



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

Lynchburg City School Board

Mary Ann H. Barker
School Board District 1

Albert L. Billingsly
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

Treney L. Tweedy
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

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

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
January 8, 2013 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

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

B. SPECIAL PRESENTATION

- 1. School Improvement Plan: Sandusky Elementary School
- William A. Coleman, Jr. Page 2
- Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes:
 - October 2, 2012 (Regular Meeting)
 - October 16, 2012 (Regular Meeting)
 - November 13, 2012 (Regular Meeting)
 - November 27, 2012 (Regular Meeting)
 - December 4, 2012 (Regular Meeting)
 - December 18, 2012 (Regular Meeting)
- 2. Academic Calendar: 2013-14
- William A. Coleman, Jr. Page 3
- Discussion/Action
- 3. Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures
- Ben W. Copeland. Page 5
- Discussion/Action
- 4. School Board Policy 7-11.2: Compulsory Attendance/ Exemptions: Home Instruction
- Ben W. Copeland. Page 10
- Discussion/Action
- 5. Administrative Regulation 7-11.2: Compulsory Attendance/ Exemptions: Home Instruction
- Ben W. Copeland. Page 14
- Discussion/Action

- 6. School Board Policy 7-45: Interscholastic Athletic Participation
Ben W. Copeland. Page 17
Discussion/Action
- 7. Administrative Regulation 7-45: Interscholastic Athletic Participation
Ben W. Copeland. Page 19
Discussion/Action

D. STUDENT REPRESENTATIVE COMMENTS

E. UNFINISHED BUSINESS

- 1. School Operating Budget: 2013-14
Anthony E. Beckles, Sr. Page 25
Discussion
- 2. Capital Improvement Plan: Heritage High School
Ben W. Copeland. Page 26
Discussion
- 3. Lynchburg City School Comprehensive Plan: Operations
Ben W. Copeland. Page 27
Discussion

F. NEW BUSINESS

- 1. Lynchburg Juvenile Detention Center Education
Program Budget: 2012-13
William A. Coleman, Jr.Page 30
Discussion/Action
- 2. Lynchburg Juvenile Detention Center Education
Program Budget: 2012-13 Title I Part D-Literacy
Coach (Full Time)
William A. Coleman, Jr.Page 32
Discussion/Action
- 3. Central Virginia Child Development Clinic Budget: 2012-13
William A. Coleman, Jr.Page 33
Discussion/Action

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, January 22, 2013, 5:30 p.m.
Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 01/08/13

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/08/13

Agenda Number: B-1

Attachments: No

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

Subject: School Improvement Plan: Sandusky Elementary School

Summary/Description:

The superintendent has directed each school within the school division to form a School Improvement Planning Team that will develop school improvement plans that identify areas for growth and improvement specific to their students' academic, behavioral, and cultural needs. During this presentation, Mr. Derrick E. Womack, principal at Sandusky Elementary School, will present data relative to that school's plan to the school board.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 01/08/13

Agenda Number: C-2

Attachments: Yes

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

Subject: Academic Calendar: 2013-14

Summary/Description:

The proposed 2013-14 academic calendar presented for discussion tonight includes:

- First day of student attendance as August 26, 2013
- 180 student instructional days
- Last day of student attendance as June 6, 2014
- 11 teacher professional development/planning dates
- Six early dismissal days to provide teachers with additional planning time
- Three orientation days for new teachers

This draft developed by the Calendar Committee, has been presented to the Superintendent's Personnel Advisory Committee, the Secondary Leadership Team, the Elementary Leadership Team, and during the December principals' meeting.

If a waiver to open school prior to Labor Day is not granted by the Virginia Department of Education, the school administration will adjust the 2013-14 academic calendar accordingly and present it to the school board for further consideration.

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

Recommendation:

The superintendent recommends that the school board approve the 2013-14 Academic Calendar.

2013-2014 Academic Year Calendar

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

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

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

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

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

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

January 2014						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2014						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2014						
S	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2014						
S	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2014						
S	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2014						
S	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Traditional Draft Revised 12/5/12

New Teacher Orientation	3
Teacher PD/Planning	11
Student Attendance Days	180
Holidays	21
Graduation/Teacher Workday	1
Early Dismissals	6

1st Semester	2nd Semester
44	48
45	43
89	91

Agenda Report

Date: 01/08/13

Agenda Number: C-3

Attachments: Yes

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

Subject: Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 6-58: Secondary Student Evaluation and Grading Procedures.

