarding the division or speak/post on behalf of the board.
13. How, when and whom to notify about visiting school sites	Requests for official school visits should be coordinated with the Principal and Superintendent cc'd.
14. How, when and whom to notify about volunteering in schools or at school events	Board members will notify the Superintendent.
15. How, when and whom to notify about attending school events (concerts, sporting events, etc.)	Encouraged. No notification required.
16. Expectations for participation in professional development	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
17. Expectations for participation in meetings and conferences	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
18. When and how the board evaluates the Superintendent	In accordance with the Superintendent's Evaluation Document adopted by the Lynchburg City School Board on August 20, 2013.
19. When and how the board conducts a self-evaluation	The school board conducts a self-evaluation annually.
20. When and how the board monitors and updates the strategic plan	The school board will review the strategic plan on an ongoing basis.

Violation of these norms and protocols will result in the following actions: VIOLATION 1
Through consensus, the Chair speaks with school board member. VIOLATION 2
Through consensus, the Chair sends a letter to the school board member.

Agenda Report

Date: November 6, 2019

Agenda Number: J-1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum & Instruction

Subject: High School Program of Studies: 2020-21

Summary/Description:

Each year the school board reviews and approves the High School Program of Studies for the next school year. A team made up of high school administrators, counseling directors, and various members of the departments of special education, student services, and curriculum and instruction have met over the past three months to update this handbook.

The team worked to ensure this handbook includes graduation information consistent with current Virginia Department of Education requirements. The main update made to this year's handbook is the conversion of identified semester art courses to yearlong courses. The team also worked to clarify language for better understanding.

High school counseling departments will use the 2020-21 Program of Studies to begin meeting with parents and scheduling students in January.

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

Disposition: **Action**
 Information
 Action at Meeting on: December 3, 2019

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 December 3, 2019.

Agenda Report

Date: 11/06/19

Agenda Number: J-2

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Tommy Coleman, Director of Curriculum and Instruction

Subject: Lynchburg City School Board Instruction and Program Policies

Summary/Description:

On September 27, 2019, the Instruction and Program Policy Workgroup reviewed the policies and regulations listed below. All policies being presented have been reviewed by legal counsel. The group recommends adopting the following policies and regulations as written.

JHH-RZ	Suicide Prevention
IICA	Field Trips

The workgroup recommends the addition of proposed language to the following:

JEC-R	School Admission <i>(Language added pertaining to Foreign Exchange Students)</i>
EGAA	Reproduction and Use of Copyrighted Materials <i>(Language added to include print or non-print materials)</i>

In addition, current outdated LCS policies and regulations were discussed by the workgroup for deletion. These policies are being presented for School Board review.

P 6-42	Field/Recreation/Class/Athletic Trips
R 6-49	Copyrighted Materials
R 6-49.1	Copyrighted Materials: Print Material
R 6-49.2	Copyrighted Materials: Computer Programs
R 6-49.3	Copyrighted Materials: Nonprint

Disposition: Action
 Information
 Action at Meeting on: December 3, 2019

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 December 3, 2019.

SUICIDE PREVENTION

All school employees are required to immediately report to the school administrator or designee any expression by a student of an intent to harm themselves.

School staff are required to keep the student safe by supervising them until an assessment can be completed, and a parent/guardian or other authorized individual accepts responsibility for the student's safety. Administrator will contact a School Resource Officer (SRO) for consultation.

Administrative staff will interview the student using the Self Harm Risk Assessment to determine the level of risk.

- Low Level of Risk - The student appears to be at a low risk for harming himself/herself. The student is in distress but has positive supports. The student's concerns and needs may be readily addressed. The student does not appear serious about harming himself/herself, nor have they thought seriously about a means to do so.
- Medium Level of Risk – Information suggests medium risk potential. The student is in distress. There is suicidal thinking but the student does not seem intent on harming herself/himself. The problem situation can be resolved and the student appears able to use some coping skills. The student's suicidal thinking is concerning but they are not expressing a clear intent to harm herself/himself. The student is open and responsive to support, or already has sufficient support.
- High Level of Risk – Information suggests high risk potential. The student is in significant distress. There is clear suicidal thinking and warning signs are present. The student's coping skills and social supports are limited or compromised. There may be a situation that is difficult to resolve. The student appears to be in imminent danger of inflicting self-harm or committing suicide. There is a need for immediate intervention.

The School Threat Assessment Team may choose to complete a formalized threat assessment as determined by the level of risk.

Regardless of the level of risk, an administrative staff member will notify a parent/guardian of the incident and assessment, and document such notification including (a) date/time of notification, (b) name of the individual contacted, (c) the parent/guardian response and (d) any anticipated follow-up.

If the student is deemed at risk, a recommendation will be made to parent to obtain mental health evaluation/counseling.

- a. Prior to returning to school, parent will be requested to supply school with a letter from the mental health professional indicating that the risk is no longer imminent.

- b. If the parent indicates a lack of intent to follow through with the mental health intervention, administrative staff may advise the parent that the Department of Social Services and/or police may be notified. Administrative staff may then notify social services and/or police.

If a student indicates that parental abuse or neglect is the reason for contemplating suicide, parental contact should not be made. The licensed school professional should ensure that the local or state social services agency is notified immediately in a manner consistent with school reporting guidelines. The notifying person must emphasize that immediate action is necessary to protect the child from harm.

A copy of the completed Self Harm Risk Assessment Form and/or the formalized Threat Assessment Form is to be sent to the Department of Student Services or the Deputy Superintendent.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-272.1, 22.1-79.4

Cross Ref.: JHH Suicide Prevention

FIELD TRIPS

Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers will plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- The value of the trip to the particular class
- The relationship of the field trip to a particular aspect of the curriculum
- The distance travelled
- The time away from the regular instructional program
- The availability of transportation

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

Trips will be approved by the Superintendent or designee pursuant to regulations developed by the superintendent. Approval must be obtained before commitments are made to students, parents, or commercial establishments. The Superintendent will make an annual report to the School Board on field trips taken.

Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

The Lynchburg City School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested student/parent that such trips are strictly private enterprises.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-176.

Cross Ref.: JFCB Sportsmanship, Ethics and Integrity

SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in the Lynchburg City Schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Lynchburg City Schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a nonparent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Lynchburg City Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division (i.e. non-resident), except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

Page 2

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

{Foreign Exchange Students

Lynchburg City Schools recognizes the benefits derived from the placement of exchange students from throughout the world. These benefits accrue to the exchange student, the Lynchburg City Schools population, the host family and the community. No exchange program will be in conflict with, or at the expense of, the regular program.}

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

{Foreign students who obtain J-1 visas and contract with a foreign exchange organization, authorized by the State Department to place the student in the custody of a host family in the United States for one year may be permitted to attend Lynchburg City Schools provided that the foreign exchange organization has registered with Lynchburg City Schools, signed a memorandum of agreement and complied with the terms and conditions of that agreement. Students placed with families residing in the division may attend one of the local high schools tuition-free and then return home at the end of the year. The foreign exchange organization is responsible for paying tuition for students placed with families residing outside of the division. The J-1 visa is not renewable.}

Non-Resident Students (Not Including Children of Employees)

Nonresident students will be admitted to Lynchburg City Schools on a space-available basis and contingent upon a review of the student's scholastic record. Nonresident students will be subject to all selection and placement procedures established by the school division for resident students. Admission to the Lynchburg City Schools is not assumed to be continuous from one year to the next. Parents/guardians must submit an application each year.

