



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

Charleta F. Mason
School Board District 2

Susan D. Morrison
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Katie K. Snyder
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

R. Denise Spinner
Clerk

Manan A. Shah
Student Representative
Heritage High School

Eva Marie Barauskas
Student Representative
E. C. Glass High School

SCHOOL BOARD MEETING

May 8, 2018 5:00 p.m.

**School Administration Building
Board Room**

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Crystal M. Edwards. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Crystal M. Edwards Page 2
Discussion/Action

B. SUPERINTENDENT SPECIAL PRESENTATION

C. PUBLIC COMMENTS

- 1. Public Comments
Michael J. Nilles. Page 3
Discussion/Action (30 Minutes)

D. SPECIAL PRESENTATIONS

- 1. Efforts to Improve Student Achievement in Reading:
R.S. Payne Elementary School, Sandusky Elementary
School and Sheffield Elementary School
John C. McClain. Page 4
Discussion
- 2. Teacher of the Year: 2017-2018
John C. McClain. Page 5
Discussion

E. FINANCE REPORT

- 1. Finance Report
Anthony E. Beckles, Sr Page 6
Discussion

F. CONSENT AGENDA

- 1. School Board Meeting Minutes: March 6, 2018 (Regular Meeting)
March 22, 2018 (Closed Meeting)
March 27, 2018 (Student Discipline
Committee Meeting)
April 10, 2018 (Student Discipline
Committee Meeting)
April 24, 2018 (Regular Meeting)

- 2. Personnel Report
Marie F. Gee Page 13
Discussion/Action

G. STUDENT REPRESENTATIVE COMMENTS

H. SCHOOL BOARD COMMITTEE REPORT

I. UNFINISHED BUSINESS

- 1. School Operating Budget
Anthony E. Beckles, Sr.Page 16

J. NEW BUSINESS

- 1. Carl Perkins Funds 2018-2019
John C. McClainPage 17
Discussion

- 2. Middle School Program of Studies: 2018-2019
John C. McClainPage 20
Discussion/Action

- 3. Policy JED Student Absences/Excuses/Dismissal
Policy and Regulation JED-RZ Student Absences/
Excuses/Dismissal
Ben W. Copeland Page 21
Discussion

- 4. Policy JHCF Student Wellness Policy and Regulation
JHCF-RZ Student Wellness Regulations and Guidelines
Anthony E. Beckles, Sr Page 30
Discussion

- 5. Individual Student Alternative Education Plan
Program 2018-2019
Ben W. Copeland.Page 44
Discussion/Action
- 6. Lynchburg City School Board Policy Updates
Ben W. Copeland. Page 45
Discussion
- 7. Freedom of Information Act Officer
Crystal M. Edwards Page 72
Discussion/Action
- 8. Request for Reallocation of Budget
Anthony E. Beckles, Sr. Page 73
- 9. Annual Personnel Report
Crystal M. Edwards Page 75
Discussion/Action

K. SUPERINTENDENT’S COMMENTS

L. BOARD COMMENTS

M. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, June 5, 2018, 5:30 p.m., Board Room, School Administration Building

All School Board Members will be attending VSBA training on May 17, 2018

N. ADJOURNMENT

Agenda Report

Date: 05/08/18

Agenda Number: A-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

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

Personnel Matters

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (6), to discuss personnel matters.

Agenda Report

Date: 05/08/18

Agenda Number: A - 2

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 05/8/18

Agenda Number: C - 1

Attachments: No

From: Michael J. Nilles, School Board Chairman

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

Agenda Report

Date: 05/08/18

Agenda Number: D - 1

Attachments: No

From: Crystal M. Edwards, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Efforts to Improve Student Achievement in Reading: R.S. Payne Elementary School, Sandusky Elementary School and Sheffield Elementary School

Summary/Description:

R. S. Payne Elementary, Sandusky Elementary, and Sheffield Elementary Schools' continue their efforts to improve student achievement through instructional activities that will garner success for students in the classroom. The three schools will share key aspects of their improvement efforts in reading and in closing the achievement gap.

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: 5/8/18

Agenda Number: D - 2

Attachments: No

From: Crystal M. Edwards, Superintendent
John C. McClain, Assistant Superintendent of Student Learning and Success

Subject: Teacher of the Year: 2017-18

Summary/Description:

The goal of the Virginia Teacher of the Year program is to recognize dedicated, knowledgeable, and skilled teachers at the local, regional, and state level.

To select the Lynchburg City Schools' Teacher of the Year, the school division used a nomination process whereby school staffs and principals nominated teachers for this honor. A team composed of a retired principal, a past Teacher of the Year recipient, a school board member, and central office staff then interviewed the nominated teachers.

The team gave special consideration for the following characteristics: experience in the school division and in the field of teaching, professional development activities, classroom performances, membership in professional organizations, and community involvement.

The Lynchburg City Schools' Teacher of the Year for the 2017-18 school year will be introduced 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: 05/08/18

Agenda Number: E - 1

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the FY2017-18 school's operating budget, authorized, approved, and processed the necessary payments through March 31, 2018. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through March 31, 2018 for the operating fund.

Total Operating Fund Budget	\$ 95,324,667.00
Adjustment – Insurance Proceeds	33,833.00
Adjustment – Prior Year Encumbrances	1,275,388.88
Additional State funding of CTE Equipment	9,748.88
Proceeds from Sale of Bus	13,500.00
E-rate – Shentel funding	88,000.00
Total Operating Fund Budget - adjusted	<u>\$ 96,745,137.76</u>

Through March 31, 2018

Actual Revenue Received	\$ 62,619,342.76
Actual Expenditures	\$ 65,305,542.86
Actual Encumbered	\$ 26,605,506.95

Percent of Budget Received	64.73%
Percent of Budget Used, excluding encumbrances	67.50%

As of 3/31/18 – 9 months 75.00%

The revenue and expenditure reports detail the transactions recorded through March 31, 2018. 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.

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Nine Months Ending March 31, 2018

Item: E - 1

		Fiscal Year 2017-18					
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED
INSTRUCTION							
FUNCTION 1100	CLASSROOM INSTRUCTION						
	Personnel	50,528,383.47	33,277,810.67	65.86%	16,328,960.10	921,612.70	98.18%
	Other	4,033,864.11	2,400,051.70	59.50%	161,107.07	1,472,705.34	63.49%
FUNCTION 1200	INST SUPPORT-STUDENT						
	Personnel	3,646,190.50	2,449,234.96	67.17%	1,082,570.55	114,384.99	96.86%
	Other	170,088.04	44,730.29	26.30%	33,191.70	92,166.05	45.81%
FUNCTION 1300	INST SUPPORT-STAFF						
	Personnel	4,042,330.16	2,679,003.33	66.27%	1,210,397.77	152,929.06	96.22%
	Other	1,516,833.73	799,255.31	52.69%	44,482.96	673,095.46	55.62%
FUNCTION 1400	INST SUPPORT-SCHOOL ADMN						
	Personnel	5,666,101.52	4,058,041.70	71.62%	1,581,535.49	26,524.33	99.53%
	Other	252,671.13	122,647.34	48.54%	33,638.51	96,385.28	61.85%
TOTAL INSTRUCTION		69,856,462.66	45,830,775.30	65.61%	20,475,884.15	3,549,803.21	94.92%
ADMINISTRATION							
FUNCTION 2100	ADMINISTRATION						
	Personnel	3,091,096.13	2,177,264.62	70.44%	769,620.66	144,210.85	95.33%
	Other	1,459,455.03	934,747.80	64.05%	273,638.93	251,068.30	82.80%
FUNCTION 2200	ATTENDANCE & HEALTH SERV						
	Personnel	1,846,575.11	1,253,264.78	67.87%	587,599.07	5,711.26	99.69%
	Other	129,456.50	40,064.30	30.95%	9,642.55	79,749.65	38.40%
TOTAL ADMINISTRATION		6,526,582.77	4,405,341.50	67.50%	1,640,501.21	480,740.06	92.63%
PUPIL TRANSPORTATION							
FUNCTION 3100	MANAGEMENT & DIRECTION						
	Personnel	347,053.09	277,426.63	79.94%	88,643.52	(19,017.06)	105.48%
	Other	21,582.50	17,968.35	83.25%	1,554.00	2,060.15	90.45%
FUNCTION 3200	VEHICLE OPERATION SERVICE						
	Personnel	2,795,155.36	1,941,846.92	69.47%	764,228.17	89,080.27	96.81%
	Other	677,417.72	618,986.98	91.37%	35,815.02	22,615.72	96.66%
FUNCTION 3300	MONITORING SERVICE						
	Personnel	441,725.48	376,660.87	85.27%	146,194.26	(81,129.65)	118.37%
FUNCTION 3400	VEHICLE MAINT SERVICE						
	Personnel	365,930.19	266,247.66	72.76%	81,936.90	17,745.63	95.15%
	Other	424,150.00	255,420.34	60.22%	94,751.72	73,977.94	82.56%
FUNCTION 3500	BUS PURCHASE - REGULAR						
	Other	1,083,311.00	1,089,168.00	0.00%	0.00	(5,857.00)	100.54%
TOTAL PUPIL TRANSPORTATION		6,156,325.34	4,843,725.75	78.68%	1,213,123.59	99,476.00	98.38%
OPERATIONS & MAINTENANCE							
FUNCTION 4100	MANAGEMENT & DIRECTION						
	Personnel	291,544.25	217,240.67	74.51%	73,035.66	1,267.92	99.57%
	Other	84,000.00	64,544.15	76.84%	10,644.45	8,811.40	89.51%
FUNCTION 4200	BUILDING SERVICES						

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Nine Months Ending March 31, 2018