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58A. Determining End-of-Course Grades

Middle school end-of-course grades are to be computed by an average of the grades earned for each ~~six~~ **{nine}** weeks.

B. Determining Semester Grades

High school course semester grades are to be computed ~~by an average of the three six-weeks' grades. Secondary students' semester grades are to be computed by~~ applying ~~30~~ **{45}** percent weight to each of the ~~three~~ **{two}** ~~six~~ **{nine}**-weeks' grades and 10 percent weight to the final examination grade. During the semester an advanced placement test is taken, however, an examination may not be given. In such instances, an average of the ~~three~~ **{two}** ~~six~~ **{nine}**-weeks' grades shall constitute the final semester grade.

C. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for second semester of the senior year only.
3. The student must have a semester grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).

D. Standards of Learning Exam Option

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the second semester exam and take the grade they make from the ~~three~~ **{two}** ~~six~~ **{nine}**-week average.

E. Determining Grades for a Student Who Exits a Course Before the End of the Semester

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-581. Request to Withdraw

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the guidance department by the end of the 15th school day of the semester. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record. Unless there are extenuating circumstances, students will not be permitted to withdraw from a course after the 15th day of the semester.

In very rare cases, extenuating circumstances may justify a withdrawal from a course after the 15th school day of the semester. If a student is withdrawn after the 15th school day of the semester, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the semester. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, recommend approval or denial, and send the request and recommendation to the superintendent (or designee) for consideration. Only the superintendent (or designee) can approve a withdrawal from a course after the 60th school day. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course until the end of the semester.

2. Request to Transfer to a Lower Level of the Same Course

At any time during the semester, the principal may approve a request from a parent/guardian for a student transfer to a lower level of the same course. An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the semester grade reported on the student's academic record under the lower-level course name.

3. Courses That Are Dropped Due to Extensive Absences

School Board Policy 7-15: Student Attendance speaks to the practice of dropping students from courses due to extensive absences. Section B. 8. of the policy notes "Students absent 15 consecutive days from school are dropped from

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58

the school's attendance roll. The principal or designee shall make a reasonable effort to notify the parent/guardian by telephone and in writing that the student has been dropped from the roll (8VAC10-110-13)."

In the case that a student is dropped from a course pursuant to School Board Policy 7-15 after the 15th school day of the semester but before the end of the 60th school day, the student will be dropped from all courses, and no record of courses in which the student was enrolled will be maintained. If the student is dropped from a course for extensive absences under School Board Policy 7-15 after the 60th school day (meaning approximately two-thirds of the semester has passed), a zero will be recorded for any assignments not completed during the remainder of the semester, and the resulting "F" grade will be recorded for the semester course grade at the time of the drop.

F. Grades and Class Rank Related to Courses Repeated

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools High School Program of Studies.

G. Repeat Courses Under the Credit Recovery Format

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 Carnegie credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will

INSTRUCTION

Secondary Student Evaluation and Grading Procedures R 6-58

earn an “F” grade, and it will be reflected on the student’s academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23rd instructional hour will not have that course appear on their transcripts. However, if after the 23rd instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester course grade.

Approved by Superintendent: August 2, 1983

Revised by School Board: September 21, 1993

Revised by School Board: March 30, 1999

Revised by School Board: February 21, 2006 (effective – beginning with school year 2006-07)

Revised by School Board: May 18, 2010

Revised by School Board: August 2, 2011

Agenda Report

Date: 01/08/13

Agenda Number: C-4

Attachments: Yes

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

Subject: School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-11.2: Compulsory Attendance/Exemptions: Home Instruction.

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction P 7-11.2A. Generally

The 1984 General Assembly amended Code of Va., §22.1-254. Ages of children required to attend.--to provide for home instruction as an alternative to compulsory school attendance and enacted Code of Va., § 22.1-254.1. Declaration of policy; requirements for home instruction of children.-- cited as a legal reference to this policy.

B. Procedures

Applicants desiring to provide home instruction shall be referred to the division superintendent's office.