Nonresident students are not eligible to apply to attend the pre-kindergarten program. Nonresident students must be enrolled in the Lynchburg City Schools for a minimum of one academic year prior to being eligible to attend one of the schools for innovation, the Gifted Opportunities Center, Early College Program, XLR8 (STEM) Academy, or the Central Virginia Governor's School for Science and Technology, and will be placed on a space-available basis. Nonresident students seeking admission to one of the schools for innovation at the Kindergarten level may apply without meeting the minimum one-year-enrollment requirement. Requests for one of these programs are considered only if space is available after considering all applications of resident students.

Nonresident students who are already enrolled in one of these programs at the time this regulation is approved by the Board may continue in that program.

Children of LCS Employees who are Residents of Lynchburg City

A parent or guardian who is a resident of the City of Lynchburg and an employee of the Lynchburg City Schools may enroll or request a transfer of their child to a school in the division other than the school zoned for their residence. Approval of any request is based upon the availability of space in the requested school and a review of the student's attendance, behavior, and academic effort. School reassignments will be valid for a period of one year. Parent/guardian employees must reapply for consideration annually. Transportation to the school outside of the zoned school is not provided.

If the requested school is a School for Innovation, the parent would request admission for the student in the same manner as any parent who is not an employee and would not receive any preference over other resident students.

If the employee works at the requested school, the student may be admitted in a manner similar to a student who lives in the school zone. This also applies to Schools for Innovation.

Children of LCS Employees Who are Not Residents of Lynchburg City

A parent or guardian who is not a resident of the City of Lynchburg but is an employee of the Lynchburg City Schools may request to enroll their child in a school in the division. Approval of any request is based upon the availability of space in the requested school and a review of the student's attendance, behavior, and academic effort. School reassignments will be valid for a period of one year. Parent/guardian employees must reapply for consideration annually. Transportation to the school is not provided.

The parent may not request to enroll in a School for Innovation except as space is available, as is described for a non-resident student whose parent is not an employee.

If the employee works at the requested school, the student may be admitted in a manner similar to a student who lives in the school zone. This also applies to Schools for Innovation.

There is no charge for a student who is a non-resident if the parent is an employee unless the student attends a program that requires extra costs (e.g. a School for Innovation) or receives additional services beyond the general education program.

Conditions for Removal of a Student from a Requested School

If a student is not meeting expectations for attendance, behavior, or academic effort, the school shall meet with the parent to collaboratively determine causes that could be addressed and establish a plan and expectations going forward. A written summary of this meeting, plan, and expectations shall be provided to the parent. If improvement is not made and expectations are not met, another meeting and summary should occur. If, after two meetings and written follow-ups the areas of concern did not improve to meet expectations, the principal may request that the student be removed from the school by contacting the Superintendent or designee. If the cause for concern is a significant behavior event, including the severity of a short-term suspension or more, the principal may request removal immediately. The matter will then be reviewed by the division's discipline coordinator in alignment with discipline policies.

If a student is removed from the requested school, the transition to the student's zoned school should occur to minimize the impact on the student, such as at the end of the school year when possible, and if not, preferably at a natural break during the school year. Additionally, communication with the receiving school should occur at the earliest possible time to facilitate a smooth transition. If the student is attending as a non-resident student, the student will no longer be allowed to attend an LCS school and the transition may occur sooner.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

During the period of time each year when applications are accepted, Superintendent's designee shall provide the applicant with written notification of the approval or denial of the application within 15 days of receipt of the applications, unless otherwise specified on the application. If the student is to be admitted, the Superintendent or Superintendent's designee shall notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Superintendent's designee shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the Superintendent within seven calendar days. Applications denied based upon the student's suspension, expulsion or withdrawal of admission shall be reviewed in as provided in Policy JEC School Admission. For all other denials of admission, the Superintendent shall respond in writing to the request for review within 10 calendar days.

Tuition Rate

Tuition rates and additional charges are contained in regulation JNZ-R. Parents or guardians paying tuition for multiple children during the same academic year will pay on a basis of paying full tuition for the first child and half tuition for any other children who reside with the same parent/guardian. A refund for any unused tuition will be made if an enrolled nonresident student should withdraw during the school year.

Transportation

Transportation is not furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: April 19, 2016

Revised: April 4, 2017

Revised: August 7, 2018

Legal Refs: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

1999 Va. Op. Atty. Gen. 105

Cross Refs.: JEC School Admission
 JECA Admission of Homeless Children

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials *{whether print or non-print}*, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The Superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Lynchburg City School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the Superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the supervisor of libraries who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted:

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref: JFC-R Standards of Student Conduct
 GAB/IIBEA Acceptable Computer System Use
 GCPD Professional Staff Discipline

~~INSTRUCTION~~~~P 6-42~~**Field/Recreation/Class/Athletic Trips P 6-42****A. Generally**

~~Student trips of significant educational value shall be encouraged and student trips of significant recreational value shall be permitted under the rules established by the superintendent. Student safety and proper care of school vehicles shall be primary considerations.~~

~~No student who is a member of a group shall be denied the opportunity to participate in a field trip activity of that group because of a lack of funds.~~

~~The superintendent shall make an annual report to the school board each summer on field trips approved during the previous year.~~

B. Overnight Travel

~~Student travel out of state or requiring overnight accommodations must meet with the prior approval of the superintendent. Requests for student travel outside the continental United States require prior approval by the school board.~~

C. Privately Sponsored Trips

~~The board does not endorse any privately sponsored trips for students or any student trips not a part of the instructional program. The faculty shall not be permitted to solicit students for such trips during the school day.~~

~~The superintendent shall emphasize to any interested students and/or parents that trips of this nature are strictly private enterprises.~~

D. Transportation~~1. School-Owned Buses~~

~~The Lynchburg City School Board sanctions the use of school-owned buses for school-sponsored instructional activities both curricular and co-curricular under the following guidelines:~~

- ~~a. Regular bus runs shall have priority over special trips.~~
- ~~b. Funds shall be provided in the transportation budget to provide for a reasonable number of school-sponsored instructional and activity trips.~~
- ~~c. Athletic teams, cheerleaders, or similar student groups may use the school-owned buses for trips after satisfactory arrangements have been made through the transportation supervisor.~~

~~INSTRUCTION~~~~P-6-42~~~~Field/Recreation/Class Trips (continued)~~

- ~~_____ d. The superintendent shall develop regulations as needed to ensure the safety of the students and proper care of the vehicles when buses are used.~~
- ~~_____ 2. Commercial Carriers~~
- ~~_____ Commercial carriers may be used when appropriate.~~
- ~~_____ 3. Privately Owned Cars~~
- ~~_____ a. Privately owned cars should not be used for class field trips.~~
- ~~_____ b. Parents or other non-school personnel, may not drive for field trips under any circumstances.~~
- ~~1) Neither activities governed by the Virginia High School League nor activities and competitions of school-sponsored performing arts groups are considered field trips. When there is uncertainty about whether a trip is considered a field trip for purposes of this policy, the principal will make that determination in consultation with the Superintendent or designee.~~
- ~~2) With proper notification by the parent/guardian that is approved by the school, parents/guardians may have their child(ren) released to their custody at the conclusion of the event and prior to the return to the school.~~

~~Teachers who transport students on special occasions should refer to Policy # 5-22.~~

~~Legal Reference~~

~~Virginia Board of Education Regulations, "Governing Pupil Accounting Records." " . . . § 1.2-D. Approval of school-sponsored field trips shall be approved by the school board and recorded in the official minutes. The school board, by duly recorded action, may delegate this authority to the division superintendent, provided, that where such authority is delegated, the division superintendent shall make a written report to the school board on such field trips not less frequently than annually. . . ." (January, 1991)~~

~~Code of Va., § 22.1-176. Transportation of pupils authorized; when fee may be charged; contributions; regulations of the Board of Education.—"Transportation of pupils authorized; when fee may be charged; contributions; regulations of Board of Education~~

~~A. School boards may provide for the transportation of pupils, but nothing herein contained shall be construed as requiring such transportation except as provided in~~

~~INSTRUCTION~~**~~P-6-42~~****Field/Recreation/Class Trips (continued)**

§22.1-221.

