



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

Belle H. Evans
School Board District 1

Atul Gupta
School Board District 3

Kimberly A. Sinha
School Board District 2

School Administration

Crystal M. Edwards
Superintendent

Ben W. Copeland
Deputy Superintendent

Anthony E. Beckles, Sr.
Chief Financial Officer

R. Denise Spinner
Clerk

SCHOOL BOARD MEETING

July 10, 2018 5:30 P.M.

**School Administration Building
Board Room**

A. SCHOOL BOARD REORGANIZATION

- 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. SCHOOL BOARD REORGANIZATION

- 1. Election of Chairman of the School Board: 2018-19
Crystal M. Edwards. Page 3
Discussion/Action
- 2. Election of Vice Chairman of the
School Board: 2018-19
School Board Chairman Page 4
Discussion/Action
- 3. Appointment of the Clerk and Deputy Clerk: 2018-19
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Discussion/Action
- 4. Appointment of the Agent and Deputy Agent: 2018-19
School Board Chairman. Page 6
Discussion/Action
- 5. Appointment of the Designee of the
Division Superintendent: 2018-19
School Board Chairman Page 9
Discussion/Action
- 6. Meeting Time, Dates, and Location for School Board
Meetings
School Board Chairman Page 10
Discussion/Action

7. Election of School Board Representative: LAUREL
School Board
School Board Chairman Page 11
Discussion/Action

8. Election of School Board Representative: Central Virginia
Governor’s School for Science and Technology
School Board Chairman Page 12
Discussion/Action

9. Election of School Board Representative: Governor’s
Regional XLR8 STEM Academy
School Board Chairman Page 13
Discussion/Action

10. Lynchburg City School Board Governance Norms
and Protocols
School Board Chairman Page 14
Discussion

C. PUBLIC COMMENTS

1. Public Comments
School Board Chairman Page 19
Discussion/Action (30 Minutes)

D. SPECIAL PRESENTATIONS

1. Resolution of Recognition
School Board Chairman Page 20
Discussion

2. Lynchburg City Schools Education Foundation, Inc.: Update
Jodi Gillette. Page 21
Discussion

E. FINANCE REPORT

1. Finance Report
Anthony E. Beckles, Sr. Page 22
Discussion

F. CONSENT AGENDA

1. School Board Meeting Minutes: May 22, 2018 (Closed Meeting)
June 5, 2018 (Regular Meeting)
June 27, 2018 (Special Meeting)

2. Personnel Report Marie F. Gee.	Page 29
Discussion/Action	
3. School Board Regulation JHCD-RY Administration Of Medication Anne Bond-Gentry.	Page 31
Discussion/Action	
4. Policy BDDC Agenda Preparation and Dissemination Crystal M. Edwards.	Page 34
Discussion/Action	
5. Policy EB School Crisis: Emergency Management and Medical Emergency Response Plan Ben W. Copeland.	Page 36
Discussion/Action	
6. Policy JECZ Non-Resident Employee Student Tuition Waiver and Regulation JNZ-R Student Fees, Fines, and Charges Anthony E. Beckles, Sr	Page 48
Discussion/Action	
7. Policy JFHA, JFHA-F and GBA, GBA-F, Prohibition Against Harassment and Retaliation and Policy JB Equal Education Opportunities/Non-Discrimination Ben W. Copeland.	Page 55
Discussion/Action	
8. Policy JED Student Absences/Excuses/Dismissal and Regulation JED-RZ Student Absences/ Excuses/Dismissal Anne Bond-Gentry.	Page 77
Discussion/Action	

G. SCHOOL BOARD COMMITTEE REPORT

1. School Board Committees:

- Finance Committee
- Governor’s School Committee
- LAUREL Regional School Committee
- XLR8 STEM Academy Committee

2. Advisory Committees to the School Board:

- Career Technical Advisory Board Committee
- Equity Task Force Committee
- Health Advisory Board Committee
- Special Education Advisory Committe

H. UNFINISHED BUSINESS

- 1. Revised Operating Budget
Anthony E. Beckles, Sr. Page 87
Discussion/Action

I. NEW BUSINESS

- 1. Lynchburg City School Board Policy Updates from VSBA
Ben W. Copeland. Page 103
Discussion
- 2. 2018-2019 Applications for Federal Programs
April Bruce. Page 149
Discussion
- 3. Lynchburg City School Board Policy Update:
Policy JGD/JGE
Ben W. Copeland. Page 150
Discussion
- 4. Lynchburg City School Board Regulation JEC-R
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Anthony E. Beckles, Sr. Page 163
Discussion
- 5. Freedom of Information Act Officer
Crystal M. Edwards. Page 169
Discussion/Action

I. SUPERINTENDENT’S COMMENTS

J. BOARD COMMENTS

K. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 7, 2018, 5:30 p.m., Board Room, School Administration Building

L. ADJOURNMENT

Agenda Report

Date: 07/10/18

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: 07/10/18

Agenda Number: A - 2

Attachments: No

From: Dr. 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: 07/10/18

Agenda Number: B-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Election of the Chairman of the School Board: 2018-19

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2018-19 school year. The process of reorganization begins with the election of the chairman of the school board for 2018-19.