Legal Reference:

Code of Va., § 22.1-254.1. Declaration of policy; requirements for home instruction of children.— “A. When the requirements of this section have been satisfied, instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if he (i) holds a high school diploma; or (ii) is a teacher of qualifications prescribed by the Board of Education; or (iii) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner; or (iv) provides evidence that he is able to provide an adequate education for the child.

B. Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the division superintendent in August of his intention to so instruct the child and provide a description of the curriculum ~~to be followed for~~ **{limited to a list of subjects to be studied}** the coming year and evidence of having met one of the criteria for providing home instruction as required by subsection A. Effective July 1, 2000, parents electing to provide home instruction shall provide such annual notice no later than August 15. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the division superintendent of his intention to provide home instruction as soon as practicable and shall thereafter comply with the requirements of this section within 30 days of such notice. The division superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

C. The parent who elects to provide home instruction shall provide the division superintendent by August 1 following the school year in which the child has received

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine on any nationally normed standardized achievement test or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with subsection A and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with § [22.1-254](#). The requirements of subsection C shall not apply to children who are under the age of six as of September 30 of the school year.

D. For the purposes of this section, “parent” means the biological parent or adoptive parent, guardian, or other person having control or charge of a child.} Nothing in this section shall prohibit a pupil and his parents from obtaining an excuse from school attendance by reason of bona fide religious training or belief pursuant to subdivision B 1 of § [22.1-254](#).

E. Any party aggrieved by a decision of the division superintendent may appeal his decision within 30 days to an independent hearing officer. The independent hearing officer shall be chosen from the list maintained by the Executive Secretary of the Supreme Court for hearing appeals of the placements of children with disabilities. The costs of the hearing shall be apportioned among the parties by the hearing officer in a manner consistent with his findings.

F. School boards shall implement a plan to notify students receiving home instruction pursuant to this section and their parents of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the availability of financial assistance to low-income and needy students to take these examinations. School boards shall implement a plan to make these examinations available to students receiving home instruction.

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction (continued)

(1984, c. 436; 1986, c. 215; 1991, c. 306; 1992, c. 131; 1993, c. 992; 1994, c. [854](#); 1998, c. [435](#); 1999, cc. [488](#), [552](#); 2005, c. [377](#); 2006, cc. [562](#), [567](#), [911](#), [932](#); 2008, cc. [364](#), [553](#).)

Code of Va., § 22.1-271.4. Health requirements for home instructed, exempted, and excused children.—“ In addition to compliance with the requirements of subsection B, C, or H of § [22.1-254](#) or § [22.1-254.1](#) any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in § [32.1-46](#) in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the division superintendent, the parent shall submit to such division superintendent documentary proof of immunization in compliance with § [32.1-46](#).

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

(1993, c. 659; 1999, cc. 488, 552.)

Adopted by School Board: September 18, 1984

Revised by School Board:

Agenda Report

Date: 01/08/13

Agenda Number: C-5

Attachments: Yes

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

Subject: Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 7-11.2: Compulsory Attendance/Exemptions: Home Instruction.

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction R 7-11.2

Students who have been instructed at home who wish to be enrolled in the Lynchburg City Schools will be placed at the appropriate grade level as determined by school administrators.

Students who are home instructed in grades 9 through 12 may or may not be granted credit for all course work completed. The following standards will be followed to determine credits and grade placement at the high schools.

1. Credit will not be considered unless the student has been home instructed for the entire academic year:
2. Credits may not be earned for home instruction while the student is enrolled in the high school;
3. A maximum of ten (10) credits can be applied toward graduation requirements;
4. A grade of Pass (P) will be granted for credits earned through home instruction and will not be counted in computing grade point averages:
5. A student may not enter the high school above the junior level;
6. A student may not have reached his eighteenth birthday at the time of enrollment into the high school;
7. An elective credit may be given for a non-lab science taken in a home school environment; however, a student must complete three lab science credits in the high school; and
8. A student must be enrolled in a math class during the junior or senior year.