~~B. When a school board provides transportation to pupils for extracurricular activities, other than those covered by an activity fund, which are sponsored by the pupils' school apart from the regular instructional program and which the pupils are not required to attend or participate in, the school board may accept contributions for such transportation or charge each pupil utilizing such transportation a reasonable fee not to exceed his pro rata share of the cost of providing such transportation. A school board may waive such fees for any pupil whose parent or guardian is financially unable to pay them.~~

~~C. When a school board provides transportation to pupils for field trips which are a part of the program of the pupils' school or are sponsored by such school, the school board may accept contributions for such transportation.~~

~~D. The Board of Education shall promulgate such regulations as shall be in the public interest to effect the intent of this section."~~

~~Adopted by School Board: June 19, 1973
Revised by School Board: January 6, 1981
Revised by School Board: August 9, 1988
Revised by School Board: April 19, 1994~~

~~INSTRUCTION~~

~~P 6-42~~

~~Field/Recreation/Class Trips~~

~~INSTRUCTION~~~~R-6-49~~~~A. Generally~~

~~The Copyright Act of 1976 became effective January 1, 1978. It provides greater protection for copyright owners and more stringent penalties for violators. This regulation establishes fair use limits for duplicating copyrighted materials for use in teaching or in the preparation for teaching.~~

~~B. Consumable Materials~~

~~Copyrighted consumable materials such as workbooks and standardized tests shall not be duplicated.~~

~~C. Single Copies~~

- ~~1. A short story, essay, or poem.~~
- ~~2. An article from a newspaper or periodical.~~
- ~~3. One chapter from a book.~~
- ~~4. Any chart, diagram, or picture from a book or periodical.~~

~~D. Multiple Copies~~

~~Multiple copies of a work are to be limited in number to the number of students enrolled in any one class of the subject being taught. These same copies may then be used in other classes.~~

~~Multiple copies of any one author's works shall be limited to the use of one such work each semester. With these reservations multiple copies of material may be duplicated when it is:~~

- ~~1. A poem or excerpt from a lengthy poem (250 words or fewer, two page maximum);~~
- ~~2. An article, story, or essay of fewer than 2,500 words;~~
- ~~3. A chart, diagram, or picture from a periodical or book.~~

~~E. United States Government Materials~~

~~Works sponsored and paid for by the U.S. government, unless classified, cannot be copyrighted and can be duplicated in any quantity.~~

~~Approved by Superintendent: August 4, 1981~~

INSTRUCTION~~R 6-49.1~~

A. Print Material. (Books, workbooks, dramatic scripts, periodicals, poems, articles, microforms, charts, graphs, diagrams, drawing, cartoons, photographs, painting, maps)

- ~~1. Single copying for teachers. A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class: chapter from a book, article from a periodical or newspaper, short story, short essay or short poem -- whether or not from a collective work, chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.~~
- ~~2. Multiple copies for classroom use. Not to exceed in any event more than one copy per pupil in a course, multiple copies may be made by or for the teacher of the course for classroom use or discussion. The copying must meet the tests of brevity, spontaneity, and cumulative effect as defined below and must include a notice of copyright. (Note: With the exception of a single copy of a cartoon, multiple copies of a single illustration per book or per periodical issue may be made.)~~
- ~~3. Definitions~~
 - ~~a. Brevity~~
 - ~~(1) Poetry. A complete poem if less than 250 words and if printed on not more than two pages or, from a longer poem, an excerpt of not more than 250 words.~~
 - ~~(2) Prose. Either a complete article, story or essay of less than 2,500 words, or an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.~~

~~(Note: Each of the numerical limits above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph.)~~
 - ~~(3) Illustration. One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue.~~
 - ~~(4) Special works. Certain works in poetry, prose, or in poetic prose which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such special works may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and~~

~~INSTRUCTION~~~~R 6-49.1~~**~~Copyrighted Materials: Print Material (continued)~~**

~~containing not more than 10% of the words found in the text thereof, may be reproduced.~~

- ~~_____ b. Spontaneity. The copying is at the instance and inspiration of the individual teacher, and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.~~
- ~~_____ c. Cumulative effect. The copying of the material is for only one course in the school in which the copies are made. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term. There shall not be more than nine instances of such multiple copying for one course during one class term.~~

~~(Note: The limitations stated above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)~~

~~_____ 4. Prohibitions~~

- ~~_____ a. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works.~~
- ~~_____ b. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable materials.~~
- ~~_____ c. Copying shall not substitute for the purchase of books, publishers' reprints, or periodicals.~~
- ~~_____ d. Copying shall not be directed by a higher authority or repeated with respect to the same item by the same teacher from term to term.~~
- ~~_____ e. No charge shall be made to the student beyond the actual cost of the photocopying.~~

~~INSTRUCTION~~~~R 6-49.1~~~~Copyrighted Materials: Print Material (continued)~~~~B. Music. (Printed scores, arrangements, lyrics)~~~~1. Permissible Uses~~

- ~~a. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance purchased replacement copies shall be substituted in due course.~~
- ~~b. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.~~
- ~~c. For academic purposes other than performance, a single copy of an entire performance unit (section, movement, or aria, etc.) that is confirmed by the copyright proprietor to be out of print or unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly research or in preparation to teach a class.~~
- ~~d. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.~~

~~2. Prohibitions~~

- ~~a. Copying to create or replace or substitute for anthologies, compilations or collective works.~~
- ~~b. Copying of or from works intended to be consumable in the course of study or of teaching such as workbooks, exercises, standardized tests and answer sheets and like material.~~
- ~~c. Copying for the purpose of performance, except as noted above in an emergency.~~
- ~~d. Copying for the purpose of substituting for the purchase of music, except as noted above in an emergency.~~
- ~~e. Copying without inclusion of the copyright notice which appears on the printed copy.~~

INSTRUCTION

~~R-6-49.1~~~~Copyrighted Materials: Print Material (continued)~~~~C. Copyright Infringement~~

~~The copyright law specifies a normal penalty from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$50,000 for willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorney's fees must still be borne by the individual and/or organization charged with the copyright infringement.~~

~~Approved by Superintendent: September 3, 1985~~

INSTRUCTION

R 6-49.2

A. Generally

~~It is the intent of the school division to adhere to the provisions of copyright laws in the area of microcomputer programs. Though there continues to be controversy regarding interpretation of those copyright laws, the following procedures represent a sincere effort to operate legally. We recognize that computer software piracy is a major problem for the industry and that violations of computer copyright laws contribute to higher costs and greater efforts to prevent copies and/or lessen incentives for the development of good educational software. All of these results are detrimental to the development of effective educational uses of microcomputers.~~

B. Implementation

- ~~1. The ethical and practical problems caused by software piracy will be taught in all schools in the division.~~
- ~~2. Employees will be expected to adhere to the provisions of Public Law 96-517, Section 7(b) which amends Section 117 of Title 17 of the United States Code to allow for the making of a back-up copy of computer programs. This states that "It is not an infringement for the owner of a copy of a computer program to make or authorize the making of another copy or adaptation of that computer program provided:
 - ~~a. that such a new copy or adaptation is created as an essential step in the utilization of the computer program in conjunction with a machine and that it is used in no other manner or~~
 - ~~b. that such a new copy and adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful."~~~~