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

Recommendation:

The superintendent recommends that the school board elect a chairman of the school board for the 2018-19 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/10/18

Agenda Number: B-2

Attachments: No

From: School Board Chairman

Subject: Election of the Vice Chairman of the School Board: 2018-19

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2018-19 school year. The process of reorganization requires the election of the vice chairman of the school board for 2018-19.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The school board chairman recommends that the school board elect a vice chairman of the school board for the 2018-19 school year in accordance with Section 22.1-76 of the Code of Virginia.

Agenda Report

Date: 07/10/18

Agenda Number: B-3

Attachments: No

From: School Board Chairman

Subject: Appointment of the Clerk and Deputy Clerk: 2018-19

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2018-19 school year. The process of reorganization requires that the school board appoint a clerk and may appoint a deputy clerk for terms of one year.

The superintendent recommends the following appointments:

Clerk of the School Board

R. Denise Spinner

Deputy Clerk of the School Board

Barbara W. Saunders

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

Recommendation:

The school board chairman recommends that the school board appoint R. Denise Spinner as the clerk of the school board and Barbara W. Saunders as the deputy clerk of the school board for 2018-19.

Agenda Report

Date: 07/10/18

Agenda Number: B-4

Attachments: Yes

From: School Board Chairman

Subject: Appointment of the Agent and Deputy Agent: 2018-19

Summary/Description:

In accordance with Section 22.1-122 (B) of the Code of Virginia, it is necessary that the school board reorganize for the 2018-19 school year. The process of reorganization requires that the school board appoint an agent and may appoint a deputy agent for terms of one year.

The superintendent recommends the following appointments:

Agent for the School Board

Anthony E. Beckles, Sr.

Deputy Agent for the School Board

Kimberly D. Lukanich

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

Recommendation:

The school board chairman recommends that the school board appoint Anthony E. Beckles, Sr. as the agent and Kimberly D. Lukanich as deputy agent for the school board for 2018-19.

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

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

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

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

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

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

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

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Agenda Report

Date: 07/10/18

Agenda Number: B-5

Attachments: No

From: School Board Chairman

Subject: Appointment of the Designee of the Division Superintendent: 2018-19

Summary/Description:

In accordance with Section 22.1-76 of the Code of Virginia, it is necessary that the school board reorganize for the 2018-19 school year. The process of reorganization requires that the school board approve a designee of the division superintendent to attend meetings of the school board in the absence or inability to attend by the superintendent.

The superintendent recommends Ben W. Copeland, deputy superintendent, as her designee.

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

Recommendation:

The school board chairman recommends that the school board appoint Ben W. Copeland, as designee of the division superintendent for the 2018-19 school year.

Agenda Report

Date: 07/10/18

Agenda Number: B-6

Attachments: No

From: School Board Chairman

Subject: Dates, Meeting Time, and Location for the School Board Meetings: 2018-19

Summary/Description:

Annually, the school board establishes the meeting dates, time, and location for the regular school board meetings. During the 2017-18 school year, the school board conducted its meetings on the first Tuesday of each month, beginning at 5:30 p.m. in the Board Room at the School Administration Building. With school board approval, meetings for 2018-19 will follow the 2017-18 schedule with the exception of July 24, 2018, August 21, 2018, November 7, 2018, January 15, 2019 and June 18, 2019. The additional meetings in July, August, and June are to assist with the approval of hiring new staff throughout the summer.

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

Recommendation:

The school board chairman recommends that the school board establish the dates, time, and location for the school board meetings for the 2018-19 school year.

Agenda Report

Date: 07/10/18

Agenda Number: B-7

Attachments: No

From: School Board Chairman

Subject: Election of School Board Representative: LAUREL School Board

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 07/10/18

Agenda Number: B-8

Attachments: No

From: School Board Chairman

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

Summary/Description:

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

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

Recommendation:

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

Agenda Report

Date: 07/10/18

Agenda Number: B-9

Attachments: No

From: School Board Chairman

Subject: Election of School Board Representative: Governor's Regional XLR8 STEM Academy

Summary/Description:

The school board elects a school board member to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board each year. In addition, the school board elects an alternate to represent the school division as necessary.

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

Recommendation:

The school board chairman recommends that the school board elect two members, one of whom will serve as an alternate representative, to represent the Lynchburg City Schools on the Governor's Regional XLR8 STEM Academy Governing Board.