Credit can be obtained for courses taken through home schooling by the following methods:

1. The curriculum used in the home school environment must have been approved in advance by the division superintendent;
2. Ninth and tenth grade English credits can be obtained by scoring at the 40th percentile each year in both reading and written expression on standardized achievement tests which have been approved by the Board of Education for use in public schools;
3. Ninth and tenth grade math credits can be obtained by scoring at the 40th percentile each year in mathematics on standardized achievement tests which have been approved by the Board of Education for use in public schools;

STUDENTS

Compulsory Attendance/Exemptions: Home Instruction R 7-11.2

4. Ninth and tenth grade social studies credits can be obtained by scoring at the 40th percentile each year in social studies on standardized achievement tests which have been approved by the Board of Education for use in public schools;
5. Elective fine arts courses will be individually evaluated for possible credit;
6. Any other requested credits will require that the student take and pass a final examination which was required of students enrolled in the same course offered in the high school; and/or
7. A student who does not score at the 40th percentile on the standardized achievement tests may request to take the final examination which was required of students enrolled in the same course offered in the high school. A student must obtain a passing score of seventy (70) to receive credit.

To receive a diploma from one of the high schools, a student must meet the following minimum credit requirements:

English	4 credits
Math	3 credits
Science	3 credits (must be lab sciences)
Social Studies	3 credits (World History, American History and Government)
Health	1 credit
Physical Education	1 credit
Practical Arts {Fine Arts or Career and Technical Education}	1 credit
Electives	6 credits
Total	22 credits *

*In addition, by state mandate, a student must receive instruction in computer. If the student who is home schooled has no computer experience, one credit in Computer Applications may be required.

Approved by Superintendent: September 2, 1986

Revised by Superintendent: December 4, 1990

Revised by School Board: March 16, 2004

Revised by School Board:

Agenda Report

Date: 01/08/13

Agenda Number: C-6

Attachments: Yes

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

Subject: School Board Policy 7-45: Interscholastic Athletic Participation

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve School Board Policy 7-45: Interscholastic Athletic Participation.

STUDENTS

Interscholastic Athletic Participation P 7-45

Generally

{1. To be eligible to participate in VHSL and all other extra/co-curricular activities, a student participant must be in good standing and be enrolled as a full-time student in Lynchburg City Schools at the time of the extra/co-curricular activity season.

2. Students must meet eligibility requirements as outlined by the Virginia High School League, and all additional requirements by the Lynchburg City School Board including, but not limited to, the student-athlete code of conduct.}

1{3.}In the case of high school athletics, the Lynchburg City Schools will abide by all provisions of the most recent editions of the Virginia High School League, Inc. Handbook and the Lynchburg City Schools High School Student Athlete Handbook.

2{4.}In the case of middle school athletics, the Lynchburg City Schools will abide by all provisions of the most recent edition of the Lynchburg City Schools Middle School Student Athlete Handbook.

Reference:

Virginia High School League, Inc. Handbook (2004-05)

Lynchburg City Schools High School Student Athlete Handbook (2005-06)

Lynchburg City Schools Middle School Student Athlete Handbook (2005-06)

Adopted by School Board: March 15, 2005

Revised by School Board:

Agenda Report

Date: 01/08/13

Agenda Number: C-7

Attachments: Yes

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

Subject: Administrative Regulation 7-45: Interscholastic Athletic Participation

Summary/Description:

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

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 7-45: Interscholastic Athletic Participation.

STUDENTS

Interscholastic Athletic Participation R 7-45A. Generally

In order to be eligible to try out or to participate in any school-sponsored interscholastic athletic program, **{the student must be in good standing and be enrolled as a full-time student in Lynchburg City Schools at the time of the athletic season,}** the student-athlete must submit to a physical examination and give the coach (or his/her designee) the completed examination, properly signed by the ~~doctor~~ **{VHSL approved, medical professional}**, parent/guardian, and student **{granting permission for the athlete to participate in the sport}**. The physical examination must be conducted after May 1 for participation in athletics for the succeeding school year and must be completed before the student will be allowed to participate in any manner. This includes **{out of season practice and}** try-outs for all interscholastic teams including cheerleading squads.

B. High School Student-Athletes

1. Coaches shall require all athletes participating in high school athletics to read the Lynchburg City Schools High School Student-Athlete Handbook which highlights relevant sections of the Virginia High School League, Inc. Handbook (VHSLH).
2. Each high school student-athlete shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the high school athletic director.
3. Each high school student-athlete must **{read the Lynchburg City Schools Concussion Policy and sign the Lynchburg City Schools' Concussion Form}** ~~agree to random drug testing during his/her competitive season~~; a parent or guardian must also signify agreement with this policy.
4. Transfer Rule (28-6-1 from VHSLH)

The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.