~~Approved by Superintendent: September 3, 1985~~

~~INSTRUCTION~~~~R-6-49.3~~A. ~~Records, Discs and Audio Tape Recordings~~

- ~~1. A single copy of a portion of a sound recording may be made by or for a student (i.e. song from a record, but not the entire recording). The copy can only be used in the educational context in which it was made and may not be sold or performed for profit.~~
- ~~2. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.~~
- ~~3. A single copy of the entire sound recording of copyrighted music or a portion thereof may be made from sound recordings owned by an educational institution or an individual teacher for the purposes of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher.~~

B. ~~Films/Filmstrips/Slide Programs~~

- ~~1. A single copy of a portion of a copyrighted film or filmstrip may be made by a student for educational purposes if the material is owned by the school which the student is attending.~~
- ~~2. A single copy of a small portion of a film or filmstrip may be made by or for a teacher for scholarly or teaching purposes.~~
- ~~3. No one is permitted to copy any portion of a film or filmstrip sent to the school for preview or rent or owned by another school or institution without the express written permission of the copyright holder. The copyright of a film governs the performance (showing) as well as the copying of it. It is permissible to show a film to students using closed-circuit television if the system is confined to one building. Showing a film via closed-circuit television outside the building is not permitted.~~

C. ~~Radio (off-air taping)~~

- ~~1. A single copy of a small portion of a copyrighted radio program may be made by a student for educational purposes. Such a copy may not be sold or performed for profit.~~
- ~~2. Copies of broadcasts on commercial radio, except for copyrighted musical selections (see above Section A, Records, discs, and audio tape recordings), is governed by the same copyright laws that apply to off-air taping of commercial television; however, there is no special provision allowing libraries to tape radio news programs.~~

INSTRUCTION**R-6-49.3****Copyrighted Materials: Nonprint (continued)****D. Television (off-air taping)**

- ~~1. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. Broadcast programs are television programs transmitted for reception by the general public without charge.~~
- ~~2. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once only when instructional reinforcement is necessary. These recordings may be shown in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) calendar day retention period. School days are school session days—not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions—within the forty-five (45) calendar day retention period.~~
- ~~3. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in advance of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.~~
- ~~4. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.~~
- ~~5. After the first ten (10) consecutive school days, off-air recordings may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes (i.e. to determine whether or not to include the broadcast program in the teaching curriculum) and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.~~
- ~~6. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.~~

~~INSTRUCTION~~~~R-6-49.3~~**~~Copyrighted Materials: Nonprint (continued)~~**

- ~~—7.— For off-air taping of Virginia Instructional Television programs inquiry should be made of the Division of Instructional Media and Technology, State Department of Education, P. O. Box Q, Richmond, Virginia 23216.~~
- ~~—8.— The copying or use of video tapes rented from home video tape rental stores or subscription programs transmitted via subscription television cable services as HBO or Show Time is illegal. Such programs are licensed for private/home use only and may not be used in public schools.~~

~~E. Copyright Infringements~~

~~The copyright law specifies a normal penalty from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$50,000 for willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorney's fees must still be borne by the individual and/or organization charged with the copyright infringement.~~

~~Approved by Superintendent: September 3, 1985~~

Agenda Report

Date: 11/06/19

Agenda Number: J-3

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Marie F. Gee, Director of Personnel

Subject: Lynchburg City School Board Personnel Policies

Summary/Description:

The Virginia School Boards Association (VSBA) recently sent revisions for the personnel policy section. On September 12, 2019, the Personnel Policy Workgroup reviewed these policies. They reflect the latest changes in state and federal law. These policy revisions from the VSBA update appear as attachments to the agenda report.

GAAZ	Staff Time Schedules
IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/GAB-R	Acceptable Computer System Use
IIBEA-E	Acceptable Computer System Use Agreement
GAE	Child Abuse and Neglect Reporting
GAZ	Personnel Policies Goals
GBEC (Also JFCH)	Tobacco Free School for Staff and Students
GBECA	Electronic Cigarettes
GCBEA	Emergency Medical Leave Without Pay
GCCB	Employment of Family Members
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
P 5-34.1	Travel Allowance
R 5-51.3	Deferred Compensation Retirement Plan
R 5-55.1	Classified Personnel: Wage and Salary Schedules

In addition, the current Reduction in Force policies and regulations along with other outdated LCS policies and regulations were discussed by the workgroup for conversion to the VSBA version or for deletion. These policies are being presented for School Board review. All policies being presented have been reviewed by legal counsel.

GCPA	Reduction in Professional Staff Work Force
GCPA-RZ	Reduction in Force: Licensed Staff Procedures
GDNA-RZ	Reduction in Force: Classified Staff Procedures
P 5-53.7	Reduction in Force: Classified Staff Procedures

Disposition: Action
 Information
 Action at Meeting on: December 3, 2019

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 December 3, 2019. Page 56

STAFF TIME SCHEDULES

Work Schedules

The workday for full-time professional and administrative staff is a minimum of seven hours and thirty minutes and continues until professional responsibilities to the student *{students}* and school division are completed. ~~Elementary school teachers will be provided at least an average of thirty minutes per day during the students' school week as planning time.~~ Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. *{Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.}* Work schedules for non-exempt employees will be defined by the Superintendent or his/her designee, consistent with the Fair Labor Standards Act and the provisions of this policy.

Workweek Defined

~~Working hours for all employees not exempted under the Fair Labor Standards Act, including but not limited to secretaries, bus drivers, school nutrition staff, custodians, instructional assistants, and maintenance personnel will conform to federal and state regulations. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be~~ *{employees of the Lynchburg City School Board is}* 12:00 a.m. Saturday until 11:59 p.m. Friday.

Overtime

{Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including but not limited to secretaries, bus drivers, school nutrition staff, custodians, instructional assistants, and maintenance personnel, conform to federal and state regulations. The Superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week.} The Lynchburg City School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her supervisor. All overtime work must be approved in writing by the Superintendent or his/her designee.

Principals and supervisors must monitor on a weekly basis and report such time to the Superintendent or his/her designee and may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

Accurate and complete time records of actual hours worked during the workweek must be submitted to the payroll department. The employee's supervisor or his/her designee will review work records of employees on a regular basis to make an assessment of overtime use.

Non-exempt employees whose workweek is less than 40 hours ~~will be~~*{are}* paid at the regular rate of pay for time worked up to 40 hours. Such employees will be provided overtime pay as provided above for working more than 40 hours in a workweek.

Employees will be provided with a copy of this policy and will be required to sign this policy to acknowledge their understanding of overtime provisions. Such signed policy will constitute the written agreement required in this section.

Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Adopted: March 6, 2018

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ *{22.1-253.13:2, 22.1-253.13:3,}* 22.1-291.1, 40.1-28.8 et seq.

{8 VAC 20-131-240}

Cross Ref.: IC/ID School Year/School Day

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, *{display devices,}* printers, ~~CD-ROM~~*{CD, DVD and other media}* devices, tape or flash drives, *{storage devices,}* servers, mainframe and personal computers, tablets, *{laptops,}* cellular phones, smart telephones, *{cameras, projectors, multimedia devices, workstations,}* the internet and other *{electronic services and}* internal or external networks. *{This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.}*

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. *{Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action.}* Any communication or material generated using the computer system, including electronic mail, *{social media posts,}* instant or text messages, tweets, ~~or~~ *{and}* other files *{files, including communications and materials}* deleted from a user's account, may be monitored, read, and/or archived by school officials *{division staff}*.