Agenda Report

Date: 07/10/18

Agenda Number: B-10

Attachments: Yes

From: School Board Chairman

Subject: School Board Governance Norms and Protocols

Summary/Description:

The Lynchburg City School Board, through a professional development activity conducted by the Virginia School Boards Association, developed Governance Norms and Protocols, which were approved on August 1, 2018. This document, which appears as an attachment to this agenda report, provides clear guidelines and procedures for all aspects of board communication, school board meeting agenda development, interactions with the school community, professional development, and the evaluation of the superintendent and itself.

The school board will review the Governance Norms and Protocols during this presentation.

Disposition: Action
 Information
 Action at Meeting on: 08/07/18

Recommendation:

The school board chairman recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 7, 2018.

Lynchburg City School Board

Governance Norms & Protocols

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

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

Agenda Report Attachment

Item: B-10

We agree to follow the following protocols:

<p>Developing the board agenda</p>	<p>Superintendent develops the draft agenda and provides to the chairman for review prior to distribution.</p> <p>Timing Considerations</p> <p>Step 1: The “working draft” (minus supporting documents) provided to the chairman one week prior to agenda distribution for initial feedback.</p> <p>Step 2: The draft agenda (with supporting documents) provided to the chairman one day prior to agenda distribution for final review.</p> <p>Step 3: The final agenda will be distributed to the board on the Thursday prior to the meeting.</p>
<p>Placing items on the board meeting agenda</p>	<p>Requests should be submitted to the chairman, who will then poll the board to see if there is board majority interest in adding the item to the agenda.</p> <p>Policy BDDC</p>
<p>Obtaining information or clarification about board meeting agenda items before the meeting</p>	<p>Requests for information/clarification should be directed to the superintendent. Responses will be sent to all board members.</p>
<p>Responding to staff or community complaints at board meetings</p>	<p>The board does not respond to public comment at the meetings. The chairman will send a written response/ acknowledgement.</p> <p>**Add verbal statement at the beginning of public comment clarifying that comments will not receive a verbal response at the meeting.</p>
<p>Responding to staff or community complaints outside of board meetings</p>	<p>Limit discussion, advise person of chain of communication and notify superintendent.</p>
<p>Communications between and among board members</p>	<p>1-on-1 communication. E-mail (no “reply all”). Phone calls.</p>

Communications between board members and the superintendent	<p>As appropriate, superintendent will Cc other board members when responding to requests for information by an individual board member.</p> <p>Friday Memo</p> <p>Individual calls, e-mails, meetings, as needed.</p> <p>Quarterly 1-on-1.</p>
Communications between board members and staff (including requests for information)	<p>Communication should be directed to the superintendent, who will then direct staff, as appropriate.</p> <p>Information request responses will be sent to all board members.</p>
Assignment of committee members	<p>Volunteer, by interest. If needed, chairman will assign. Seniority given to board service.</p>
Committee reporting expectations	<p>The chairman of the committee will report at each board meeting.</p>
Responding to media inquiries	<p>The chairman, or board designee, is the official media spokesperson for the board.</p>
Use of social media	<p>Board members are encouraged to share official LCS content.</p> <p>**Board members should not create/alter content regarding the division or speak/post on behalf of the board.</p> <p>**Discussion re: being Facebook friends with fellow board members.</p>
How, when and whom to notify about visiting school sites	<p>Requests for official school visits should be coordinated with the principal and superintendent Cc'd.</p>
How, when and whom to notify about volunteering in schools or at school events	<p>Board members will notify the superintendent.</p>
How, when and whom to notify about attending	<p>Encouraged. No notification required.</p>

school events (concerts, sporting events, etc.)	
Expectations for participation in professional development	In accordance with the Code of Virginia §22.1-253.13:5 (A) and (D)
Expectations for participation in meetings and conferences	In accordance with the Code of Virginia 22.1-253.13:5 (A) and (D)
When and how the board evaluates the superintendent	In accordance with the Superintendent’s Evaluation Document adopted by the Lynchburg City School board on August 20, 2013.
When and how the board conducts a self-evaluation	TBD
When and how the board monitors and updates the comprehensive plan	Official review annually at school board retreat. Ongoing use for alignment with budget, status on progress, etc.

Violation of these norms and protocols will result in the following actions:

VIOLATION 1

Through consensus, the chairman speaks with school board member.

VIOLATION 2

Through consensus, the chairman sends a letter to the school board member.

VIOLATION 3

Through consensus, the chairman reports violations to Lynchburg City Council as information for its deliberation in the re-appointment process.

VIOLATION 4

Agenda Report

Date: 07/10/10

Agenda Number: C-1

Attachments: No

From: 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: 07/10/18

Agenda Number: D-1

Attachments: No

From: Crystal M. Edwards, Superintendent

Subject: Resolution of Recognition

Summary/Description:

During this presentation, the school board will recognize Katie K. Snyder for her years of service as a member of the Lynchburg City School Board. Mrs. Snyder has served as a school board member for a total of six years.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the resolution of recognition for Katie K. Snyder.