Item: E-1

	Personnel	4,429,393.73	3,314,469.67	74.83%	1,131,776.39	(16,852.33)	100.38%
	Other	4,879,294.84	3,415,792.25	70.01%	1,135,820.44	327,682.15	93.28%
FUNCTION 4300 GROUNDS SERVICES							
	Personnel	264,317.99	182,758.62	69.14%	65,091.96	16,467.41	93.77%
	Other	60,000.00	44,156.35	73.59%	4,637.75	11,205.90	81.32%
FUNCTION 4400 EQUIPMENT SERVICES							
	Other	95,000.00	58,465.06	61.54%	6,339.93	30,195.01	68.22%
FUNCTION 4500 VEHICLE SERVICES							
	Other	42,500.00	14,754.39	34.72%	408.41	27,337.20	35.68%
FUNCTION 4600 SECURITY SERVICES							
	Personnel	20,038.30	14,447.47	72.10%	5,223.28	367.55	98.17%
	Other	376,000.00	310,254.81	82.51%	89,729.26	(23,984.07)	106.38%
FUNCTION 4700 WAREHOUSING SERVICES							
	Personnel	9,163.34	3,961.49	43.23%	0.00	5,201.85	43.23%
TOTAL OPERATIONS & MAINTENANCE		10,551,252.45	7,640,844.93	72.42%	2,522,707.53	387,699.99	96.33%
Other Non-Instructional Operations							
FUNCTION 5000 Non-Instructional Operations - Other		22,800.00	8,439.14	37.01%	117.68	14,243.18	37.53%
TOTAL Non-Instructional Operations		22,800.00	8,439.14	37.01%	117.68	14,243.18	37.53%
FACILITIES							
FUNCTION 6600 BLDG ADD & IMP SERVICES							
	Personnel	66,181.38	16,232.20	24.53%	0.00	49,949.18	24.53%
TOTAL FACILITIES		66,181.38	16,232.20	24.53%	0.00	49,949.18	24.53%
DEBT SERVICE							
FUNCTION 7100 DEBT SERVICE - Other		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY							
FUNCTION 8100 CLASSROOM INSTRUCTION							
	Personnel	1,828,594.81	1,265,786.51	69.22%	500,223.50	62,584.80	96.58%
	Other	331,640.65	158,493.18	47.79%	7,171.39	165,976.08	49.95%
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
	Personnel	473,116.05	337,436.24	71.32%	115,525.38	20,154.43	95.74%
	Other	929,355.65	798,468.11	85.92%	130,252.52	635.02	99.93%
FUNCTION 8500 PUPIL TRANSPORTATION							
	Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY		3,565,533.16	2,560,184.04	71.80%	753,172.79	252,176.33	92.93%
CONTINGENCY RESERVES							
FUNCTION 9100 CLASSROOM INSTRUCTION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9300 ADMINISTRATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION		0.00	0	0.00%	0	0	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE		0.00	0	0.00%	0	0	0.00%
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		96,745,137.76	65,305,542.86	67.50%	26,605,506.95	4,834,087.95	95.00%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Nine Months Ending March 31, 2018

Item: E-1

ACCOUNT TITLE	FY 2016-17				FY 2017-18			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	97.72%	(10,614,314.00)	(7,194,489.52)	(3,419,824.48)	67.78%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	100.43%	(21,769,498.00)	(16,344,998.31)	(5,424,499.69)	75.08%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	99.75%	(243,593.00)	(172,725.46)	(70,867.54)	70.91%
240208 REMEDIAL EDUCATION-SOQ	(1,492,427.00)	(1,488,621.00)	(3,806.00)	99.74%	(1,476,782.00)	(1,097,422.08)	(379,359.92)	74.31%
240204 REMEDIAL EDUCATION -SUMMER	(161,164.00)	(164,036.00)	2,872.00	101.78%	(164,036.00)	(121,935.79)	(42,100.21)	74.33%
SUPPL LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	100.01%	(1,391,118.00)	(643,538.04)	(747,579.96)	46.26%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	0.00%	(231,552.00)	(164,016.69)	(67,535.31)	70.83%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	99.75%	(2,811,468.00)	(2,110,683.00)	(700,785.00)	75.07%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	99.74%	(400,913.00)	(300,981.97)	(99,931.03)	75.07%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	99.75%	(1,446,333.00)	(1,085,820.55)	(360,512.45)	75.07%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	99.75%	(3,324,028.00)	(2,495,482.61)	(828,545.39)	75.07%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	99.74%	(96,422.00)	(72,388.09)	(24,033.91)	75.07%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	112.36%	(205,913.00)	(74,877.45)	(131,035.55)	36.36%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	240.33%	(190,250.00)	0.00	(190,250.00)	0.00%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	100.27%	(110,224.00)	(58,583.58)	(51,640.42)	53.15%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	100.05%	(1,011,481.00)	(212,635.93)	(798,845.07)	21.02%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	99.73%	(1,489,206.00)	(1,018,648.40)	(470,557.60)	68.40%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	95.01%	(154,875.00)	(116,156.25)	(38,718.75)	75.00%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	99.17%	(932,488.00)	(423,858.19)	(508,629.81)	45.45%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	0.00%	(9,748.88)	(22,270.85)	12,521.97	228.45%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	66.86%	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	0.00%	(20,502.00)	(8,200.80)	(12,301.20)	40.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	72.61%	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	97.08%	(1,915,875.00)	(847,580.90)	(1,068,294.10)	44.24%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	99.75%	(557,117.00)	(436,969.93)	(120,147.07)	78.43%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	103.03%	(143,036.00)	(65,016.25)	(78,019.75)	45.45%
PROJECT GRADUATION	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
COMMONWEALTH OF VA	(49,838,636.00)	(49,308,526.02)	(530,109.98)	98.94%	(50,768,667.88)	(35,089,280.64)	(15,679,387.24)	69.12%
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	150.88%	(8,500.00)	(7,130.79)	(1,369.21)	83.89%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	104.19%	(350,000.00)	(166,626.11)	(183,373.89)	47.61%
JR ROTC	(105,000.00)	(63,236.35)	(41,763.65)	60.23%	(105,000.00)	(85,199.99)	(19,800.01)	81.14%
FEDERAL	(793,000.00)	(783,777.28)	(9,222.72)	98.84%	(463,500.00)	(258,956.89)	(204,543.11)	55.87%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Nine Months Ending March 31, 2018

Item: E - 1

	FY 2016-17 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	FY 2017-18 REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(40,854,039.00)	(40,854,039.00)	0.00	100.00%	(42,028,498.00)	(26,150,000.00)	(15,878,498.00)	62.22%
510500 FUND BALANCE RETURN	(567,779.00)	(567,779.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
HEALTH INSURANCE RESERVE	(1,300,000.00)	(1,300,000.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
510500 USE OF CIP FUNDS	(500,000.00)	(500,000.00)	0.00	100.00%	0.00	0.00	0.00	0.00%
CITY	(43,221,818.00)	(43,221,818.00)	0.00	100.00%	(42,028,498.00)	(26,150,000.00)	(15,878,498.00)	62.22%
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(25,516.71)	(49,483.29)	34.02%
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(30,850.26)	(55,399.74)	35.77%
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(16,500.00)	(13,500.00)	(3,000.00)	81.82%
189910 INSURANCE ADJUST	(52,441.99)	(87,858.72)	35,416.73	167.54%	(133,833.00)	(66,047.14)	(67,785.86)	49.35%
E RATE REIMBURSEMENT	(115,500.00)	(77,035.24)	(38,464.76)	66.70%	(203,500.00)	(119,705.11)	(83,794.89)	58.82%
MISCELLANEOUS	(293,507.99)	(262,552.23)	(30,955.76)	89.45%	(515,083.00)	(255,619.22)	(259,463.78)	49.63%
150201 RENTS - LAUREL	(123,000.00)	(155,250.06)	32,250.06	126.22%	(123,000.00)	(123,000.00)	0.00	100.00%
150201 RENTS - CVGS	0.00	0.00	0.00	0.00%	0.00	(43,000.00)	43,000.00	100.00%
161201 TUITION DAY SCHOOL	(100,000.00)	(85,936.73)	(14,063.27)	85.94%	(80,000.00)	(100,434.25)	20,434.25	125.54%
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	(19,305.00)	(695.00)	96.53%
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	(41,342.53)	16,342.53	165.37%
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(11,779.00)	(19,221.00)	38.00%
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	(242,156.84)	(82,843.16)	74.51%
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	0.00	(500,000.00)	0.00%
161201 DUAL ENROLLMENT	(125,000.00)	(143,800.32)	18,800.32	115.04%	(185,000.00)	0.00	(185,000.00)	0.00%
PRINT SHOP	(65,000.00)	(64,519.21)	(480.79)	99.26%	(65,000.00)	(44,320.97)	(20,679.03)	68.19%
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	(34,382.72)	(55,617.28)	38.20%
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(92,377.38)	42,377.38	184.75%
INDIRET COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(113,387.32)	(86,612.68)	56.69%
CHARGES FOR SERVICES	(1,349,000.00)	(1,972,013.95)	623,013.95	146.18%	(1,694,000.00)	(865,486.01)	(828,513.99)	51.09%
DESIGNATION - ENCUMBRANCES	(121,556.00)	0.00	(121,556.00)	0.00%	(1,275,388.88)	0.00	(1,275,388.88)	0.00%
TOTAL OPERATING FUND	(95,617,517.99)	(95,548,687.48)	(68,830.51)	99.93%	(96,745,137.76)	(62,619,342.76)	(34,125,795.00)	64.73%

Original budget	\$93,056,175.00
Prior Year Encumbrance	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00
Medicaid	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00
Fund Balance Return	\$ 567,779.00

Original budget	\$ 95,324,667.00
Prior Year Encumbrance	\$ 1,275,388.88
Addtl funding - CTE equipment	\$ 9,748.88
Sale of Bus Proceeds	\$ 13,500.00
E-rate - Shentel	\$ 88,000.00
Insurance Proceeds	\$ 33,833.00
Adjusted Budget	\$ 96,745,137.76