{This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy.}

The ~~Division Superintendent shall establish administrative procedures, for the School Board's approval,~~ *{is responsible for establishing Technology Use Guidelines,}* containing the appropriate uses, ethics and protocol *{protocols}* for *{use of}* the computer system. *{It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.}*

The ~~procedures shall~~ *{Guidelines}* include:

- (1) a prohibition against 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;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;

- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
- (6) provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;

{(7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords.}

~~(7)~~*{8}*)provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and

~~(8)~~*{9}*)a component of internet safety for students that is integrated in the Division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

{Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.}

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the Superintendent or Superintendent's designee.}

~~Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the division's computer system. The failure of any student, teacher or administrator~~*{user}* to follow the terms of ~~the Agreement, this policy or accompanying regulation~~*{the Technology Use Guidelines}* may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted: August 5, 2014

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: *{EGAA Reproduction and Use of Copyrighted Materials*
GBA/JHFA Prohibition Against Harassment and Retaliation}
GCPD Professional Staff Discipline
GCQB Staff Research and Publishing}
JFC Student Conduct
JFC-R Standards of Student Conduct

~~ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT~~

~~Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.~~

~~Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.~~

~~I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.~~

~~Student/Employee Signature _____ Date _____~~

~~I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Lynchburg City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.~~

~~I grant permission for my student to use the computer system in accordance with Lynchburg City School Division's policies and regulations and for the School Division to issue an account for my student.~~

~~Parent/Guardian Signature _____ Date _____~~

~~Parent/Guardian Name _____
(Please Print)~~

~~ACCEPTABLE COMPUTER SYSTEM USE~~ ***TECHNOLOGY USE GUIDELINES***

All use of the Lynchburg City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, ***{display devices,}*** printers, CD-ROM***{CD, DVD and other media}*** devices, tape or flash drives, ***{storage devices,}*** servers, mainframe and personal computers, tablets, ***{laptops,}*** ~~cellular phones, smart telephones,~~ ***{cameras, projectors, multimedia devices, workstations,}*** the internet and ***{other electronic services and}*** any other internal or external network. ***{This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.}***

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division ~~denies any responsibility~~ *{is not responsible}* for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. **Electronic Mail.** ~~The School Division's electronic mail system is owned and controlled by the School Division.~~ The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail *may {will}* be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: August 5, 2014

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

~~Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)~~

Cross Refs: ***{GAB/IIBEA Acceptable Computer System Use}***
GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

CHILD ABUSE AND NEGLECT REPORTING

Reporting Requirement

Every employee of Lynchburg City School Board who, in his *{their}* professional or official capacity, has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq. shall immediately report the matter to

- the local department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- to the person in charge of the school or department, or his *{their}* designee, who shall make the report forthwith to the local or state agency. The person making the report to the local or state agency must notify the person making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual receiving the report, and must forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

Notice of Reporting Requirement

The School Board shall post in each school a notice that

- any teacher or other person employed there who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his *{their}* designee; and
- all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

Complaints of Abuse and Neglect

The School Board and the local department of social services shall adopt a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on recommended procedures for conducting investigations developed by the Departments of Education and Social Services. *{The School Board reports substantial modifications of the agreement to the Board of Education.}*

Adopted: March 5, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~22.1-253.13:7.A~~**(22.1-253.13:7)**, 22.1-291.3, 63.2-1509, 63.2-1511.D.

Cross Refs.: **{EFB** **Food Services}**
JFHA/GBA Prohibition Against Harassment and Retaliation
{GAZ **Personnel Policies Goals}**
GBLA Third Party Complaints Against Employees

PERSONNEL POLICIES GOALS

The goal of the employment policies and practices of the Lynchburg City School Board is to promote the employment and retention of highly qualified personnel to effectively serve the educational needs of students.

Definitions

For the purpose of differentiating between various employees of the board in regards to salary guides and schedules and for consistency, the following definitions shall apply:

A. Employees of the Board

All employees are "Employees of the Board" and whenever reference is made to employees without distinction, such statement shall refer to all employees with the exception of the superintendent of schools.

B. Full-Time/Part-Time Employees

1. Full-time: An employee who works seven (7) or more hours per day, five (5) days per week, or at least 35 hours per week, exclusive of overtime or special assignments, is considered full-time.
2. Part-time: An employee who works less than seven (7) hours per day, or who works less than five (5) days per week, or less than 35 hours per week, or who is restricted to temporary or interim employment is considered part-time.

C. Professional Personnel

Professional personnel shall include those employees of the board who, by reason of their position(s), must have teaching or other licensure from the State Board of Education.

D. Classified/Support Personnel

Classified/support personnel shall include those positions that are not licensed by the State Board of Education.

E. Administrative Personnel

Administrative personnel shall be those persons, both licensed and classified, who have been assigned to the administrative salary schedule.

Adopted: March 6, 2018

Revised: August 7, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § ~~{22.1-79.8,}~~ 22.1-295.

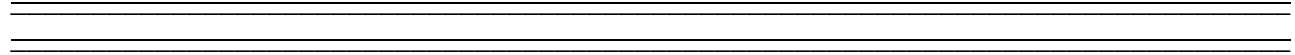
~~Acts 2018, c. 513.~~

Cross Refs.:	AC	Nondiscrimination
	GB	Equal Employment Opportunity/Nondiscrimination
	GBL	Personnel Records
	GBN	Staff Hiring Procedure

ELECTRONIC CIGARETTES

~~The use of electronic cigarettes is prohibited on school buses, on school premises and at school sponsored activities.~~

~~Adopted: September 16, 2014~~



~~Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-79.5.~~

Cross Refs.:	GBEC/JFCH	Tobacco Free School for Staff and Students
	JFC R	Standards of Student Conduct
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

~~TOBACCO FREE SCHOOL FOR STAFF AND STUDENTS~~***TOBACCO PRODUCTS AND
NICOTINE VAPOR PRODUCTS***

~~Smoking, chewing or any other use of any tobacco products by staff, students, and visitors is prohibited on school property.~~

~~For purposes of this policy:~~

~~1. "School property" means:~~

- ~~a. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.~~
- ~~b. All premises owned, leased or authorized for use by the school division;~~
- ~~c. All vehicles used by the division for transporting students, staff, visitors or other persons.~~

~~2. "Tobacco" includes cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" includes cloves or any other product packaged for smoking.~~

~~3. "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind.~~

~~This policy shall be published in student and employee handbooks, posted on bulletin boards and announced in meetings.~~

~~Each principal shall post signs stating "No Smoking," or containing the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a bar across it, clearly and conspicuously in every school cafeteria and other dining facility in the school.~~

~~Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.~~

~~Electronic Cigarettes~~

~~Students are prohibited from possessing electronic cigarettes on school buses, on school premises and at school sponsored activities.~~

~~All other persons are prohibited from using electronic cigarettes on school premises and school vehicles.~~

{Students are prohibited from possessing any tobacco product, or nicotine or other vapor product on a school bus, on school property, or at an on-site or off-site school sponsored activity.

In addition, the use or distribution of any tobacco product, or nicotine or other vapor product, on a school bus, on school property, or at an on-site or off-site school-sponsored activity is prohibited.

The Superintendent is responsible for developing a regulation which contains

- *provisions for the enforcement of this policy among students, employees, and visitors, including the enumeration of possible sanctions or disciplinary actions, and*
- *referrals to resources to help staff and students overcome tobacco addiction.*

Definitions

“Nicotine vapor product” means any noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from nicotine in a solution or other form. "Nicotine vapor product" includes any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. "Nicotine vapor product" does not include any product regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.