Agenda Report

Date: 07/10/18

Agenda Number: D-2

Attachments: No

From: Crystal M. Edwards, Superintendent
Jodi K. Gillette, Director of Lynchburg City Schools Education Foundation, Inc.

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

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 7/10/18

Agenda Number: E-1

Attachments: Yes

From: Dr. 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 May 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 May 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
Restricted Donation	5,512.50
E-rate – Shentel funding	88,000.00
Total Operating Fund Budget - adjusted	<u>\$ 96,750,650.26</u>

Through May 31, 2018

Actual Revenue Received	\$ 78,589,604.28
Actual Expenditures	\$ 80,284,162.93
Actual Encumbered – non-personnel only	\$ 1,548,267.02

Percent of Budget Received	81.23%
Percent of Budget Used, excluding encumbrances	82.98%
As of 5/31/18 – 11 months	91.67%

The revenue and expenditure reports detail the transactions recorded through May 31, 2018. All reports appear as attachments to the agenda report.

Please be aware that payroll converted to the new software system April 30, 2018. As a result of this conversion, we are unable to provide payroll encumbrance numbers until next fiscal year.

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 Eleven Months Ending May 31, 2018

		Fiscal Year 2017-18						
		BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES	BUDGET AVAILABLE	BUDGET % USED	
INSTRUCTION								
FUNCTION 1100 CLASSROOM INSTRUCTION	Personnel	50,276,831.14	41,658,282.18	82.86%	0.00	8,618,548.96	82.86%	
	Other	4,042,416.03	2,582,061.42	63.87%	269,804.02	1,190,550.59	70.55%	
FUNCTION 1200 INST SUPPORT-STUDENT	Personnel	3,646,190.50	3,079,803.13	84.47%	0.00	566,387.37	84.47%	
	Other	169,247.76	60,582.56	35.80%	18,900.20	89,765.00	46.96%	
FUNCTION 1300 INST SUPPORT-STAFF	Personnel	4,042,330.16	3,275,227.83	81.02%	0.00	767,102.33	81.02%	
	Other	1,493,133.73	893,463.64	59.84%	26,461.01	573,209.08	61.61%	
FUNCTION 1400 INST SUPPORT-SCHOOL ADMIN	Personnel	5,667,111.52	4,982,240.59	87.91%	0.00	684,870.93	87.91%	
	Other	247,788.98	163,302.09	65.90%	23,186.38	61,300.51	75.26%	
	TOTAL INSTRUCTION	69,585,049.82	56,694,963.44	81.48%	338,351.61	12,551,734.77	81.96%	
ADMINISTRATION								
FUNCTION 2100 ADMINISTRATION	Personnel	3,069,866.13	2,734,086.41	89.06%		335,779.72	89.06%	
	Other	1,433,468.68	1,140,926.08	79.59%	191,097.49	101,445.11	92.92%	
FUNCTION 2200 ATTENDANCE & HEALTH SERV	Personnel	1,860,099.54	1,556,429.21	83.67%	0.00	303,670.33	83.67%	
	Other	130,275.00	42,553.76	32.66%	15,021.55	72,699.69	44.20%	
	TOTAL ADMINISTRATION	6,493,709.35	5,473,995.46	84.30%	206,119.04	813,594.85	87.47%	
PUPIL TRANSPORTATION								
FUNCTION 3100 MANAGEMENT & DIRECTION	Personnel	347,053.09	338,543.55	97.55%	0.00	8,509.54	97.55%	
	Other	21,582.50	19,390.23	89.84%	1,420.00	772.27	96.42%	
FUNCTION 3200 VEHICLE OPERATION SERVICE	Personnel	2,795,155.36	2,444,303.44	87.45%	0.00	350,851.92	87.45%	
	Other	802,063.78	738,216.30	92.04%	30,361.66	33,485.82	95.83%	
FUNCTION 3300 MONITORING SERVICE	Personnel	541,725.48	482,663.69	89.10%	0.00	59,061.79	89.10%	
FUNCTION 3400 VEHICLE MAINT SERVICE	Personnel	365,930.19	326,442.24	89.21%	0.00	39,487.95	89.21%	
	Other	424,150.00	324,459.40	76.50%	35,603.76	64,086.84	84.89%	
FUNCTION 3500 BUS PURCHASE - REGULAR	Other	1,083,311.00	1,089,188.00	0.00%	0.00	(5,857.00)	100.54%	
	TOTAL PUPIL TRANSPORTATION	6,380,971.40	5,763,186.85	90.32%	67,385.42	550,399.13	91.37%	
OPERATIONS & MAINTENANCE								
FUNCTION 4100 MANAGEMENT & DIRECTION	Personnel	291,544.25	265,949.23	91.22%	0.00	25,595.02	91.22%	
	Other	84,000.00	79,186.87	94.27%	2,350.00	2,463.13	97.07%	
FUNCTION 4200 BUILDING SERVICES								