FY2017-2018 REVISED REVENUE BUDGET						
As of March 31, 2018						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	INCREASE
	As of 7/1/2017		TRANSACTIONS	BALANCE	RECEIVED	(DECREASE)
ADM	7,966.80	7,966.80				0.0
ACCOUNT TITLE						
COMMONWEALTH OF VA REVENUE						
240308 SALES TAX RECEIPTS	(10,614,314.00)	(10,614,314.00)	(7,194,489.52)	(3,419,824.48)	67.78%	0.00
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,769,498.00)	(16,344,998.31)	(5,424,499.69)	75.08%	0.00
240207 GIFTED & TALENTED	(243,593.00)	(243,593.00)	(172,725.46)	(70,867.54)	70.91%	0.00
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,476,782.00)	(1,097,422.08)	(379,359.92)	74.31%	0.00
240204 REMEDIAL EDUCATION - SUMMER SCHOOL	(164,036.00)	(164,036.00)	(121,935.79)	(42,100.21)	74.33%	0.00
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,391,118.00)	(643,538.04)	(747,579.96)	46.26%	0.00
COMPENSATION SUPPLEMENT	(231,552.00)	(231,552.00)	(164,016.69)	(67,535.31)	0.00%	0.00
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,811,468.00)	(2,110,683.00)	(700,785.00)	75.07%	0.00
240217 VOCATIONAL ED SOQ	(400,913.00)	(400,913.00)	(300,981.97)	(99,931.03)	75.07%	0.00
240221 SOC SEC-INSTR	(1,446,333.00)	(1,446,333.00)	(1,085,820.55)	(360,512.45)	75.07%	0.00
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,324,028.00)	(2,495,482.61)	(828,545.39)	75.07%	0.00
240241 GROUP LIFE INST	(96,422.00)	(96,422.00)	(72,388.09)	(24,033.91)	75.07%	0.00
240228 READING INTERVENTN	(205,913.00)	(205,913.00)	(74,877.45)	(131,035.55)	36.36%	0.00
240205 CAT-REG FOSTER	(190,250.00)	(190,250.00)	0.00	(190,250.00)	0.00%	0.00
240246 CAT-HOMEBOUND	(110,224.00)	(110,224.00)	(58,583.58)	(51,640.42)	53.15%	0.00
240248 REGIONAL TUITION	(1,011,481.00)	(1,011,481.00)	(212,635.93)	(798,845.07)	21.02%	0.00
240265 AT RISK SOQ	(1,489,206.00)	(1,489,206.00)	(1,018,648.40)	(470,557.60)	68.40%	0.00
240309 ESL	(154,875.00)	(154,875.00)	(116,156.25)	(38,718.75)	68.40%	0.00
240281 AT RISK 4 YR OLDS - VPI	(932,488.00)	(932,488.00)	(423,858.19)	(508,629.81)	45.45%	0.00
240253 CTE EDUCATION	(57,895.00)	(57,895.00)	0.00	(57,895.00)	0.00%	0.00
MATH/READING INSTR SPECIALISTS	(20,502.00)	(20,502.00)	(8,200.80)	(12,301.20)	0.00%	0.00
EARLY READING SPECIALISTS INITIATIVE	0.00	0.00	0.00	0.00	0.00%	0.00
240275 PRIMARY CLASS SIZE	(1,915,875.00)	(1,915,875.00)	(847,580.90)	(1,068,294.10)	44.24%	0.00
240214 TEXTBOOKS	(557,117.00)	(557,117.00)	(436,969.93)	(120,147.07)	78.43%	0.00
240405 ALGEBRA READINESS	(143,036.00)	(143,036.00)	(65,016.25)	(78,019.75)	45.45%	0.00
PROJECT GRADUATION	0.00	0.00	0.00	0.00	0.00%	0.00
COMMONWEALTH OF VA	(50,758,919.00)	(50,758,919.00)	(35,067,009.79)	(15,691,909.21)	69.09%	0.00
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,500.00)	(8,500.00)	(7,130.79)	(1,369.21)	83.89%	0.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(166,626.11)	(183,373.89)	47.61%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(85,199.99)	(19,800.01)	81.14%	0.00
FEDERAL	(463,500.00)	(463,500.00)	(258,956.89)	(204,543.11)	55.87%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	(26,150,000.00)	(15,878,498.00)	62.22%	0.00
510500 FUND BALANCE RETURN	0.00	0.00	0.00	0.00	100.00%	0.00
510500 USE OF RESERVES	0.00	0.00	0.00	0.00	100.00%	0.00
CITY	(42,028,498.00)	(42,028,498.00)	(26,150,000.00)	(15,878,498.00)	62.22%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/IOTH FUNDS	(75,000.00)	(75,000.00)	(25,516.71)	(49,483.29)	100.00%	0.00
180303 REBATES & REFUNDS	(86,250.00)	(86,250.00)	(30,850.26)	(55,399.74)	35.77%	0.00
189903 DONATIONS & SP GF	0.00	0.00	0.00	0.00	0.00%	0.00
189909 SALE OTHER EQUIP	(16,500.00)	(16,500.00)	(13,500.00)	(3,000.00)	81.82%	0.00
189910 INSURANCE ADJUST	(100,000.00)	(100,000.00)	(66,047.14)	(33,952.86)	66.05%	0.00
E RATE REIMBURSEMENT	(203,500.00)	(203,500.00)	(119,705.11)	(83,794.89)	58.82%	0.00
MISCELLANEOUS	(481,250.00)	(481,250.00)	(255,619.22)	(225,630.78)	53.12%	0.00

CHARGES FOR SERVICES							
150201 RENTS - LAUREL	(123,000.00)	(123,000.00)	(123,000.00)	0.00	100.00%	0.00	
150201 RENTS - CVGS	0.00	(43,000.00)	(43,000.00)	0.00	100.00%	43,000.00	
161201 TUITION DAY SCHOOL	(80,000.00)	(101,000.00)	(100,434.25)	(565.75)	99.44%	21,000.00	
161206 GED TESTING FEES	(20,000.00)	(20,000.00)	(19,305.00)	(695.00)	96.53%	0.00	
161207 TUITION SUMMER SCH	(25,000.00)	(42,000.00)	(41,342.53)	(657.47)	98.43%	17,000.00	
161202 SPEC PUPIL FEES	(31,000.00)	(31,000.00)	(11,779.00)	(19,221.00)	38.00%	0.00	
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(242,156.84)	(82,843.16)	74.51%	0.00	
190101 TUIT FM OTH CO/CY	(500,000.00)	(500,000.00)	0.00	(500,000.00)	0.00%	0.00	
161201 DUAL ENROLLMENT	(185,000.00)	(185,000.00)	0.00	(185,000.00)	0.00%	0.00	
PRINT SHOP	(65,000.00)	(65,000.00)	(44,320.97)	(20,679.03)	68.19%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(34,382.72)	(55,617.28)	38.20%	0.00	
FACILITY RENTALS	(50,000.00)	(93,000.00)	(92,377.38)	(622.62)	99.33%	43,000.00	
INDIRECT COSTS FROM GRANTS	(200,000.00)	(200,000.00)	(113,387.32)	(86,612.68)	56.69%	0.00	
CHARGES FOR SERVICES	(1,694,000.00)	(1,818,000.00)	(865,486.01)	(952,513.99)	47.61%	124,000.00	
150101 INTEREST-BNK DPST	0.00	0.00	0.00	0.00	100.00%	0.00	
LEASE PURCHASE PROCEEDS	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	
DESIGNATION - ENCUMBRANCES	0.00	0.00	0.00	0.00	0.00%	0.00	
TOTAL OPERATING FUND	(95,426,167.00)	(95,550,167.00)	(62,597,071.91)	(32,953,095.09)	65.51%	124,000.00	
REVENUE OVER/(UNDER) ORIGINAL BUDGET	124,000.00						
Note							
Bold accounts are affected by changes in ADM							

Agenda Report

Date: 05/08/18

Agenda Number: F - 2

Attachments: Yes

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

Subject: Personnel Report

Summary/Description:

The personnel recommendations for April 25 – May 8, 2018, 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 April 25 – May 8, 2018.

Agenda Report**05/08/18**

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2018-2019:

Billings Alexis	Liberty University	BA / 0 yrs (Lv. 0 3)	E.C. Glass High School Special Education GC	08-08-2018
Burks Ashley	Liberty University	EDS / 2 yrs (Lv. 2 1)	Heritage Elementary School Special Education GC	08-08-2018
Comninaki Rebecca	Long Island University	MA / 14 yrs (Lv. 14 3)	Linkhorne Middle School Special Education GC	08-08-2018
Doremus Todd	Lynchburg College	BA / 0 yrs (Lv. 0 3)	E.C. Glass High School English Teacher	08-08-2018
Douglas Barbara	Kansas State University	MA / 20 yrs (Lv. 20 3)	Carl B. Hutcherson ELC Speech Pathologist	08-08-2018
Frankfort Kerry	Randolph College	MA / 5 yrs (Lv. 5 3)	Paul Munro Elementary Kindergarten Teacher	08-08-2018
Henderson Audrey	Longwood University	MA / 7 yrs (Lv. 7 1)	Carl B. Hutcherson ELC ECSE	08-08-2018
Jennings Karen	Colorado University	MA / 29 yrs (Lv. 29 3)	Carl B. Hutcherson ELC ECSE	08-08-2018
Jones Tia	Randolph College	BA / 0 yrs (Lv. 0 1)	Sandusky Elementary School Special Education Teacher	08-08-2018
Parker Talisha	Liberty University	BA / 0 yrs (Lv. 0 1)	E.C. Glass High School Special Education	08-08-2018
Scherry Samuel	Indiana University	BA / 0 yrs (Lv. 0 4)	E.C. Glass High School Science Teacher	08-08-2018
Steele Jeffrey	UVA	MA / 24 yrs (Lv. 24 4)	CVGS Math/Computer Science	07-25-2018

RESIGNATIONS:

Burgett Brandon	Liberty University	MA / 2 yrs (Lv. 2 4)	Linkhorne Middle School English Teacher	06-02-2018
Crosswhite Amanda	Liberty University	BA / 1 yr (Lv. 1 3)	Bedford Hills Elementary School Special Education	06-02-2018

Gabathuler Andrea	Longwood University	BA / (Lv. 0	0 yrs 3)	R.S. Payne Elementary 1 st Grade Teacher	06-02-2018
Gardner Christopher	Ferrum College	BA / (Lv. 15	15 yrs 4)	E.C. Glass High School Special Education	06-02-2018
Houston Karol	Virginia Tech	BA / Lv. 3	3 yrs 3)	Linkhorne Elementary School 4 th Grade Teacher	06-02-2018
Howard Marcell	Liberty University	MA / (Lv. 11	11 yrs 2)	E.C. Glass High School Physical Education Teacher	06-02-2018
Kavanaugh Marie	Longwood University	BA / (Lv. 11	11 yrs 3)	Linkhorne Middle School Voc-Fam/ Consumer Sci – PT	06-02-2018
Little Katelynn	Desales University	BA / (Lv. 2	2 yrs 3)	Perrymont Elementary School 3 rd Grade Teacher	06-02-2018
Thompson Kip	New England University of	MA / (Lv. 15	15 yrs 4)	E.C. Glass High School Special Education	06-02-2018
Williams Alissa	ODU	BA / (Lv. 1	1 yr 3)	Heritage Elementary School Movement Education Teacher	06-02-2018

RETIREMENTS:

Beuerle Kimberley	Lynchburg College	MED / (Lv. 18	18 yrs 3)	R.S. Payne Elementary 3 rd Grade Teacher	06-02-2018
Tankersley Verleria	Lynchburg College	MA / (Lv. 19	19 yrs 1)	Linkhorne Middle School Assistant Principal	06-29-2018

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 05/08/18

Agenda Number: I - 1

Attachments: No

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: School Operating Budget: FY2018-19

Summary/Description:

During the school board meeting on February 6, 2018, the school administration shared information about the governor's proposed budget for FY2018-19 and the current FY2017-18 budget. Since our last meeting, the school administration presented its Operating Budget requests to Lynchburg City Council on March 27th. The requests presented to City Council was for level funding of \$42,028,498 and \$713,000 for the purchase of eight school buses. At the City Council meeting on March 24th, they agreed to provide LCS with level funding only. Our request for additional funds to purchase the eight school buses was not granted.