"Tobacco product" means any product made of tobacco and includes cigarettes, cigars, smokeless tobacco, pipe tobacco, bidis, and wrappings. "Tobacco product" does not include any nicotine vapor product, alternative nicotine product, or product that is regulated by the FDA under Chapter V (21 U.S.C. § 351 et seq.) of the Federal Food, Drug, and Cosmetic Act.}

Adopted: July 12, 2016

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ ~~15.2-2820, 15.2-2824, 15.2-2825, 15.2-2827~~**{18.2-371.2}**, 22.1-79.5, 22.1-279.6.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse
 GBEC Tobacco-Free School for Staff and Students

~~GBECA~~ — ~~Electronic Cigarettes~~
JFC-R Standards of Student Conduct
{JFCH/KGC Tobacco Products and Nicotine Vapor Products}
KG Community Use of School Facilities
{KGB Public Conduct on School Property}
~~KGC~~ — ~~Use of Tobacco and Electronic Cigarettes on School Premises~~

EMERGENCY MEDICAL LEAVE WITHOUT PAY

Employee’s Debilitating or Life-Threatening Illness or Injury

Leave without pay may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee’s first year of service.

Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBE Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Adopted: March 6, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-296.

Cross Refs.: GCBD Staff Leaves and Absences
GCBE Family and Medical Leave
GCBEB Military Leave and Benefits
{GCQA Nonschool Employment by Staff Members}

EMPLOYMENT OF FAMILY MEMBERS

A. The School Board may not employ or pay, and the Superintendent may not recommend for employment, any family member of the Superintendent or of a School Board member except as authorized in ~~Subsection B~~ below. This prohibition does not apply to the employment, promotion, or transfer within the school division of any family member who

- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the Superintendent or any School Board member, or
- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of the family relationship, or
- was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

A family member employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

B. Notwithstanding the rules stated in Section A above, the School Board may employ or pay, and the Superintendent may recommend for employment, any family member of a School Board member provided that

~~1) {•}~~ the member certifies that he had no involvement with the hiring decision; and

~~2) {•}~~ the Superintendent certifies to the remaining members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

{C. Notwithstanding the rules stated in Section A above, the School Board may employ or pay any family member of the Superintendent provided that

- ***the Superintendent certifies that he had no involvement with the hiring decision; and***
- ***the Deputy Superintendent certifies to the members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that the Superintendent had no involvement with the hiring decision.***

~~€{D.}~~ No family member of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

~~D.~~**(E.)** Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

Adopted: August 1, 2017

Revised: August 7, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3119.

Cross Ref.: BBFA Conflict of Interests and Disclosure of Economic Interests
GCI Professional Staff Assignments and Transfers

EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

Generally

The Board will not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. APPLICANTS FOR EMPLOYMENT

A. Criminal Convictions

As a condition of employment for all of its public school employees, whether full-time or part-time, permanent, or temporary, the Lynchburg City School Board shall require on its application for employment certification (i) that the applicant has not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; and (ii) whether the applicant has been convicted of a crime of moral turpitude.

The Lynchburg City School Board shall also require on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Lynchburg City School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

If an applicant is denied employment because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board shall ensure

that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board shall take reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on his record in the registry, the School Board shall provide a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services shall be confidential and shall not be disseminated by the School Board.

II. EMPLOYEE CHARGES AND CONVICTIONS

A. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on his/her criminal history record, the School Board shall provide a copy of the information provided by the Central Criminal Records Exchange to the employee.

The Superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

B. Founded Complaints of Child Abuse or Neglect

Any employee of Lynchburg City School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be ~~shall be~~ *{is}* treated as a conviction and as a finding of guilt.

IV. COSTS OF FINGERPRINTING, CRIMINAL RECORD, AND ABUSE AND NEGLECT CHECKS

The applicant or employee shall pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

Adopted: August 1, 2017
Reviewed: August 21, 2018

Legal Ref.: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

{Acts 2018, c. 833.}

Cross Refs.: GCPF Suspension of Staff Members
 GCPD Professional Staff Discipline

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, 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.

General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by the Board. The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-304.

Cross Ref.: GCG Professional Staff Probationary Term and Continuing Contract

REDUCTION IN FORCE: LICENSED STAFF PROCEDURES

A decrease in 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.

Notwithstanding any rights herein granted by the school board, the school board reserves the right to at all times destaff, transfer, reassign or recall employees of the division in any manner as may be, in the school board's sole discretion, necessary in the best interest of and for the more efficient operation of the schools of the division.

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

A. Definitions

- Professional Employee-Those persons who hold licenses as teachers, administrators, supervisors, and other related instructional positions as defined by the Virginia Board of Education under its rules and regulations.
- Seniority - Will be based on, in order of priority:
 1. Total length of continuous service as a professional employee with Lynchburg City Schools. Seniority shall be system-wide and shall date from the effective date of employment. While time off for approved leaves of absences shall not count for seniority purposes, such leaves shall not be considered as an interruption of continuous service;
 2. Total length of accumulated service as a professional employee with Lynchburg City Schools;
 3. Total years of service, other than service with Lynchburg City Schools, as a professional employee in any accredited public or private school in the commonwealth of Virginia; and,
 4. Total years of service, other than service with Lynchburg City Schools and the Commonwealth of Virginia, as a professional employee in any accredited public or private school in the United States of America or any U.S. affiliated school outside the United States.
- Contract Status-Type of contract held, i.e., probationary or continuing.
- Endorsements-Specific areas listed on a valid teaching license issued by the Virginia Board of Education that authorizes a person to teach specific subjects or grade levels in Virginia public schools.

B. Order of Reduction

1. Reductions of Professional Employees

The School Board, on the recommendation of the Superintendent, shall determine which individuals, if any, shall be reduced. The factors to be considered in making both the recommendation and determination shall be: seniority, the least senior person being reduced first (with probationary employees being reduced prior to continuing contract employees); teaching experience; performance (as reflected in the employee's last two evaluations); whether the employee is on a plan of assistance or otherwise under discipline; the areas in which the employee is endorsed; the athletic and extra-curricular activities the employee leads; and the overall needs of the school system and its students.

2. Reductions of Specially Funded Professional Employees

Professional employees employed in programs funded through special grants or special sources of funding shall be evaluated for reduction based on the resources, achievement of program outcomes, and needs of these programs.

C. Procedures for Reduction

1. Under the direction of the Lynchburg City School Board, the Superintendent shall determine areas which must be reduced. 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 July 1, whichever is earlier.
2. An employee who is reduced will be assigned to a vacancy within his or her areas of endorsement. To be reassigned to a different subject area or grade level than he or she is currently teaching, the teacher should be properly endorsed in that area at the time of reassignment. Should an employee refuse a reassignment, he/she will be ineligible for any other reassignment and will lose all recall rights.
3. An employee who is reduced and not assigned to a vacancy will be assigned to a position within the division held by the employee with the least seniority within his or her endorsement area.
4. When possible, the displacing employee shall be in the same or higher adopted salary classification as the employee to be displaced.
5. When an employee is reduced into a lower salary classification, he or she will be credited with all of his or her previous Lynchburg City School experience in the assigned classification, including previous Lynchburg City School experience in a higher salary classification.
6. Employees who are reduced and cannot qualify for an existing vacancy based on seniority and certification will be placed on the list of eligible employees subject to recall. Hospitalization and life insurance participation will be made available to a reduced employee during the recall period providing he or she pays the full cost of such insurance. When any position becomes available for which a reduced employee

qualifies, he or she will be offered the assignment.

7. When there is no remaining assignment available for a reduced employee, he or she may be released from employment in accordance with state statutory requirements. Such personnel will be recalled under the following section of this procedure.