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

Personnel	4,429,393.73	4,028,449.73	90.95%	0.00	400,944.00	90.95%
Other	4,981,794.84	4,123,403.74	82.77%	763,533.19	94,857.91	98.10%
FUNCTION 4300 GROUNDS SERVICES						
Personnel	264,317.99	224,616.18	84.98%	0.00	39,701.81	84.98%
Other	52,000.00	47,481.48	91.31%	3,737.75	780.77	98.50%
FUNCTION 4400 EQUIPMENT SERVICES						
Other	80,000.00	66,422.24	83.03%	3,237.26	10,340.50	87.07%
FUNCTION 4500 VEHICLE SERVICES						
Other	27,500.00	17,058.08	62.03%	0.00	10,441.92	62.03%
FUNCTION 4600 SECURITY SERVICES						
Personnel	20,038.30	18,206.18	90.86%	0.00	1,832.12	90.86%
Other	419,026.35	321,914.77	76.82%	60,583.56	36,528.02	91.28%
FUNCTION 4700 WAREHOUSING SERVICES						
Personnel	9,163.34	3,961.49	43.23%	0.00	5,201.85	43.23%
TOTAL OPERATIONS & MAINTENANCE	10,658,778.80	9,196,649.99	86.28%	833,441.76	628,687.05	94.10%
Other Non-Instructional Operations						
FUNCTION 5000 Non-Instructional Operations - Other	27,300.00	15,119.12	55.38%	0.00	12,180.88	55.38%
TOTAL Non-Instructional Operations	27,300.00	15,119.12	55.38%	0.00	12,180.88	55.38%
FACILITIES						
FUNCTION 6600 BLDG ADD & IMP SERVICES	66,181.38	23,304.55	35.21%	0.00	42,876.83	35.21%
TOTAL FACILITIES	66,181.38	23,304.55	35.21%	0.00	42,876.83	35.21%
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	1,838,404.40	1,551,172.69	84.38%	0.00	287,231.71	84.38%
Other	195,953.28	190,290.50	97.11%	0.00	5,662.78	97.11%
FUNCTION 8200 INSTRUCTIONAL SUPPORT						
Personnel	473,116.05	415,484.67	87.82%	0.00	57,631.38	87.82%
Other	1,028,359.78	959,995.66	93.35%	102,969.19	(34,605.07)	103.37%
FUNCTION 8500 PUPIL TRANSPORTATION						
Other	2,826.00	0.00	0.00%	0.00	2,826.00	0.00%
TOTAL TECHNOLOGY	3,538,659.51	3,116,943.52	88.08%	102,969.19	318,746.80	90.99%
CONTINGENCY RESERVES						
FUNCTION 9100 CLASSROOM INSTRUCTION	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9300 ADMINISTRATION	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9500 PUPIL TRANSPORTATION	0.00	0.00	0.00%	0.00	0.00	0.00%
FUNCTION 9600 OPERATIONS & MAINTENANCE	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL CONTINGENCY RESERVES	0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET	96,750,650.26	80,284,162.93	82.98%	1,548,267.02	14,918,220.31	84.58%