The Governor's proposed budget for FY2018-19 has not been approved, so the State's revenue included in our budget is tentative until the Governor's budget is approved.

The school administration will present additional information relative to the FY2018-19 School Operating Budget during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 05/08/18

Agenda Number: J - 1

Attachments: Yes

From: Crystal Edwards, Superintendent
Jay McClain, Assistant Superintendent of Curriculum and Instruction

Subject: Carl Perkins Funds 2018-2019

Summary/Description:

The Lynchburg City Schools' application for Career-Technical Funds for the 2018-2019 fiscal year has been prepared with an approved Carl Perkins Grant allocation of \$247,739.65. The budget, outlining proposed expenditures based on allocated funds, was developed following consultation with the General Career-Technical Education Advisory Committee, which is composed of a business/industry representative from each of the 15 career-technical programs.

The federal funding will allow for the purchase of equipment and instructional materials, along with professional development and student organizational activities in the Trade and Industrial, Technology Education, Marketing, Health Occupations, Family and Consumer Sciences, Career Connection, and Business and Information Technology Programs.

The approval of the grant proposal by the school board is necessary prior to submitting the local application to the Virginia Department of Education. A summary of proposed expenditures for 2018-2019 appears an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 06/5/18

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider approval during the school board meeting on June 5, 2018.

Agenda Report Attachment**Proposed 2018-2019 Carl Perkins Spending****Estimated Funding Available: \$247,739.65**

<u>Career Guidance</u>	\$ 6,000.00
<ul style="list-style-type: none"> • We will provide funds to be used for “Career Assessment” reports to parents and students. • We will also provide transportation to local businesses and colleges for special workforce development programs like job shadowing and mentorships for high school seniors. • We will provide field trips for students from special populations and non-traditional areas to visit local industry to take part in career fairs and job shadowing. 	
<u>Vocational Student Organization</u>	\$ 15,000.00
<ul style="list-style-type: none"> • Assist Career-Technical student organizations with travel expenses for local, state and national competitions. 	
<u>Professional Development</u>	\$ 15,000.00
<ul style="list-style-type: none"> • Provide Perkins Funds for teachers to participate in local, state and national training, certification courses and professional development. 	
<u>Computer Systems Technology-Cyber Security</u>	\$ 27,200.00
<ul style="list-style-type: none"> • We plan to update our Heritage High School Computer Science Technology lab with the purchase of 40 ACER Spin Laptops with windows 10 Pro Software. These devices will allow us to expand lessons in Linux Cyber and Cisco Networking. We also need to replace two Cisco ISR routers to increase lesson speed in Cisco CCNA Security objectives (\$21,000). • We also plan to purchase two FDST Ethernet modules to increase class lab run time (\$1,200). • We plan to replace five mini drones from Tech-Lab (\$5,000). 	
<u>Family and Consumer Sciences</u>	\$43,000.00
<ul style="list-style-type: none"> • We plan to upgrade our Sandusky Middle School Family and Consumer Sciences Lab with the purchase eight Paxton Patterson Learning modules in Culinary Arts, Design and Marketing, Hospitality and Tourism Management, Home Maintenance, Introduction to Early Childhood, Nutrition and Wellness, Personal Finance and Health and Fitness (\$28,000). • We also plan to purchase 15 new PFAFF sewing machines for Sandusky Middle School FACS Lab (\$15,000). 	
<u>Precision Machining</u>	\$ 44,000.00
<ul style="list-style-type: none"> • We will expand our Machining Lab with the purchase of a Miller-Augmented Arc Welding Simulator (\$20,000). • We also plan to purchase new welding gloves, helmets, and torches. (\$2,000) • We will upgrade our Machining and Engineering labs with the purchase of a new Arc Light Plasma Cutting System (\$22,000). 	

<u>Engineering-Technical Drawing</u>	\$ 21,000.00
<ul style="list-style-type: none"> We plan to modernize our Engineering lab at E.C Glass with the purchase of a new 60 watt Orion Laser Engraver by Amtek Corporation (\$21,000). 	
<u>Criminal Justice</u>	\$ 27,000.00
<ul style="list-style-type: none"> We plan to upgrade and modernize our Criminal Justice lab at E C Glass with the purchase of the FATS L7 (Firearms Training Systems L7) Simulator (\$24,000). We also plan to purchase various demo equipment (demo plastic pistols, tasers, radios, handcuffs) to be used in "High Risk Traffic Stops" simulations (\$3,000). 	
<u>Culinary Arts</u>	\$ 11,500.00
<ul style="list-style-type: none"> We will upgrade our two high school culinary labs with the purchase of a dough sheeter for each lab (\$8,000). We also plan to purchase a new classroom set (25) of Culinary II textbooks for Heritage High School (\$3,500). 	
<u>Emergency Medical/Health Careers</u>	\$ 25,400.00
<ul style="list-style-type: none"> We plan to expand our Emergency Telecommunications Program with the purchase of two Call-Taker/Dispatcher Simulators (\$24,000) We will replace four CPR mannequins in our Athletic Training Programs (\$1,400). 	
<u>Technology Education</u>	\$ 8,550.00
<ul style="list-style-type: none"> We will upgrade our Video Production lab at E.C Glass with the purchase of an Audio-Technical Pro mountable camera (\$350). We will also purchase a Green Chroma Key Suit (\$200). We will introduce Engineering and Design at Dunbar Middle School for Innovation as we begin the "Project Lead the Way" program. We will purchase two "Mojo" 3D printers to modernize the lab (\$8,000). 	
<u>Auto Service Technology</u>	\$ 4,089.65
<ul style="list-style-type: none"> We plan to upgrade our E.C Glass Auto Service Technology lab with the purchase of a new ATECS Emission Control module with software (\$4,089.65). 	

TOTAL	\$247,739.65
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Agenda Report

Date: 05/08/18

Agenda Number: J - 2

Attachments: No

From: Crystal M. Edwards, Superintendent
John C. McClain, Assistant Superintendent for Student Learning and Success

Subject: Middle School Program of Studies: 2018-2019

Summary/Description:

The School Board annually reviews and approves the Middle School Program of Studies for the next school year. The updated version for 2018-2019 will be introduced, with changes recommended that include:

- Modification of the middle school schedule to align with new requirements from VDOE and create consistency across the three schools
- Update high school credit options for consistency, including drama and CTE courses

Disposition: **Action**
 Information
 Action at Meeting on: 06/05/18

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 June 5, 2018.

Agenda Report

Date: 05/01/18

Agenda Number: J - 3

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Assistant Superintendent of Operation and Administration

Subject: Policy JED Student Absences /Excuses/ Dismissal Policy and Regulation JED-RZ
Student Absences /Excuses/ Dismissal

Summary/Description:

Proposed updates to the policy and regulation are needed for improving student attendance. The purpose for these updates are to align with the state code. Student attendance is a cooperative effort, and Lynchburg City Schools expects parents and students to take an active role in accepting the responsibility for attendance.

Disposition: **Action**
 Information
 Action at Meeting on: 6/5/18

Recommendation: The superintendent recommends that the school board receive this item as information and then approve on June 5, 2018.

STUDENT ABSENCES/EXCUSES/DISMISSALS

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons: *{found in regulation JED-RZ.}*

The Superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The Superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

~~High school students may spend a maximum of _____ school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The Superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.~~

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division Superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to

obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused."

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or principal's designee shall notify the attendance officer or Superintendent or Superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to

cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The Superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-730-10.

Cross Refs.:	IGAJ	Driver Education
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

STUDENT ABSENCES/EXCUSES/DISMISSALS

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

Each principal shall ensure that teachers are accountable for checking and documenting attendance daily/by period; communicating and documenting contact with a student's parents, school counselor, and administrator; and accurately verifying regular attendance reports. At the elementary level, attendance shall be documented daily, and in the secondary schools, attendance shall be documented each class period.

A. Absences

1. Excused absences will only be granted for the following reasons:
 - a. Personal illness. Written excuses should contain a description of the illness.
 - b. Personal required court appearance with documentation from the court.
 - c. Death or serious illness in immediate family. Principal will also consider each individual case and any extenuating circumstances.
 - d. Medical condition or appointment verified by a note from a medical professional or dentist.
 - e. Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.
 - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration.
2. College visits on regularly scheduled school days should be limited to two school days per school year. These approved visits are limited to high school juniors and seniors. Parent/guardian must provide written notice to the school of a planned college visit. The two school days will be counted as excused absences.
3. Unexcused absences are those that result from the following:
 - a. Any absence that does not meet the conditions of an excused absence.
 - b. Absences will be unexcused if notes signed by the parent or guardian are not received by the school within two school days of the student's return to school even if the parent or guardian has called. E-mail will be accepted for a note within two days of student's return.
 - c. Any absence that is the result of a suspension from school does not count toward truancy.
4. An approved school-sponsored event will not be counted as an absence.

5. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in this regulation.
6. Pre-planned Absences
 - a. The parent/guardian must request approval in writing for pre-planned excused absence by filing a request in advance with the principal/designee. Principals will grant approval for pre-planned absences up to five days per student during the school year. Students are expected to make up missed work. Such requests will be signed and filed by the principal/designee. Planned absences of this nature are highly discouraged as they could adversely affect student performance.
 - b. If approval for more than five days is sought, a request must be filed with the superintendent or his designee. If approved, these absences would be excused. Students are expected to make up missed work. Planned absences of this nature are highly discouraged as they could adversely affect student performance.
7. Procedures for documenting a student's absence by a parent or guardian
 - a. Upon a student's return to school, the student shall bring a note signed by the parent/guardian to explain the reasons for the absence and the dates of the absence. The school should receive the note on the day of the student's return to school. E-mail will be accepted for a note.
 - b. Absences will be unexcused if notes are not received by the school within two school days of the student's return to school even if the parent has called.
8. Make-up Work
 - a. It is the responsibility of the middle school or high school student to see the teacher on the day he or she returns to school to receive assignments and schedule make-up work at the teacher's convenience. Elementary school teachers will provide assignments upon the student's return to school.
 - b. All work must be completed within three school days from return to school or as agreed upon with the teacher/principal.
 - c. Students have the opportunity and are encouraged to complete make-up work regardless of the reason for the absence, a parent may request assignments. The assignments should be available at the end of the school day following that request depending upon teacher availability.