Note: The provisions of the Transfer Rule apply to students transferring from one school to another, including transfers from a private school to a public school as well as transfers from one public school to another. For the purposes of this rule only, the phrase "high school" is defined as a school providing instruction at the ninth or tenth or eleventh or twelfth grade level(s).

Exceptions Rule (28-6-2 from VHSLH)

STUDENTS

Interscholastic Athletic Participation R 7-45

- (1) A student shall become eligible for interscholastic competition after he/she has been enrolled in the school for 365 consecutive calendar days.
- (2) A student transferring from a school closed by executive or administrative order to the school serving the district in which his/her parent, parents or guardian reside.
- (3) A student transferring to the high school serving the district in which his/her parents reside upon completion of the highest grade level offered by the intermediate school, middle school, junior high school or nonpublic high school from which he/she transfers.
- (4) The first time a student transfers from a nonmember high school to a member school of the attendance area of the student's parents or guardians, he/she shall be eligible immediately provided that he/she has not participated at the school from which he/she transferred in the sport in which he/she wishes to participate during the current school year at the member school to which he/she transfers. For the purpose of this exception only, the student must have been a ward of the guardian for at least one semester prior to his/her transfer.
- (5) A student entering the eighth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status. A student entering the ninth grade for the first time becomes immediately eligible in the high school in which he/she enrolls regardless of his or her residence status.
- (6) A foreign exchange student may become immediately eligible in the high school in which he/she is placed regardless of his/her residence status by meeting the conditions of this exception; however, all other eligibility requirements shall be met. A bona fide foreign exchange student with a J-1 visa may be immediately eligible the first year in residence and is limited to eligibility only during that first year in residence, and only while the student remains enrolled in an established foreign exchange program accepted for listing by the Council on Standards for International Educational Travel (CSIET). The foreign exchange program must comply with all applicable CSIET and federal regulations and there must be no evidence of athletic recruitment resulting in the student's attendance at the school either by school personnel or other outside parties. Once the student no longer is a participant in a foreign exchange program or subsequent to his/her first year of enrollment in such program, he/she must meet all normal requirements of the Transfer Rule and would have to

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Interscholastic Athletic Participation R 7-45

- meet 28-6-2 (1), discounting any period while enrolled in the foreign exchange program, at the high school in which the student wishes to be eligible.
- (7) A school board or division superintendent may transfer a student, by name, within the school division without affecting that student's eligibility by specifically granting a waiver of the Transfer Rule (28-6-1). Such waivers should be considered for the welfare of the student and/or school system and not for athletic and/or activity purposes. The Master Eligibility List of all teams which have students who have been so waived shall reference the specific school board minutes or written documentation granting the waiver.
 - (8) When a local school board requires students within a geographical area, or those who fall within any other category as distinguished from individuals by name, to attend a high school other than the one the students have been attending, such students shall become eligible in the high school to which they are required to transfer at the time the transfer becomes effective.
 - (9) In the case of a school reorganization or consolidation which results in the discontinuance of one or more high schools in which students had been or would be eligible under this rule, these students become eligible in the school designated by the school board to receive pupils from the discontinued school at the time set for the reorganization or consolidation and only in the high school so designated.
 - (10) If the city or county school board redistricts the city or county for high school purposes, students who by this action are required to transfer to another high school are immediately eligible at the school to which they are reassigned.
 - (11) A student under the care and guidance of any department of welfare, any department of corrections or an orphanage who is required to change residence by court order, unless that order was sought to enable the student to participate in extracurricular activities, or who is legally adopted, is eligible to participate in League activities in the school district in which he/she is placed.
 - (12) In cases of court-ordered custody, a copy of the appropriate legal custody document, signed by the presiding judge of the appropriate jurisdiction, shall be submitted to the Executive Director for review and approval. Approval is contingent upon the receiving school's principal attesting that

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Interscholastic Athletic Participation R 7-45

there is no evidence that the transfer was for athletic and/or activity purposes. A student, 18 years of age or older, who would be subject to a transfer of custody if he/she were less than 18 years of age may petition the Executive Director through the student's principal for eligibility, and the Executive Director has authority to grant such eligibility immediately.