Agenda Report Attachment

Item: E-1

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

ACCOUNT TITLE	FY 2016-17			FY 2017-18			% RECEIVED
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	
240308 SALES TAX RECEIPTS	(10,837,193.00)	(10,590,644.26)	(246,548.74)	(10,614,314.00)	(8,885,948.28)	(1,728,365.72)	83.72%
240202 BASIC SCHOOL AID	(21,878,492.00)	(21,971,533.00)	93,041.00	(21,769,498.00)	(19,991,122.77)	(1,778,375.23)	91.83%
240207 GIFTED & TALENTED	(246,173.00)	(245,546.00)	(627.00)	(243,593.00)	(213,504.68)	(30,088.32)	87.65%
240208 REMEDIAL EDUCATION-SOQ	(1,492,427.00)	(1,488,621.00)	(3,806.00)	(1,476,782.00)	(1,355,904.03)	(120,877.97)	91.81%
240204 REMEDIAL EDUCATION -SUMMER	(161,164.00)	(164,036.00)	2,872.00	(164,036.00)	(168,122.40)	4,086.40	102.49%
SUPLP LOTTERY PER PUPIL ALLOCATIO	(268,842.00)	(268,873.00)	31.00	(1,391,118.00)	(1,150,950.04)	(240,467.96)	82.71%
COMPENSATION SUPPLEMENT	(360,828.00)	0.00	(360,828.00)	(231,552.00)	(202,608.87)	(28,943.13)	87.50%
240212 SPECIAL ED SOQ	(2,841,252.00)	(2,834,007.00)	(7,245.00)	(2,811,468.00)	(2,581,343.00)	(230,125.00)	91.81%
240217 VOCATIONAL ED SOQ	(405,161.00)	(404,127.00)	(1,034.00)	(400,913.00)	(368,097.99)	(32,815.01)	91.81%
240221 SOC SEC-INSTR	(1,461,655.00)	(1,457,928.00)	(3,727.00)	(1,446,333.00)	(1,327,946.85)	(118,386.15)	91.81%
240223 VRS INSTRUCTIONAL	(3,015,625.00)	(3,007,936.00)	(7,689.00)	(3,324,028.00)	(3,051,948.87)	(272,079.13)	91.81%
240241 GROUP LIFE INST	(97,444.00)	(97,195.00)	(249.00)	(96,422.00)	(88,530.03)	(7,891.97)	91.82%
240228 READING INTERVENTN	(185,114.00)	(207,993.00)	22,879.00	(205,913.00)	(168,474.27)	(37,438.73)	81.82%
240205 CAT-REG FOSTER	(74,203.00)	(178,329.90)	104,126.90	(190,250.00)	(88,880.40)	(101,369.60)	46.72%
240246 CAT-HOMEBOUND	(107,771.00)	(108,062.68)	291.68	(110,224.00)	(82,017.00)	(28,207.00)	74.41%
240248 REGIONAL TUITION	(1,004,113.00)	(1,004,586.03)	473.03	(1,011,481.00)	(382,744.67)	(628,736.33)	37.84%
240265 AT RISK SOQ	(1,502,539.00)	(1,498,543.00)	(3,996.00)	(1,489,206.00)	(1,332,350.80)	(156,855.20)	89.47%
240309 ESL	(156,955.00)	(149,127.00)	(7,828.00)	(154,875.00)	(141,968.75)	(12,906.25)	91.67%
240281 AT RISK 4 YR OLDS	(944,193.00)	(936,390.00)	(7,803.00)	(932,488.00)	(762,944.73)	(169,543.27)	81.82%
240252 CTE EQUIPMENT	0.00	(23,334.15)	23,334.15	(9,748.88)	(22,270.85)	12,521.97	228.45%
240253 CTE OCC PREP	(52,654.00)	(35,205.00)	(17,449.00)	(57,895.00)	0.00	(57,895.00)	0.00%
MATH/READING INSTR SPECIALISTS	(42,665.00)	0.00	(42,665.00)	(20,502.00)	(16,401.60)	(4,100.40)	80.00%
EARLY READING SPECIALISTS INITIATIVE	(41,476.00)	(30,117.00)	(11,359.00)	0.00	0.00	0.00	0.00%
240275 PRIMARY CLASS SIZE	(1,956,675.00)	(1,899,533.00)	(57,142.00)	(1,915,875.00)	(1,525,645.63)	(390,229.37)	79.63%
240214 TEXTBOOKS	(563,019.00)	(561,584.00)	(1,435.00)	(557,117.00)	(511,516.19)	(45,600.81)	91.81%
240405 ALGEBRA READINESS	(141,003.00)	(145,275.00)	4,272.00	(143,036.00)	(117,029.25)	(26,006.75)	81.82%
PROJECT GRADUATION	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)	(50,768,667.88)	(44,537,971.95)	(6,230,695.93)	87.73%
330212 IMPACT AIDPL81-874	(8,000.00)	(12,070.02)	4,070.02	(8,500.00)	(9,406.36)	906.36	110.66%
180303 MEDICAID REIMBURSE	(680,000.00)	(708,470.91)	28,470.91	(350,000.00)	(212,935.40)	(137,064.60)	60.84%
JR ROTC	(105,000.00)	(63,236.35)	(41,763.65)	(105,000.00)	(113,010.86)	8,010.86	107.63%
FEDERAL	(793,000.00)	(783,777.28)	(9,222.72)	(463,500.00)	(335,352.62)	(128,147.38)	72.35%