B. Tardiness or Early Dismissal

1. In all cases of tardiness to school or early dismissals, students must present that day a written note from a parent/guardian to the school stating the reason for the

tardiness or early dismissal. Excused tardies/early dismissals are granted only for the following reasons:

- a. Personal illness. Written excuses should contain a description of the illness.
 - b. Personal required court appearance with documentation from the court.
 - c. Death or serious illness in immediate family. Principal will also consider each individual case and any extenuating circumstances.
 - d. Medical condition or appointment verified by a note from a medical professional or dentist.
 - e. Religious holiday will be excused upon presentation of written verification from the student's parent/guardian. No student will be deprived of any award, eligibility, or opportunity to compete for any award, or the right to take an alternate test or examination the student missed by reason of such verified absence.
 - f. Conditions beyond the control of the student, parent/guardian, or the school as approved by the school administration.
2. When tardy, the student must go to the school office to obtain a pass to class.
 3. Students who arrive late or leave early are missing instructional time. When possible, appointments need to be scheduled so that they do not conflict with school hours. Students who do not complete one-half of their school day will be counted as absent. Whether such absence will be deemed excused or unexcused shall be determined by the criteria set forth in this regulation.

C. Truancy – Elementary Schools, Middle Schools, and High Schools

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

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused".

Regulations governing the attendance policy are as follows:

1. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an

explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

2. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal, principal's designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

3. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or principal's designee shall notify the attendance officer or Superintendent or Superintendent's designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in Va. Code §16.1-228 or (ii) instituting proceedings against the parent pursuant to Va. Code §§18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

4. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

5. Students who are absent more than 15 days in a semester will be subject to an administrative review with alternative school placement considered.

D. Policy Distribution

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

E. Appeals

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

Approved by School Board: July 15, 1980

Revised by School Board: June 1, 1993

Revised by School Board: July 1, 1997

Revised by School Board: August 10, 1999

Revised by School Board: August 7, 2007

Revised by School Board: July 8, 2008

Revised by School Board: August 7, 2012

Revised by School Board: October 1, 2012

Revised by School Board: August 20, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:7, 22.1-254, 22.1-258, 22.1-260, 22.1-261, 22.1-262, 22.1-263.

Agenda Report

Date: 05/08/18

Agenda Number: J - 4

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Policy JHCF Student Wellness Policy and Regulation JHCF-RZ Student Wellness Regulations and Guidelines

Summary/Description:

Proposed revision of the policy and regulation are required by USDA for all local educational agencies (LEA) operating the National School Lunch Program. The purpose for the revisions is to meet federal regulations that guide a school division's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

Disposition: Action
 Information
 Action at Meeting on: 06/05/18

Recommendation: The superintendent recommends that the school board receive this item as information and then approve on June 5, 2018.

STUDENT WELLNESS

Policy Statement

The Lynchburg City School Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity in division students.

Goals

Based on review and consideration of evidence-based strategies and techniques, the Lynchburg City School Board has established the following goals to promote student wellness.

1) Nutrition Promotion and Education

Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.

Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the school nutrition staff and other school personnel, including teachers.

Students receive consistent nutrition messages from all aspects of the school program.

Division health education curriculum standards and guidelines address both nutrition and physical education.

Schools conduct nutrition education activities and promotions that involve parents, students and the community.

2) Physical Activity

A program of physical activity is available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the regular school year. Such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, (iii) recess, or (iv) other programs and physical activities.

Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.

Schools work with the community to create ways for students to walk or bike safely to and from school.

Schools encourage parents and guardians to support their children's participation in physical activity.

Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

3) Other School-Based Activities that Promote Student Wellness

An adequate amount of time is allowed for students to eat meals in adequate dining facilities.

All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.

The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs.

Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens and nondisposable tableware have been considered and implemented where appropriate.

Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Nutrition Standards and Guidelines

The Superintendent is responsible for creating

- regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day; and
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210,11.

Implementation

The School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The Superintendent or his/her designee is responsible for overseeing the implementation of this policy and developing procedures for evaluating the policy, including indicators that will be used to measure its success.

Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.

The School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- the policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; and
- documentation of the triennial assessment of the policy.

Adopted:

Legal Refs: 42 U.S.C. § 1758b.

7 C.F.R. 210.3.

Code of Virginia, 1950, as amended, § 22.1-253.13:1.

Cross Refs:	EFB IGAE/IGAF JL JHCH JHCF-RZ KJ KQ	Free and Reduced Price Food Services Health Education/Physical Education Fund Raising and Solicitation School Meals and Snacks School Wellness Regulations and Guidelines Advertising in the Schools Commercial, Promotional and Corporate Sponsorships and Partnerships
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STUDENT WELLNESS REGULATIONS AND GUIDELINES

I. SCHOOL WELLNESS COMMITTEE

Committee Role and Membership

Lynchburg City Schools will convene a representative school wellness committee (SWC) to oversee school health policies and programs, including implementation and periodic review and recommendations for updates to the division wellness policy.

The committee will represent all school building levels (elementary and secondary schools) and include to the extent possible, but not limited to: parents and caregivers, students, representatives of the school nutrition program, physical education teachers, health education teachers, school health professionals, school administrators and the general public.

Each school is required to identify a “wellness champion” who will be responsible for monitoring school-level compliance with the policy. The wellness champion will complete the annual school wellness policy assessment tool.

II. NUTRITION STANDARDS AND GUIDELINES

A. School Meals

The Division is committed to serving healthy meals to children that include a variety of fruits and vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams trans-fat per serving (nutrition label or manufacturer’s specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs’ aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the Division participate in U.S. Department of Agriculture (USDA) child nutrition programs, including:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)

Schools may also participate in:

- After School Snack Program (ASSP)
- Fresh Fruit & Vegetable Program (FFVP)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)

All schools within the Division are committed to offering school meals through the NSLP and

SBP programs, and other applicable federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations.
- Promote healthy food and beverage choices using best practice techniques such as:
 - Fruits and vegetables are attractively displayed.
 - Sliced or cut fruit is available daily.
 - Daily fruit options are displayed in a location in the line of sight and reach of students.
 - Daily announcements are used to promote and market menu options.

Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.

Menus will be posted on the Division website or individual school websites.

School meals will be administered by a team of school nutrition professionals.

The Division child nutrition program will accommodate students with special dietary needs.

Students will be provided with an adequate and reasonable amount of time to eat breakfast and lunch. Students will be served lunch at a reasonable and appropriate time of day. Elementary lunch should ideally follow the recess period to better support learning and healthy eating.

Use of local and/or regional products is encouraged to be incorporated into the school meal program.

B. Staff Qualifications and Professional Development

The school nutrition program director, all managers and staff will meet or exceed hiring and annual continuing education/training requirements of the USDA professional standards for child nutrition professionals. School nutrition personnel will refer to USDA's Professional Standards for School Nutrition Professionals website to identify training that meets their learning needs.

C. Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The Division will make drinking water available where school meals are served during mealtimes.

D. Competitive Foods and Beverages

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, à la carte options in cafeterias, vending machines, school stores and snack or food carts.

E. Celebrations and Rewards

The Division strongly encourages parents, teachers and school staff to incorporate healthy foods and beverages into classroom celebrations. The Division recommends using alternatives to food as a means of rewarding student achievement.

- Classroom parties – Schools will limit celebrations that involve food during the school day to no more than one event per class per month. The Division will provide to parents and teachers a list of recommended healthy foods and beverages for use in classroom celebrations. To ensure the safety of all students, all food brought into schools must be in the original packaging that displays ingredient information. Attention to individual student allergies and health care plans within the class population is required.
- Snacks distributed to students during the school day – The Division will provide a list of recommended healthy snacks for distribution to students in the classroom. To ensure the safety of all students, all food brought into schools must be in the original packaging that displays ingredient information. Foods and beverages of minimal nutritional value, such as candy and soda, will not be used as snacks during the school day. Attention to individual student allergies and health care plans within the class population is required.
- Foods given as incentives – The Division strongly encourages teachers and other relevant school staff to use alternative ways to reward students. Foods and beverages of minimal nutritional value, such as candy and soda, will not be used as rewards during the school day. Foods and beverages will not be withheld as punishment for any reason, such as for performance or behavior. Attention to individual student allergies and health care plans within the class population is required.

F. Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The Division will make available to parents and teachers a list of healthy fundraising ideas.

- All food sold to students anywhere on the campus during the school day must meet Smart Snack regulatory requirements.
- Fundraising activities that take place outside of the school day or off-site of the school campus are exempt from nutrition standards.

G. Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. The Division will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs.

H. Nutrition Education

The Division will teach, model, encourage and support healthy eating by all students. At appropriate grade levels, schools will provide age-appropriate nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education, but also integrated into other classroom instruction when applicable;
- Promotes fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods;
- Links with school meal programs, cafeteria nutrition promotion activities and other school foods and nutrition-related community services;
- In elementary schools, as designated through the Standards of Learning, nutrition education will be offered at each grade level as part of a sequential, comprehensive, standards-based health education curriculum that meets state and national standards.
- As designated through the Standards of Learning, health education teachers will provide opportunities for students to practice or rehearse the skills taught through the health education curricula.

I. Food and Beverage Marketing in Schools

The Division is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The Division strives to teach students how to make informed choices about nutrition, health and physical activity. It is the intent of the Division to promote student health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the Division's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA Smart Snacks in School nutrition standards such that only those foods that comply with or exceed those nutrition standards are permitted to be

marketed or promoted to students.

Food and beverage marketing includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items is not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is in financially possible over time so that items are in compliance with the marketing policy.)
- Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

Any reviews of existing contracts, acquisitions of new contracts, equipment and/or products purchased (and replaced) should reflect the applicable marketing guidelines established by the wellness policy.