- (13) If the district committee of the district in which the student wishes to participate approves such eligibility, a student may, for the first time only, transfer from one school to another as result of a move from one parent to another parent or from a guardian to a parent, when the parents are residing in different school attendance zones, and become eligible immediately provided the student has not participated during the school year at the school from which he/she transferred in the sport in which he/she wishes to participate at the school to which he/she transfers.
- (14) The eligibility of students transferring to a Governor's School or a magnet school shall be determined by the policies approved by the respective Governor's School or magnet school's Board of Directors. The eligibility of students transferring from a Governor's School or magnet school back to the home school of the student shall be approved by the home school division superintendent.

C. Middle School Student-Athletes

1. Coaches shall require each middle school student-athlete participating in middle school athletics to read the Lynchburg City Schools Middle School Student-Athlete Handbook.
2. Each middle school student-athlete and a parent/guardian shall sign a certification indicating compliance with number 1 above prior to engaging in any athletic practice. This shall be kept on file by the middle school athletic director.
3. Students must pass at least five subjects per semester to remain eligible.
- 4 Student athletes receiving a grade in any subject of less than "C" on an interim or ~~a six-week~~ report card shall be assigned to study hall and shall remain in study hall until the next interim or ~~six-week~~ report card on which all grade are "C" or better.

Approved by Superintendent: August 4, 1981

Revised by School Board: March 15, 2005

STUDENTS

Interscholastic Athletic Participation R 7-45

Revised by School Board: June 17, 2008

Revised by School Board: August 16, 2011

Revised by School Board:

Agenda Report

Date: 01/08/13

Agenda Number: E-1

Attachments: No

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

Subject: School Operating Budget: 2013-14

Summary/Description:

As part of the budget development process for FY2013-14, the school administration has conducted several community budget meetings in order to share information and receive comments about next year's budget. On November 27, 2012, that presentation was given to the school board. Following the presentation, school board members were able to provide comments about budget priorities and to discuss items that the school administration has suggested for possible inclusion for next year. Again on December 4, and December 12, the school board discussed and established priorities within the budget.

During the meeting on December 18, 2012, the school board, through consensus, decided to include items on Tier I of the budget recommendations as funding requests in the 2013-14 school operating budget. The school board requested that the school administration provide a draft budget to include revenue and expenditure breakdown at its January 8, 2013, school board meeting. The school administration will provide that information to the school board during this presentation.

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: 01/08/13

Agenda Number: E-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Capital Improvement Plan: Heritage High School

Summary/Description:

On November 27, 2012, the school administration provided information to the school board regarding student enrollment history and short-range projections. It was noted during the presentation that the student enrollment for Heritage High School has historically not risen significantly above 1,200 students since it was opened in 1976, and in fact, has a student enrollment more consistent with that of around 1,100 students. As a result, the school board asked the school administration to investigate costs associated with construction/renovation of Heritage High School based on a lower enrollment figure. The school administration will present that information during this presentation.

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: 01/08/13

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Lynchburg City Schools Comprehensive Plan: Operations

Summary/Description:

Part of the Lynchburg City Schools Comprehensive Plan focuses on the operations of the school division. Excellence in the areas of operations includes limiting interruptions to the educational program due to the failure of building components or equipment. To ensure that “all buildings, components, and equipment are sound, in good serviceable conditions, and otherwise in good working order,” the school administration has developed strategies that will ensure that this goal is met.

During this presentation, the school administration will provide data relative to work order statistics thus far for the 2012-13 school year. A copy of the strategies for completing work orders in a timely manner appears as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

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FACILITIES and Physical Condition | The Data

Vision: A Tradition of Excellence for All

Mission: Every Child, By Name and By Need, to Graduation

Goal: Limit interruptions to the educational program due to failure of building components or equipment. Maintenance and operations activities shall ensure that all buildings, components and equipment are sound, in good serviceable condition, and otherwise in good working order.