Agenda Report Attachment

Item: E-1

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

	FY 2016-17			FY 2017-18					
	REVENUE	YTD	BUDGET	%	REVENUE	YTD	BUDGET	%	
	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	BUDGET	TRANSACTIONS	BALANCE	RECEIVED	
510500 CITY OPER APPR	(40,854.039.00)	(40,854.039.00)	0.00	100.00%	(42,028,498.00)	(32,300,000.00)	(9,728,498.00)	76.85%	
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)	(32,300,000.00)	(9,728,498.00)	76.85%	
189912 MISC REV/OTH FUNDS	(101,566.00)	(70,252.44)	(31,313.56)	69.17%	(75,000.00)	(29,665.94)	(45,334.06)	39.55%	
180303 REBATES & REFUNDS	(20,000.00)	(16,768.83)	(3,231.17)	83.84%	(86,250.00)	(33,270.49)	(52,979.51)	38.57%	
189903 DONATIONS & SP GF	(1,000.00)	(1,400.00)	400.00	100.00%	(5,512.50)	(6,312.50)	800.00	0.00%	
189909 SALE OTHER EQUIP	(3,000.00)	(9,237.00)	6,237.00	307.90%	(16,500.00)	(28,500.00)	12,000.00	172.73%	
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)	(154,132.43)	(49,367.57)	75.74%	
MISCELLANEOUS	(293,507.99)	(262,552.23)	(30,955.76)	89.45%	(520,595.50)	(317,928.50)	(202,667.00)	61.07%	
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)	(106,126.60)	26,126.60	132.66%	
161206 TUITION ADULT	(11,000.00)	(15,472.50)	4,472.50	140.66%	(20,000.00)	(23,595.00)	3,595.00	117.98%	
161207 TUITION SUMMER SCH	(25,000.00)	(39,815.50)	14,815.50	159.26%	(25,000.00)	(43,442.53)	18,442.53	173.77%	
161202 SPEC PUPIL FEES	(35,000.00)	(25,770.22)	(9,229.78)	73.63%	(31,000.00)	(11,967.70)	(19,032.30)	38.61%	
161205 BUS RENTAL	(325,000.00)	(494,424.69)	169,424.69	152.13%	(325,000.00)	(314,183.30)	(10,816.70)	96.67%	
190101 TUIT FM OTH CO/CY	(400,000.00)	(777,654.02)	377,654.02	194.41%	(500,000.00)	(46,803.28)	(453,196.72)	9.36%	
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)	(49,424.89)	(15,575.11)	76.04%	
SCHOOL NUT UTILITIES	(90,000.00)	(85,578.33)	(4,421.67)	95.09%	(90,000.00)	(73,450.53)	(16,549.47)	81.61%	
FACILITY RENTALS	(50,000.00)	(83,792.37)	33,792.37	167.58%	(50,000.00)	(125,927.13)	75,927.13	251.85%	
INDIRECT COSTS	0.00	0.00	0.00	0.00%	(200,000.00)	(137,430.25)	(62,569.75)	68.72%	
CHARGES FOR SERVICES	(1,349,000.00)	(1,972,013.95)	623,013.95	146.18%	(1,694,000.00)	(1,098,351.21)	(595,648.79)	64.84%	
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%	(96,750,650.26)	(78,589,604.28)	(18,161,045.98)	81.23%	

	Original budget	Adjusted Budget
Prior Year Encumbrance	\$ 121,556.00	\$ 121,556.00
Restricted Donation Received	\$ 1,000.00	\$ 1,000.00
Insurance Proceeds	\$ 49,441.99	\$ 49,441.99
Health Insurance Reserve	\$ 1,300,000.00	\$ 1,300,000.00
Regional Tuition	\$ 190,000.00	\$ 190,000.00
Medicaid	\$ 330,000.00	\$ 330,000.00
Registration fees for VSBA	\$ 1,566.00	\$ 1,566.00
Fund Balance Return	\$ 567,779.00	\$ 567,779.00
Original budget	\$93,056,175.00	\$93,056,175.00
Prior Year Encumbrance	\$ 1,275,388.88	\$ 1,275,388.88
Addtl funding - CTE equipment	\$ 9,748.88	\$ 9,748.88
Sale of Bus Proceeds	\$ 13,500.00	\$ 13,500.00
E-rate - Shelter	\$ 88,000.00	\$ 88,000.00
Insurance Proceeds	\$ 33,833.00	\$ 33,833.00
Restricted Donation	\$ 5,512.50	\$ 5,512.50
Adjusted Budget	\$ 96,750,650.26	\$ 96,750,650.26