D. Recall

1. Employees released under the above provision shall be listed in order of seniority within contract status and endorsement areas and shall have priority for rehire during the recall period as openings occur within their endorsement areas. Employees with the most seniority within contract status shall be the first to be recalled. Notice of recall for an available position will be sent by certified mail from the department of personnel.
2. A recall period shall exist for one school year after the effective date of an employee's release under the procedures contained herein. The Lynchburg City School Board shall not fill any professional opening until all properly endorsed personnel released under these procedures have been provided with the opportunity to fill the available position through a notice of recall.
3. Failure to respond to the notice of recall within fifteen (15) calendar days of receipt of notice of recall shall constitute rejection of the offer to return to the employment of the Lynchburg City School Division. The fifteen (15) calendar day period shall begin on the date the receipt of service is signed by the employee or someone acting in the employee's behalf. It shall be the responsibility of the employees subject to recall to inform the department of personnel of any change of address and to otherwise provide the necessary means to be informed that they have been recalled. Failure of the employee to provide for receipt of the recall notice shall constitute removal of the employee from the recall list and the employee shall forfeit all recall rights.
4. An employee forfeits all recall rights upon resignation or failure to maintain certification requirements. Should an employee refuse a reassignment he/she will be ineligible for any other reassignment and will lose all recall rights.
5. All employees will be deemed to have continuous service for the school year coinciding with the reduction.

E. Board Minutes

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

Adopted:

Legal Reference: Code of Virginia §§22.1-304, 22.2-305.

REDUCTION IN FORCE – CLASSIFIED STAFF PROCEDURES

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 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 July 1, whichever is earlier. 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., instructional assistant, secretary, custodian, bus driver, maintenance worker, etc.)
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.

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: March 20, 2012

~~PERSONNEL~~~~P-5-34.1~~~~**Travel Allowance P-5-34.1**~~

~~Employees, declared eligible by the division superintendent, who use their personal vehicles in the performance of their duties shall be paid a travel allowance. For most administrative and supervisory personnel, this allowance shall be a predetermined, budgeted amount and shall be shown on the employee's travel allowance notification. For other personnel declared eligible, the predetermined allowance may be a fixed budgeted amount or a fixed rate per mile as determined by the school board. A determination is made annually regarding personnel eligible for a travel allowance.~~

~~Personnel eligible for the fixed rate per mile payment shall be paid on the basis of a valid accounting of miles traveled on approved school board forms.~~

~~Adopted by School Board: September 17, 1974~~

~~Revised by School Board: June 15, 2010~~

~~PERSONNEL~~

~~P-5-53.7~~

~~Reduction in force: Classified Staff Procedure 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.)~~
- ~~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~~

PERSONNEL

P-5-53.7

~~Reduction in Force: Classified Staff Procedures (continued)~~

- ~~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.~~

~~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: March 20, 2012~~

~~PERSONNEL~~

~~R-5-51.3~~

~~**Deferred Compensation Retirement Plan R-5-51.3**~~

~~This administrative memorandum was deleted December 6, 2005~~

~~Approved by School Board: April 12, 1988~~

~~Revised by School Board: December 4, 1990~~

~~Revised by School Board: June 20, 2000~~

~~Revised by School Board: September 19, 2000~~

~~Revised by School Board: June 26, 2001~~

~~Revised by School Board: May 17, 2005~~

~~Revised by School Board: December 6, 2005~~

~~PERSONNEL~~

~~R 5-55.1~~

~~Classified Personnel: Wage and Salary Schedules R 5-55.1~~

~~See Lynchburg City School's Handbook of Salary Schedules. Actual salary schedules are approved by the school board with the approval of the annual budget.~~

~~Approved by Superintendent: Annual Approval~~

Agenda Report

Date: 11/06/19

Agenda Number: J-4

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent

Subject: Lynchburg City School Board Operations Policies and Regulations

Summary/Description:

On September 23, 2019, by the Operations Policy Workgroup reviewed the operations policies and regulations for conversion to the Virginia School Board Association (VSBA) formatted policies. As a result of this review, some revisions have been made to the VSBA policies and regulations that conform to current state and federal laws and regulations. Legal counsel has reviewed these policies and regulations. School board members have been given a hard copy of the policies and regulations. School administration will provide an overview of those changes and respond to questions during this presentation.

[\(Please click on link provided for attachment. Hard copy provided to board.\)](#)

Disposition: Action
 Information
 Action at Meeting on: December 3, 2019

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 December 3, 2019.

Agenda Report

Date: 11/06/19

Agenda Number: J-5

Attachments: No

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Deputy Superintendent

Subject: Substitute Bus Driver Pay Rate

Summary/Description:

On September 10, 2019, the Finance Committee discussed increasing the rate of pay for substitute bus drivers with the hope of attracting new substitute drivers. The current rate of pay is \$9.25 per hour. Lynchburg City Schools has struggled to find new hires for the substitute bus driver position for several years. The goal is to also have a substitute driver call list for drivers who want to sub occasionally. The committee recommended during this meeting that the substitute rate of pay be increased to \$11.00 per hour.

The school administration will provide information for discussion regarding the proposed rate increase.

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

Recommendation:

The superintendent recommends that the school board approve the substitute bus driver pay rate increase effective immediately.

Agenda Report

Date: 11/06/19

Agenda Number: J-6

Attachments: Yes

From: Dr. Crystal Edwards, Superintendent
Kimberly Lukanich, Chief Financial Officer

Subject: Fund Balance Recommendations: 2019-20

Summary/Description:

The fund balance for the 2018-19 school year is \$5,008,139. The school administration has discussed possible uses for those funds at the Finance Committee Meeting on October 8, 2019 and at the School Board Retreat on October 11, 2019. The administration recommends the following:

CIP Projects	\$ 2,086,914
Textbook/Textbook Reserve	\$ 1,122,972
Health Insurance Reserve	\$ 433,075
School Revitalization Projects	\$ 499,400
Elevator Controller Upgrade Kits	\$ 86,000
Board Room Technology Upgrades	\$ 25,000
Sonitrol Upgrade to Digital	\$ 68,000
Siemens Desigo Control Upgrade	\$ 65,000
Classroom and Admin Desktop Computers	\$ 416,000
Smartboard and Projector Replacement	\$ 73,000
Classlink Software	\$ 31,000
Demographic Enrollment Software	\$ 33,800
Board Doc Software	\$ 12,600
2 Bus Engine Rebuilds	\$ 50,000
School Security Equipment Grant Local Match	\$ 5,378
	\$ 5,008,139

A detailed listing appears as an attachment to the agenda report.

Disposition: **Action**
 Information

Recommendation:

The superintendent recommends that the school board approve the fund balance request.