Adopted:

Cross Refs: JL Fundraisers

Attachment B, Memo No. 114-17
April 14, 2017

Wellness Policy Guidelines – Elements of Implementation for Final Rule

Policy Focus	2010 HHFKA-Final Rule Requirements	Elements of Implementation
Public Involvement	<p>Invite the following to participate in the development, implementation and measurement of the LWP;</p> <ul style="list-style-type: none"> School Board and Administrators Physical Education Instructors School Health Professionals Community Members Students Parents Food Service <p>Identify a designee with authority/responsibility to ensure each school complies with the policy.</p>	<ul style="list-style-type: none"> Send email invitations Post flyers Call stakeholders Post an invitation to join the committee on the school division website Newsletter Student handbook <p>Document all methods used to make stakeholders aware of their ability to participate.</p>
Nutrition Guidelines	Standards and nutrition guidelines for all foods and beverages <i>sold</i> to students on the school campus during the school day that are consistent with applicable Federal regulations.	<ul style="list-style-type: none"> Adhere to school meal standards Adhere to Smart Snack standards for complete foods (à la carte, concessions, fundraisers, vending, etc.)
Nutrition Standards	Nutrition standards for all foods and beverages <i>provided, but not sold</i> , to students on the school campus during the school day.	<p>Develop nutrition standards for:</p> <ul style="list-style-type: none"> Classroom parties Classroom snacks brought by parents Foods given as incentives
Policy for Food and Beverage Marketing	Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks standards.	<ul style="list-style-type: none"> Exteriors of vending machines Posters Menu boards Coolers Trash cans Food service equipment Cups
Nutrition Promotion	Specific and measureable goals for nutrition promotion with consideration for evidence-based strategies.	<ul style="list-style-type: none"> Become a USDA HealthierUS School Host a Health Fair Start a school garden Do food tastings Wellness newsletters
Nutrition Education	Specific and measureable goals for nutrition education with consideration for evidence-based strategies.	<ul style="list-style-type: none"> Standards based nutrition education Integrated into curricula (i.e. cooking class, reading nutrition labels, etc.) Use CDC's Health Education HECAT tool to enhance, develop, or select curricula.
Physical Activity	Specific and measureable goals for nutrition education with consideration for evidence-based strategies.	<ul style="list-style-type: none"> Physical Education (P.E.) Classroom physical activities Fitness testing Recess Standards for reward/punishment practices.
Other School-Based Wellness Activities	Specific and measureable goals for other school-based activities that promote student health with consideration for evidence-based strategies.	<ul style="list-style-type: none"> Staff modeling/wellness programs Walking/bicycling clubs Before/afterschool programs Access to school facilities Total wellness (drug prevention programs, mental health, CPR, first aid, etc.)
Assessment	<p>Evaluation of LWP every 3 years, at a minimum:</p> <ol style="list-style-type: none"> Each schools compliance with the wellness policy How the wellness policy compares to model wellness policies Progress toward attaining goals 	<ul style="list-style-type: none"> WellsAT 2.0 (Rudd Center) The Healthy Schools Program & School Health Index (Alliance for a Healthier Generation) School Division tracking tools <p>Must be completed for first year and every three years after. Must document all assessments.</p>
Communication	<p>Annually inform and update the public about:</p> <ol style="list-style-type: none"> Content of LWP Updates made to LWP The Triennial Assessment, including progress towards meeting goals of the LWP 	<ul style="list-style-type: none"> School website/newsletters Student handbook Report to school board <p>Must document LWP public communications</p>

Superintendent's Memo #114-17**COMMONWEALTH of VIRGINIA
Department of Education**

April 14, 2017

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Local Wellness Policy

This memorandum provides information and resources to assist each local education agency (LEA) that participates in the U.S. Department of Agriculture (USDA) National School Lunch Program (NSLP) and School Breakfast Program (SBP) in developing a Local Wellness Policy (LWP) that meets the newly expanded requirements outlined in the final rule of the *Healthy, Hunger-Free Kids Act of 2010* (HHFKA).

Congress recognizes the critical role that schools play in supporting healthy eating and physical activity for children by implementing policies and practices. In 2004, Congress passed the Child Nutrition and Specialist Supplemental Nutrition Program for Women, Infants and Children (WIC) Reauthorization Act (Sec. 204 of Public Law 108-265). This law requires school divisions participating in federal child nutrition programs to adopt a LWP for the first time by fiscal year 2016.

The act that Congress passed, the *Healthy, Hunger-Free Kids Act of 2010* (HHFKA), was released to expand the scope of the LWP by adding new provisions related to implementation, evaluation, and publicly reporting the progress.

In July 2016, the USDA Final Rule on Local Wellness Policy Implementation was published in the Federal Register. The intent is to strengthen LWPs so they become useful tools in evaluating, establishing, and maintaining healthy school environments, and to provide transparency to the public on key areas that affect the nutrition environment in each school.

LEAs must fully comply with the requirements of the final rule by June 30, 2017. As outlined by USDA's *Summary of the Final Rule*, the HHFKA now requires that the local school wellness policy, at a minimum, include:

1. Wellness Leadership

LEAs must establish a wellness policy leadership of one or more LEA and/or school official(s) who have the authority or responsibility to ensure each school complies with the policy.

2. Public Involvement

LEAs must permit participation by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.

3. Content of the Wellness Policy

- Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.

- Standards and nutrition guidelines for all food and beverages sold to students on the school campus during the school day that are consistent with federal regulations for:
 - School meal nutrition standards, and the
 - Smart Snacks in School nutrition standards
- Standards for all food and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Description of public involvement, public updates, policy leadership, and evaluation plan.

4. Triennial Assessment

LEAs must conduct an assessment of the wellness policy at a minimum, every 3 years, starting with school year 2017-2018. This assessment must determine:

- Each individual school's compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.

5. Updates to the Local Wellness Policy

LEAs must update or modify the wellness policy as appropriate.

6. Public Updates

LEAs must make available to the public:

- The wellness policy, including any updates to and about the policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.

7. Documentation

The Virginia Department of Education (VDOE) will examine the following records during the Federal Administrative Review:

- Copy of the current wellness policy,
- Documentation of how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts for reviewing and updating the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

USDA and VDOE are dedicated to helping LEAs find the resources that they need to meet the requirements of the final rule. USDA has provided materials that are a useful starting point for LEAs working to strengthen their LWP, to meet the requirements and establish a healthier school environment at [School Nutrition Environment and Wellness Resources](#). This website provides resources on the LWP process, elements, success stories, grants/funding opportunities, and trainings.

LWP training will be provided by VDOE SNP at the Spring Regional Meeting held in each region. The Regional Meeting schedule is provided in Attachment D to this memorandum.

To assist LEAs in the development of a local policy, a model policy was developed by the Alliance for a Healthier Generation that is in compliance with the requirements set forth in the final rule. This model policy is provided in Attachment C to this memorandum. Use of this model policy is optional.

Please direct questions regarding the information in this memorandum to the VDOE School Nutrition Program Specialist assigned to your division or Dr. Sandy Curwood, Director of School Nutrition Programs, at (804) 371-2339 or at Sandra.curwood@doe.virginia.gov.

SRS/SCC/ag

Attachments:

- A. USDA Final Rule: Local Wellness Policy Implementation Under the HHFKA of 2010 (PDF)
- B. VDOE Wellness Policy Guidelines – Elements of Implementation (PDF)
- C. Alliance for a Healthier Generation Model Wellness Policy (PDF)
- D. School Nutrition Programs Spring 2017 Regional Meetings (PDF)

DATE: January 12, 2018 MEMO NO: 004-18

TO: Division Superintendents

FROM: Steven M. Constantino
Superintendent of Public Instruction

SUBJECT: New Resource to Assist School Divisions in Implementing *Regulations Governing Nutritional Standards for Competitive Foods Available for Sale in the Public Schools* (8VAC20-740)

This memorandum provides information about a new resource that is available on the Virginia Department of Education (Department), Office of School Nutrition Programs (SNP) webpage. This online resource toolkit is designed to help school divisions implement the state regulations on competitive foods and fundraisers. These new regulations became effective October 18, 2017. Please refer to [Superintendent's Memorandum 291-17](#) for more information.

School divisions must designate a division-level and/or school-level official to monitor and ensure compliance with these regulations in areas that are outside the control of the school nutrition program; the individual shall not be a school nutrition program employee. School divisions are required to monitor compliance and maintain documentation of such compliance for foods available for sale to students during the school day in areas that are outside the control of the school nutrition program. The school food authority (SFA), or school nutrition program, is responsible for maintaining records of compliance with these regulations only for areas under the responsibility of the SFA.

Consistent nutritional standards for all foods available for sale to students during the school day are an important part of the framework for student wellness. The Department supports school divisions' efforts to develop and implement consistent standards as part of the required local wellness policy. School divisions are encouraged to create policies that model best practices and maintain the highest nutritional standards throughout the school campus, during the school day. To provide support for these school division policies, and to implement the requirements of the state regulations, a variety of resources have been developed or identified and posted to the [online toolkit](#).

School divisions may access the complete language of the state regulations, as well as a recording and slides from the technical assistance webinar, from the toolkit. A Local Wellness Policy guide that can be used to incorporate the requirements of the state regulations into the school division's local policy has been developed and posted to the toolkit. Other resources, such as fact sheets on non-food fundraisers and Healthy Fundraiser Snapshots from the National PTA, can be accessed from the toolkit. A tracking tool and sample permit are also available for school division officials to download and use to approve and monitor fundraisers conducted by school-sponsored organizations.

If you have questions or need additional information, please contact the school nutrition program specialist assigned to your school division or send an email to the SNP policy mailbox at SNPPolicy@doe.virginia.gov.

Agenda Report

Date: 05/08/18

Agenda Number: J - 5

Attachments: No

From: Crystal M. Edwards, Superintendent
Ben Copeland, Assistant Superintendent for Student Learning and Success

Subject: Individual Student Alternative Education Plan Program 2018-2019

Summary/Description:

Lynchburg City Schools received \$23,576.00 in ISAEP State Grant Funds. The Individual Student Alternative Education Plan (ISAEP) funds will be used to meet the needs of students enrolled in the Lynchburg City Schools Adult Learning Center/ Reach Out and Develop Education Opportunities (RODEO) instructional program. The ISAEP Program provides an opportunity for students who meet and complete the ISAEP requirements assistance in preparing for the General Education Development (GED®) tests while enrolled in public high school.

BUDGET FOR ISAEP GRANT

Expenditure Categories	State Funds
1000 - Personnel Services	\$14,000.00
2000 – Employee Benefits	\$6,000.00
3000 – Purchased Services	1,450.00
4000 – Internal Services	\$200.00
5000 – Other Charges Travel, Postage	\$50.00
6000 – Materials & Supplies	\$1,876.00
8000 – Equipment Laptops/calculators	\$0
Total Requested	\$23,576.00

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the State Grant: Individual Student Alternative Education Plan (ISAEP) 2018-2019.

Agenda Report

Date: 05/01/18

Agenda Number: J - 6

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

Several policy revisions were recently received from the Virginia School Boards Association (VSBA). These policies have been reviewed by legal counsel and reflect the latest changes in state and federal law. These policy revisions from the VSBA February 2018 update appear as attachments to the agenda report.

AA	School Division Legal Status
AC	Nondiscrimination
AD	Educational Philosophy
CBD	Superintendent's Contract, Compensation, and Benefits
CBG	Evaluation of the Superintendent
EBCB	Safety Drills
GCL	Professional Staff Development
GCN	Evaluation of Professional Staff
GCPB	Resignation of Staff Members
GDQ	School Bus Drivers
JO	Student Records

Disposition: Action
 Information
 Action at Meeting on: 06/05/18

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 June 5, 2018.