O

FACILITIES and Physical Condition | The Plan

STRATEGY	EVALUATION/EVIDENCE OF COMPLETION	RESPONSIBILITY
Increase work order completion rate.	Report on work order created and work orders completed	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Shorten average days outstanding.	Report on average days outstanding at Work Order completion Report on average days outstanding for incomplete Work Order	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Identify all preventive maintenance needs/requirements for the division.	All equipment entered into PM direct PM work orders being auto generated. PM work orders completed in a timely manner	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance
Develop customer service surveys.	Customer satisfaction surveys Report on survey results	Assistant Superintendent of Operations and Administration Director of Facilities
Analysis of work order backlog.	Reports on backlog by trade Increased productivity seen in higher work order completion and reduction in average days outstanding	Director of Facilities Assistant Director of Facilities Supervisor of Building Maintenance

Agenda Report

Date: 01/08/13

Agenda Number: F-1

Attachments: No

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

Subject: Lynchburg Juvenile Detention Center Education Program Budget: 2012-13

Summary/Description:

The 2012-13 funding for the Lynchburg Regional Juvenile Detention Center Education Program in the amount of \$823,337.84 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-operated program and employs nine teachers, a principal, and a part-time administrative secretary at the Lynchburg Regional Juvenile Detention Center where educational services are provided to approximately 25 students. The summary below outlines expenditures for the 2012-13 school year.

Budget:

Personnel Salary Compensation	\$537,471.28
5% of Salaries Expanded-Indirect	\$26,873.56
Fringe Benefits and Fixed Charges	\$184,363.00
<u>Substitutes</u>	<u>\$2,500.00</u>

Sub-total Personal Salary Compensation	\$751,207.84
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Travel Expenses	\$9,310.00
Instructional Supplies and Equipment	\$20,000.00
Tuition Reimbursement	\$1,600.00
Music Materials	\$3,000.00
Related Services & GED Testing	\$7,500.00
Technology Replenish	\$20,920.00
Fax/ Copier	\$3,000.00
PD Materials –OSHA Certification	\$500.00

Agenda Report

Date: 01/08/13

Agenda Number: F-1

Attachments: No

Staff Development & New Teacher Institute	\$2,550.00
Postage	\$750.00
<u>Computer Support</u>	<u>\$3,000.00</u>
Sub-total Non-Personnel Expenses	\$72,130.00
Total	\$823,337.84

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$823,337.84 for the 2012-13 school year.

Agenda Report

Date: 01/08/13

Agenda Number: F-2

Attachments: No

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

Subject: Lynchburg Juvenile Detention Center Education Program Budget: 2012-13 Title I Part D-Literacy Coach (Full Time)

Summary/Description:

The 2012-13 Travel and Instructional Supplies funding for the Lynchburg Regional Juvenile Detention Center Title I Part D-Literacy Coach in the amount of \$2,400.00 has been approved by the Virginia Department of Education, noting that the salary is paid through the Lynchburg Regional Juvenile Detention Center Grant. Lynchburg City Schools serves as the fiscal agent for this state-operated position and one full-time teacher, who serves as the Title I, Part D Literacy Coach for the Lynchburg Regional Juvenile Detention Center. This position provides assessments and delivers educational services to approximately 25 students enrolled in the Lynchburg Regional Juvenile Detention Center. The summary below outlines expenditures for the 2012-13 school year.

Budget:

Travel Expenses	\$1,000.00
<u>Instructional Supplies and Equipment</u>	\$1,400.00
Total Non-Personnel Expenses	\$2,400.00

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the Lynchburg Regional Juvenile Detention Center Program Budget in the amount of \$2,400.00 for the 2012-13 school year.

Agenda Report

Date: 01/08/13

Agenda Number: F-3

Attachments: No

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

Subject: Central Virginia Child Development Clinic Budget: 2012-13

Summary/Description:

The 2012-13 funding for the Central Virginia Child Development Clinic in the amount of \$100,742.56 has been approved by the Virginia Department of Education. Lynchburg City Schools serves as the fiscal agent for this state-funded program. Lynchburg City Schools employs one teacher, who serves as the educational diagnostician for the Lynchburg Child Development Clinic. This program provides assessments and diagnostic services to families living in Central Virginia. The summary below outlines expenditures for the 2012-13 school year.

Budget:

Personnel Salary Compensation	\$71,751.01
5% of Salaries Expanded-Indirect	\$3,587.55
Fringe Benefits and Fixed Charges	\$23,404.00
<u>Substitutes</u>	<u>\$0.00</u>

Sub-total Personal Salary Compensation \$98,742.56

Travel Expenses \$1,000.00

Instructional Supplies and Equipment \$1,000.00

Sub-total Non-Personnel Expenses \$2,000.00

Total **\$100,742.56**

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

Recommendation:

The superintendent recommends that the school board approve the Central Virginia Child Development Clinic Program Budget in the amount of \$100,742.56 for the 2012-13 school year.