Fund Balance Request					
Project	Cost	Strategic Plan Goal	Total by Goal	Notes	
1	\$ 800,000.00	3.3.1 (CIP Projects)		Board discussion	
2	\$ 650,000.00	3.3.1 (CIP Projects)		Design and partial construction	
3	\$ 636,914.00	3.3.1 (CIP Projects)	\$ 2,086,914.00		
4	\$ 110,972.00	3.1.2 (Budget Management)		FY1819 restricted textbook funds	
5	\$ 1,000,000.00	3.1.2 (Budget Management)		ELA (K-12), World Language (8-13), Social Studies (1-5)	
	\$ 12,000.00	3.1.2 (Budget Management)	\$ 1,122,972.00		
6	\$ 433,075.00	3.1.4 (Healthcare)	\$ 433,075.00	Will bring balance to \$2.5 million	
7	\$ 55,000.00	3.3.5 (Routine Maintenance/Upgrades)		lockers are unserviceable	
	\$ 4,400.00	3.3.5 (Routine Maintenance/Upgrades)		unplanned expense	
	\$ 15,000.00	3.3.5 (Routine Maintenance/Upgrades)			
	\$ 150,000.00	3.3.5 (Routine Maintenance/Upgrades)		Perrymont, Bedford Hills, Dearington	
	\$ 150,000.00	3.3.5 (Routine Maintenance/Upgrades)		Bedford Hills, TC Miller, & TBD	
	\$ 75,000.00	3.3.5 (Routine Maintenance/Upgrades)			
	\$ 50,000.00	3.3.5 (Routine Maintenance/Upgrades)		Need additional student desks at ECG, LMS, SMS & DMS	
8	\$ 86,000.00	3.3.5 (Routine Maintenance/Upgrades)			
9	\$ 25,000.00	3.3.5 (Routine Maintenance/Upgrades)		Eliminate the need for camera operators and modernize the audio/electronics	
10	\$ 68,000.00	3.3.5 (Routine Maintenance/Upgrades)		All ES, MS & ECG	
11	\$ 65,000.00	3.3.5 (Routine Maintenance/Upgrades)	\$ 743,400.00		
12	\$ 416,000.00	3.4.2 (Tech Long Range Plan)		Replace older devices	
13	\$ 73,000.00	3.4.2 (Tech Long Range Plan)		Replace older devices	
14	\$ 31,000.00	3.4.2 (Tech Long Range Plan)	\$ 520,000.00	Links multiple software programs for access	
15	\$ 33,800.00	3.2.1 (Enrollment)	\$ 33,800.00	Mapping and zoning software	
16	\$ 12,600.00	2.5.1 (High Performing Board)	\$ 12,600.00	Help with board communication and community access to information	
17	\$ 50,000.00	3.5.2 (Bus Replacement Cycle)	\$ 50,000.00	excessive engine wear due to new emission standards.	
18	\$ 5,378.00	3.3.4 (School Security)	\$ 5,378.00	Local match is \$30,377.50 - we had budgeted \$25,000	
TOTAL	\$ 5,008,139.00		\$ 5,008,139.00		
		Fund Balance	\$4,891,499.00	\$116,640.00	
		By Year	FY2018-19	additional funds from 2017-18 correction	

Agenda Report

Date: 11/6/19

Agenda Number: J-7

Attachments: No

From: Dr. Crystal Edwards, Superintendent

Subject: Equity Task Force Advisory Committee

Summary/Description:

The School Board may appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. The Equity Task Force Advisory Committee exists with the purpose of assisting with the evaluation of equitable practices in six key areas:

1. Staff: recruitment and retention
2. Students: academics and climate
3. Training: all stakeholders including parents, students, staff, school board, community
4. Engagement & Involvement: all stakeholders including parents, students, staff, school board, community
5. Cultural Diversity: celebration and recognition
6. Access & Barriers: increase access/opportunities and remove of barriers

The following names are being submitted to the board for approval:

Adams, Tia	Kee, Paul
Appling, Artice	King, Leslie
Chandler, Reason	McCain, Danny
Cox, Angela	Morris, Amy
Ferguson, Robin	Price, Patricia
Flood, Robert	Taylor, Lisa
Gillette, Jodi	Tucker, Joseph
Glass, Ivorie	Tweedy, Eugene
Gonzalez, Vicente	Williams, Nia
Graham, Ashley	Woofter, Jennifer

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

Recommendation:

The superintendent recommends that the school board approve the names submitted for the 19-20 school year.

Agenda Report

Date: 11/06/19

Agenda Number: J-8

Attachments: Yes

From: Susan D. Morrison, School Board Chair
Robert O. Brennan

Subject: 2020 Legislative Agenda – Priority List

Summary/Description:

On October 11, 2019, the Lynchburg City School Board discussed, at our School Board Retreat, the 2020 Legislative Agenda as presented by the Legislative Advocacy and Community Relations Committee. Directives were given at the School Board Retreat for board members to identify their top priorities from the proposed 2020 Legislative Agenda. Subsequently, the Legislative Advocacy and Community Relations committee reviewed the responses to determine the general consensus of the most important priorities reflective of the four areas of our strategic plan. The 2020 Legislative Agenda- Priority List is to be submitted for approval at the November 6th Board Meeting as this will be the basis of our discussion with our state and local officials at the November 8, 2019 Legislative Breakfast.

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

Recommendation: The school board chair recommends that the school board approve the 2020 Legislative Agenda Priority List.

LYNCHBURG CITY SCHOOLS LEGISLATIVE AGENDA 2020
Priority List
November 6, 2019

LCS Strategic Goal #1 – Student Growth, Development and Success: LCS affirms that all students are challenged and are actively engaged through a variety of academic pathways, resulting in successful outcomes for post graduate education, career training or military service. Each Lynchburg City School will be accredited and the achievement gap closed.

- **Early Childhood Education**

LCS supports stable funding to support publicly subsidized early pre-K childhood child care and public education for at-risk individuals age 3 to 4 years. It is imperative that such programs, once established, be maintained to provide a reliable resource for providing disadvantaged students and their family's additional support for future educational success.

- **Student Mental Wellness**

LCS supports appropriate prior authorization and funding for Therapeutic Day Treatment. According to the Centers for Disease Control and Prevention, 1 in 6 U.S. children aged 2–8 years had a diagnosed mental, behavioral, or developmental disorder. The recent increase in 2019 in denials and shortened authorization periods have left students without behavioral health services which increases the likelihood for school failure.

- **Student Success**

LCS supports additional funding needed to implement proven methods of preventing and addressing misbehaviors that lead to suspension and expulsion (i.e., VTSS/PBIS Restorative Justice, Regional Programs, Virtual Services, and community-based/parental services).

- **African American History Education**

LCS supports the mission of the Commission on African American History including the development of an educational curriculum that celebrates the accomplishments of African American culture and African American individuals in all areas of our society including government, law, medicine, science and the arts.

LCS Strategic Goal #2 – Personnel Growth, Development and Success: LCS strives to recruit, hire, support, train, and retain employees to build excellence in education and, most importantly, to meet the needs of all students.

- **Teacher Recruitment & Retention**

LCS supports a raise in teacher salaries to at least the national average. The state should also play a part in encouraging recruitment and retention of high-quality, diverse individuals to teach in at-risk schools through innovative programs, scholarships, loans, and incentive grants. Including programs for current teachers, administrators and staff to develop a stronger understanding of the unique needs of children in an urban school district.

LSC Strategic Goal #3 – Fiscal Responsibility: LCS operates in an efficient, effective, timely and transparent manner with fiscal responsibility to meet our diverse financial needs and develop resources that advance the educational outcomes of all students.

- **State Testing and Standards of Quality and State Education Funding**

State funding based on SOQs are inadequate to meet state SOL standards. There needs to be a better match between state funding and state standards. Removal of the SOQ Support Position Cap should be a part of this effort.

- **Funding formula**

LCS supports a review of the calculation of the Local Composite Index (LCI). LCI is an inaccurate proxy for determining the ability of each locality to pay its share of K-12 expenses as defined by the SOQ. It does not **accurately** reflect the demands on urban, high-density localities that have significant additional human service and infrastructure needs.

LCS Strategic Goal #4 – Family and Community Engagement: LCS purposefully works collaboratively with families, the community and businesses to provide the best education for our students.

LCS supports additional funding for social workers to be placed in the schools as an intervention that would work to build relationships with families and address the concerns of students and families in a proactive and efficient manner.