SCHOOL DIVISION LEGAL STATUS

The Constitution of the Commonwealth *{Virginia}* provides that the General Assembly establish a system of free public elementary and secondary schools for all children of school age throughout the state, and seek to ensure that an educational program of high quality is established and continually maintained. The General Assembly requires that such an educational system be maintained and administered by the Board of Education, the Superintendent of Public Instruction, division superintendents and school boards. The Board of Education divides the Commonwealth into school divisions of such geographical area and school-age population as will promote the realization of the standards of quality, and will periodically review the adequacy of existing school divisions for this purpose. The supervision of schools in each *{Lynchburg City}* school division is vested in a school board selected in accordance with the applicable provisions of the Code of Virginia *{Lynchburg City School Board}*.

Adopted by School Board: June 4, 2013

Legal Refs.: Constitution of Virginia, article VIII, §§ 1, 5, 7.

Code of Virginia, 1950, as amended, §§ 22.1-2, 22.1-28, ~~22.1-74~~.

Cross Ref.: BB School Board Legal Status
BBAA Board Member Authority

NONDISCRIMINATION

The Lynchburg City School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment ~~will prevail~~ ***prevails*** in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Adopted: June 17, 2014

Legal Refs.: 20 U.S.C. §§ 1681-1688.

29 U.S.C. § 794.

42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1.

34 C.F.R. 106.9.

Constitution of Virginia, article I, section 11.

Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross Refs.: ~~GB/JB~~ ~~Equal Employment Opportunity/Nondiscrimination~~
{GB ***Equal Employment Opportunity/Nondiscrimination}***
GBA/JFHA Prohibition Against Harassment and Retaliation
{JB ***Equal Educational Opportunities/Nondiscrimination}***

EDUCATIONAL PHILOSOPHY

Lynchburg City School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education, and to feel confident of the ability to make creative and constructive decisions in his/her life.

Lynchburg City School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
- treats all members of the school community equitably with the highest degree of respect;
- allocates and uses assets fairly and efficiently

Adopted: June 4, 2013

Revised: May 19, 2015

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

Cross Refs.:	AC	Nondiscrimination
	GA	Personnel Policies Goals
	GB/JB	Equal Employment Opportunity/Nondiscrimination
	{GB	<i>Equal Employment Opportunity/Nondiscrimination</i>
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	IGBC	Parental Involvement
	{JB	<i>Equal Education Opportunities/Nondiscrimination</i>

SUPERINTENDENT'S CONTRACT, COMPENSATION AND BENEFITS

The Superintendent's contract shall set *{sets}* forth the Superintendent's compensation and benefit package. The Superintendent's contract is available to the public pursuant to the Virginia Freedom of Information Act.

The School Board shall not renegotiate a Superintendent's contract during the period following the election or appointment of new members and the date such members are qualified and assume office.

When the Superintendent's contract is being renegotiated, each member of the School Board will be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contract unless the members agree unanimously to take the vote without the 30 days notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

Adopted: June 17, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~2.2-3705.8~~ *{2.2-3705.1}*, 22.1-60.

Cross Ref.: CBB Appointment and Term of the Division Superintendent

EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the Superintendent in improving his or her effectiveness.

Annually, the Superintendent ~~will provide to~~ *{provides}* the School Board *{with}* a work plan designed to implement the goals set for the division by the School Board. The School Board ~~shall evaluate~~ *{evaluates}* the Superintendent annually. The School Board ~~shall develop~~ *{develops}* the instrument to evaluate the Superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the Superintendent. The Superintendent's evaluations ~~will~~ include student academic progress as a significant component and an overall summative rating. *{Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities.}* Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the Superintendent.

Each Board member ~~will be~~ *{is}* involved in assessing the Superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation ~~will be~~ *{is}* reviewed with the Superintendent by the Board or its designees.

Adopted: June 17, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, ~~approved Sept. 27, 2012 to become effective July 1, 2014~~ *{as revised on July 23, 2015}*)

Cross Ref.: CBA Qualifications and Duties for the Superintendent

SAFETY DRILLS

Fire Drills

Each school holds a fire drill *{at least}* twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. *{Evacuation routes for students are posted in each room.}* No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted: March 7, 2017

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-184.

Acts 2006, c. 164.

{8 VAC 20-131-260.}

Cross Refs.: EB School Crisis, Emergency Management and Medical
Emergency Response Plan

PROFESSIONAL STAFF DEVELOPMENT

The Lynchburg City School Board provides a program of high-quality professional development

- (i) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
- (ii) as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;
- (iii) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula,
- (iv) for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel, and
- (v) designed to educate School Board employees about bullying *{as defined in Va. Code § 22.1-276.01}* and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional development programs each year in

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

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

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

Adopted: June 17, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5 *{and 22.1-276.01}*.

~~8VAC 20-450-10.~~

EVALUATION OF PROFESSIONAL STAFF

Every employee of the Lynchburg City School Board staff ~~will be~~ *is* evaluated on a regular basis at least as frequently as required by law.

The Superintendent ~~shall assure~~ *assures* that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation ~~shall be~~ *are* in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures ~~will be~~ *are* consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations ~~shall~~ include student academic progress as a significant component and an overall summative rating. *{Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities.}*

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Adopted: June 17, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education ~~April 2011~~ *as revised July 23, 2015*) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education ~~February 2012~~ *as revised July 23, 2015*) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf).

Cross Ref.: CBG Evaluation of the Superintendent
 CCG Professional Staff Probationary Term and Continuing Contract

RESIGNATION OF STAFF MEMBERS

The Superintendent is authorized to approve resignations of employees. Any resignation must be in writing.

A teacher may resign after June 15 of any school year with the approval of the Superintendent. The teacher shall request release from contract at least two weeks in advance of the intended date of resignation. Such request shall be in writing and state the cause of the resignation. The teacher may, within one week, withdraw a request to resign. Upon the expiration of the one week period, the Superintendent shall notify the School Board of the decision to accept or reject the resignation. The School Board, within two weeks, may reverse the decision of the Superintendent. In the event that the Board or the ~~division~~ Superintendent declines to grant the request for release on the grounds of insufficient or unjustifiable cause, and the teacher breaches such contract, disciplinary action, which may include revocation of the teacher's license, may be taken pursuant to regulations prescribed by the Board of Education.

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the Superintendent.

Adopted: August 1, 2017

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

~~8 VAC 20-440-160.~~

Cross Refs.: GCPD Professional Staff Discipline
 GDB Support Staff Employment Status

SCHOOL BUS DRIVERS

Eligibility for Employment

Any applicant for employment operating a school bus transporting pupils must

- a. have a physical examination of a scope prescribed by the Board of Education and furnish a form prescribed by the Board of Education showing the results of such examination
- b. furnish a statement or copy of records from the Department of Motor Vehicles showing that the applicant, within the preceding five years, has not been convicted of a charge of driving under the influence of alcohol or drugs, convicted of a charge of refusing to take a blood or breath test, convicted of a felony or assigned to any alcohol safety action program or driver alcohol rehabilitation program pursuant to Va. Code § [18.2-271.1](#) or, within the preceding 12 months, has not been convicted of two or more moving traffic violations or required to attend a driver improvement clinic by the Commissioner of the Department of Motor Vehicles pursuant to Va. Code § [46.2-498](#)
- c. furnish a statement signed by two reputable persons who reside in the school division or in the applicant's community that the person is of good moral character
- d. exhibit a license showing the person has successfully undertaken the examination prescribed by Va. Code § [46.2-339](#)
- e. have reached the age of 18 on the first day of the school year
- f. submit to testing for alcohol and controlled substances as required by state and federal law and regulation

Persons for whom registration with the Sex Offender and Crimes Against Minors Registry is required are not eligible for employment as a school bus driver.

Persons hired as school bus drivers must annually furnish the documents listed in (a) and (b) above prior to the anniversary date of their employment as a condition of continued employment as a school bus operator.

Drug and Alcohol Testing

The school division has a drug and alcohol testing program for school bus drivers and other employees who are required to hold a commercial driver's license (CDL) by U.S. Department of Transportation Regulations who perform safety-sensitive functions as required by federal and state law and regulations.

Prohibited conduct

Drivers are prohibited from alcohol possession and/or use on the job, use during the four hours before performing safety-sensitive functions, having prohibited concentrations of alcohol in their systems while on duty or performing safety-sensitive functions, and use during eight hours following an accident or until after undergoing a post-accident alcohol test, whichever occurs first.

No driver shall report for duty or remain on duty requiring the performance of safety-

sensitive functions when the driver uses any controlled substances except when the use is pursuant to the instructions of a licensed medical practitioner who *{is familiar with the driver's medical history and}* has advised the driver that the substance does not adversely affect his ability to safely operate a commercial motor vehicle.

Required testing

Drivers are subject to pre-employment/pre-duty drug testing, reasonable suspicion alcohol and drug testing, random alcohol and drug testing, post-accident alcohol and drug testing, return-to-duty and follow-up alcohol and drug testing pursuant to procedures set out in the federal regulations. ~~Pursuant to state law, drivers are subject to pre-employment alcohol testing.~~ Any employee who refuses to submit to a ~~post-accident, random, reasonable suspicion or follow-up~~ test shall not perform or continue to perform safety-sensitive functions.

Notification

Each driver receives educational materials that explain the requirements of federal law and regulations together with a copy of the division's policy and procedures for meeting these requirements. Each driver must sign a statement certifying that he/she has received a copy of the above materials and the division maintains this signed copy.

Before performing each alcohol or controlled substances test, the division will notify the driver that the test is required by federal law or regulation.

Consequences if testing indicates drug or alcohol misuse

If the testing confirms prohibited alcohol concentration levels or the presence of a controlled substance, the employee shall be removed immediately from safety-sensitive functions in accordance with the federal regulations. All drivers shall be advised of resources available and before a driver is re-instated, if at all, the driver shall undergo an evaluation by a substance abuse professional, comply with any required rehabilitation and undergo a return-to-duty test with negative urine sample.

Record retention

The division maintains records in compliance with the federal regulations in a secure location with controlled access. With the driver's consent, the division may obtain any of the information concerning drug and alcohol testing from the driver's previous employer. A driver is entitled upon written request to obtain copies of any records pertaining to the driver's use of alcohol or controlled substances including information pertaining to alcohol or drug tests.

Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by the subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

Test procedure

The division administers alcohol and controlled substance tests in accordance with federal laws.

Adopted: August 1, 2017

Legal Refs.: 49 U.S.C. § 31136

49 CFR § ~~382.101 et seq.~~ {§§ 382.105, 382.113, 382.201, 382.205, 382.207, 382.213, 382.217, 382.301, 382.303, 382.401, 382.405, 382.601, 382.605.}

Code of Virginia, 1950, as amended, §§ 22.1-178, 46.2-339, 46.2-340.

~~8 VAC 20-70-280.~~

Cross Ref.: GBEA Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance

STUDENT RECORDS

Generally

The Lynchburg City School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The Superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The Superintendent also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Definitions

For the purposes of this policy, the Lynchburg City Schools uses the following definitions.

Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

Directory information - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, ~~address, telephone listing, electronic mail address,~~ photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

Early childhood education program – a Head Start program or an Early Head Start program, a state licensed or regulated child care program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of

the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

Education program - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

Education records - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Lynchburg City School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the Lynchburg City School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
- in the case of persons who are employed by the Lynchburg City School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
- records created or received after an individual is no longer in attendance and that are not directly related to the individual's attendance as a student;
- grades on peer-graded papers before they are collected and recorded by a teacher; and
- any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

Eligible student - a student who has reached age 18.

Parent - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Student - any person who is or has been in attendance at Lynchburg City Schools regarding whom the school division maintains education records or personally identifiable information.

Dissemination and Maintenance of Records About Court Proceedings

Adjudications

The Superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

Petitions and Reports

The Superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the superintendent of the division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only

- to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the Superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

Annual Notification

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for

access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Copies of Education Records

The Lynchburg City Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.

Fees for Copies of Records

The fee for official transcripts is \$3 each. There is a \$2 fee for each copy of information from student records for purposes other than transcripts. This includes information for the DMV and Social Security, and graduation verification for employment or a copy of the immunization record. For other than the above, the actual cost of copying time and postage will be charged. The Lynchburg City Schools does charge for search and retrieval of the records. The Lynchburg City Schools does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Types, Locations, and Custodians of Education Records

The school maintains a scholastic record for each enrolled student, which is stored in a secure central location under the supervision of the principal of the school at which the student is enrolled, during enrollment and for up to one year after leaving the division. Records for students no longer enrolled are forwarded to the registrar in the School Administration Building.

The following is a list of the types of records that the Lynchburg City Schools maintain, their locations, and their custodians.

Types	Location	Custodian
Directory Information	Individual School	Principal/Designee
Health Information	Individual School	Principal/Designee
Academic History/ Standardized Test Scores	Individual School	Principal/Designee
Student Discipline Information	Individual School	Principal/Designee
Attendance	Individual School	Principal/Designee
Special Education	Individual School	Principal/Designee

Disclosure of Education Records

The Lynchburg City Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following.

1. To school officials who have a legitimate educational interest in the records.

A school official is a person employed by the division such as a teacher, teacher's aide, administrator, school nurse, counselor or support staff; a person serving on the School Board; a guidance counselor intern or psychologist intern; a student teacher; a person, organization or company with whom the division has contracted to perform an institutional service or function such as an attorney, auditor, consultant or therapist; or a third party website operator who has contracted with the division or its agent to provide online programs for the benefit of students.

A school official has a legitimate educational interest if the official needs to review the student's education record in order to fulfill the school official's professional responsibility on behalf of the division.

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with applicable federal regulations.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid

programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which

- specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
 - requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
 - requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
 - requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.
7. To accrediting organizations to carry out their functions.
 8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
 9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
 10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
 - the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
 - the parties to whom the division disclosed the information.
 11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
 12. Directory information so designated by the school division.
 13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personally identifiable information are reasonably believed to have been disclosed in violation federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Va. Code §§ [32.1-127.1:05](#) or [18.2-](#)

[186.6](#). Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.

Disclosure to Federal Agencies

Notwithstanding any other provision of law or policy, no member or employee of the Lynchburg City School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation.

Disclosure of Information Relating to Home Instructed Students

Neither the Superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of Policy LBD Home Instruction or subdivision B 1 of Va. Code § [22.1-254](#). Nothing in this policy prohibits the Superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

Audit or Evaluation of Education Programs

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;
- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- specifies the time period in which the information must be destroyed; and
- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program

or for compliance or enforcement of federal legal requirements related to such programs.

Military Recruiters and Institutions of Higher Learning

The Lynchburg City Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student.

The school division notifies parents of the option to make a request and complies with any request.

The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Record of Disclosure

The Lynchburg City Schools maintains a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education records. The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

Directory Information

The Lynchburg City School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that

disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

Parents and eligible students may not use the right to opt out of directory information disclosures to 1) prevent disclosure of the student's name, identifier, or institutional email address in a class in which the student is enrolled; or 2) prevent an educational agency or institution from requiring the student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

Student directory information is defined to include the following:

- Student's name
- Names of student's parents or guardians
- ~~Address~~
- ~~Telephone listing~~
- ~~Electronic mail address~~
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Classroom assignments and teachers

Correction of Education Records

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that the Lynchburg City Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. Lynchburg City Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Lynchburg City Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. Lynchburg City Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If Lynchburg City Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
8. If Lynchburg City Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

Confidentiality of HIV and Drug and Alcohol Treatment Records

The Lynchburg City Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

Adopted: July 12, 2016
Revised: April 4, 2017

Legal Refs.: 18 U.S.C. §§ 2331, 2332b.
20 U.S.C. §§ 1232g, 7908.
42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.7, 99.10, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37.

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-254.1, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-289, 23-2.1:3, 32.1-36.1.

Cross Refs.: IJ Guidance and Counseling Program
JEC School Admission
JEC-R School Admission
JECA Admission of Homeless Children
JFC Student Conduct
JGDA Disciplining Students with Disabilities
JGD/JGE Student Suspension/Expulsion

JHCB	Student Immunizations
JHCD	Administering Medicines to Students
JOA	Student Transcripts
KBA-R	Requests for Information
KBC	Media Relations
KNB	Reports of Missing Children
KP	Parental Rights and Responsibilities
LBD	Home Instruction
LEB	Advanced/Alternative Courses for Credit

Agenda Report

Date: 05/08/18

Agenda Number: J - 7

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Freedom of Information Act Officer

Summary/Description:

In accordance with the Code of Virginia §2.2-3704, all local public bodies that are subject to the provisions of the Freedom of Information Act shall designate one or more officers whose responsibility is to serve as a point of contact for individuals and organizations requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

The name and contact information of the FOIA officer shall be made available and posted so that individuals and organizations are able to direct requests for public records to that officer. The FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least annually by legal counsel for the public body or the Virginia Freedom of Information Advisory Council.

The superintendent recommends that the school board designate Mrs. R. Denise Spinner as the Freedom of Information Act officer.

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

Recommendation:

The acting superintendents recommends that the school board designate Mrs. R. Denise Spinner as the Freedom of Information Act officer for the school division.

Agenda Report

Date: 05/08/18

Agenda Number: J - 8

Attachments: No

From: Crystal M. Edwards, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Request for Reallocation of Budget

Summary/Description:

The school administration has recognized a need to reallocate funds to various salary and operating accounts throughout the school division. Funds to:

- Personnel reallocations (see details below) \$ 115,000
- Benefits reallocations (see details below) \$1,400,000
- Operation and Administration reallocations (see details below) \$ 468,500

Total reallocation requests \$1,983,500
=====

Given school board approval, the funds to purchase or make adjustments to existing budgets will come from available salary accounts within the existing operating budget.

Various Salaries accounts \$1,983,500
=====

The school administration requests these budget adjustments be approved for the 2017-18 school year in order to fund these adjustments or purchases.

Disposition: Action
 Information
 Action at Meeting on: May 8, 2018

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item and consider action at tonight's school board meeting.

Agenda Report

Date: 05/08/18

Agenda Number: J - 8

Attachments: No

Additional Information on some of the above items:

PERSONNEL

Increase overtime budget for bus aides in Transportation	\$ 90,000
Increase overtime budget for dispatchers in Transportation	\$ 25,000

Total Personnel Reallocation Requests	\$115,000
	=====

BENEFITS

Increase medical insurance budget to cover claims expenses greater than the budget	\$1,400,000
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Total Benefits Reallocation Requests	\$1,400,000
	=====

OPERATIONS AND ADMINISTRATIONS

Increase repair & maintenance budget in Maintenance & Facilities	\$100,000
Increase fuel budget in Transportation	\$100,000
Software maintenance fees	\$100,000
Renovation cost of rooms at the Empowerment Academy	\$ 25,000
Increase in purchase services budget to pay off duty security	\$ 25,000
Replacement and repairs of security cameras at all schools	\$ 20,000
Purchase of custodial supplies for summer work	\$ 20,000
Purchase of supplies to refinish gym floor	\$ 15,000
Increase vehicle insurance budget in Transportation	\$ 14,000
Purchase of radio repeater for DMS	\$ 11,670
Purchase of painting supplies	\$ 10,000
Purchase of playground mulch for schools	\$ 10,000
Purchase of 27 radios for schools	\$ 8,330
Purchase of lumber for varies projects	\$ 5,000
Replacement of damaged gym doors and basketball backstops at SMS	\$ 4,500

Total Operations and Administration Reallocation Requests	\$468,500
	=====

Agenda Report

Date: 05/08/18

Agenda Number: J - 9

Attachments: No

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

Subject: Personnel Report

Summary/Description:

1. Recommendation for continuing contracts for personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
2. Recommendation for renewal of annual contracts for fourth year personnel.
3. Recommendation for renewal of annual contracts for third year personnel.
4. Recommendation for renewal of annual contracts for second year personnel.
5. Recommendation for renewal of annual contracts for first year personnel.
6. Recommendation for renewal of annual contracts for personnel completing less than 160 days.
7. Recommendation for continuing contracts to remain in force for part-time personnel.
8. Recommendation for renewal of annual contracts for part-time personnel and/or full-time personnel with a part-time administrative assignment.
9. Recommendation for Title/Grant funded personnel.
 - A. Recommendation for continuing contracts, Title/Grant funded personnel completing fifth year or completing one year after attaining continuing contract status in another Virginia system.
 - B. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing fourth year.
 - C. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing third year.

Agenda Report

Date: 05/08/18

Agenda Number: J - 9

Attachments: No

- D. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing second year.
 - E. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing first year.
 - F. Recommendation for renewal of annual contracts, Title/Grant funded personnel completing less than 160 days.
 - G. Recommendation for continuing contracts to remain in force for part-time and/or partially funded Title/Grant personnel.
 - H. Recommendation for renewal of annual contracts for part-time and/or partially funded Title/Grant personnel.
 - I. Recommendation for continuing contracts to remain in force for Title/Grant funded personnel.
10. Recommendation for non-renewal of contracts.
11. Recommendation for continuing contracts to remain in force for 2018-19.
- A. Personnel earning continuing contract status under Policy BBFA.
 - B. Other administrative and instructional personnel.
12. Recommendation for renewal of contracts for non-mandatory licensed administrative personnel.
13. Reduction in force in accordance with School Board Policy 5-18.
14. Recommendation for renewal of annual contracts, locations, and/or assignment to be determined.

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

Recommendation:

The superintendent recommends that the school board approve the Annual Personnel Report.