FY2017-2018 REVISED REVENUE BUDGET						
As of May 31, 2018						
	ORIGINAL	REVISED				CHANGE BETWEEN
	REVENUE	REVENUE				ORG & REVISED
	BUDGET	BUDGET	YTD	BUDGET	%	REV BUDGET
	As of 7/1/2017		TRANSACTIONS	BALANCE	RECEIVED	INCREASE
						(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)	(8,885,948.28)	(1,728,365.72)	83.72%	0.00
240202 BASIC SCHOOL AID	(21,769,498.00)	(21,769,498.00)	(19,991,122.77)	(1,778,375.23)	91.83%	0.00
240207 GIFTED & TALENTED	(243,593.00)	(243,593.00)	(213,504.68)	(30,088.32)	87.65%	0.00
240208 REMEDIAL EDUCATION-SOQ	(1,476,782.00)	(1,476,782.00)	(1,355,904.03)	(120,877.97)	91.81%	0.00
240204 REMEDIAL EDUCATION - SUMMER SCHOOL	(164,036.00)	(164,036.00)	(168,122.40)	4,086.40	102.49%	0.00
SUPPL LOTTERY PER PUPIL ALLOCATION	(1,391,118.00)	(1,391,118.00)	(1,150,650.04)	(240,467.96)	82.71%	0.00
COMPENSATION SUPPLEMENT	(231,552.00)	(231,552.00)	(202,608.87)	(28,943.13)	0.00%	0.00
240212 SPECIAL ED SOQ	(2,811,468.00)	(2,811,468.00)	(2,581,343.00)	(230,125.00)	91.81%	0.00
240217 VOCATIONAL ED SOQ	(400,913.00)	(400,913.00)	(368,097.99)	(32,815.01)	91.81%	0.00
240221 SOC SEC-INSTR	(1,446,333.00)	(1,446,333.00)	(1,327,946.85)	(118,386.15)	91.81%	0.00
240223 VRS INSTRUCTIONAL	(3,324,028.00)	(3,324,028.00)	(3,051,948.87)	(272,079.13)	91.81%	0.00
240241 GROUP LIFE INST	(96,422.00)	(96,422.00)	(88,530.03)	(7,891.97)	91.82%	0.00
240228 READING INTERVENTN	(205,913.00)	(205,913.00)	(168,474.27)	(37,438.73)	81.82%	0.00
240205 CAT-REG FOSTER	(190,250.00)	(190,250.00)	(88,880.40)	(101,369.60)	46.72%	0.00
240246 CAT-HOMEBOUND	(110,224.00)	(110,224.00)	(82,017.00)	(28,207.00)	74.41%	0.00
240248 REGIONAL TUITION	(1,011,481.00)	(1,011,481.00)	(382,744.67)	(628,736.33)	37.84%	0.00
240265 AT RISK SOQ	(1,489,206.00)	(1,489,206.00)	(1,332,350.80)	(156,855.20)	89.47%	0.00
240309 ESL	(154,875.00)	(154,875.00)	(141,968.75)	(12,906.25)	89.47%	0.00
240281 AT RISK 4 YR OLDS - VPI	(932,488.00)	(932,488.00)	(762,944.73)	(169,543.27)	81.82%	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)	(16,401.60)	(4,100.40)	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)	(1,525,645.63)	(390,229.37)	79.63%	0.00
240214 TEXTBOOKS	(557,117.00)	(557,117.00)	(511,516.19)	(45,600.81)	91.81%	0.00
240405 ALGEBRA READINESS	(143,036.00)	(143,036.00)	(117,029.25)	(26,006.75)	81.82%	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)	(44,515,701.10)	(6,243,217.90)	87.70%	0.00
FEDERAL REVENUE						
330212 IMPACT AIDPL81-874	(8,500.00)	(8,500.00)	(9,406.36)	906.36	110.66%	0.00
180303 MEDICAID REIMBURSE	(350,000.00)	(350,000.00)	(212,935.40)	(137,064.60)	60.84%	0.00
JR ROTC	(105,000.00)	(105,000.00)	(113,010.86)	8,010.86	107.63%	0.00
FEDERAL	(463,500.00)	(463,500.00)	(335,352.62)	(128,147.38)	72.35%	0.00
CITY APPROPRIATIONS						
510500 CITY OPER APPR	(42,028,498.00)	(42,028,498.00)	(32,300,000.00)	(9,728,498.00)	76.85%	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)	(32,300,000.00)	(9,728,498.00)	76.85%	0.00
MISCELLANEOUS REVENUE						
189912 MISC REV/OTH FUNDS	(75,000.00)	(75,000.00)	(29,665.94)	(45,334.06)	100.00%	0.00
180303 REBATES & REFUNDS	(86,250.00)	(86,250.00)	(33,270.49)	(52,979.51)	38.57%	0.00
189903 DONATIONS & SP GF	(5,512.50)	(5,512.50)	(6,312.50)	800.00	0.00%	0.00
189909 SALE OTHER EQUIP	(16,500.00)	(29,000.00)	(28,500.00)	(500.00)	98.28%	12,500.00
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)	(154,132.43)	(49,367.57)	75.74%	0.00
MISCELLANEOUS	(486,762.50)	(499,262.50)	(317,928.50)	(181,334.00)	63.68%	12,500.00

Agenda Report Attachment

Item: E-1

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)	(107,000.00)	(106,126.60)	(873.40)	99.18%	27,000.00	
161206 GED TESTING FEES	(20,000.00)	(24,000.00)	(23,595.00)	(405.00)	98.31%	4,000.00	
161207 TUITION SUMMER SCH	(25,000.00)	(43,000.00)	(43,442.53)	442.53	101.03%	18,000.00	
161202 SPEC PUPIL FEES	(31,000.00)	(31,000.00)	(11,967.70)	(19,032.30)	38.61%	0.00	
161205 BUS RENTAL	(325,000.00)	(325,000.00)	(314,183.30)	(10,816.70)	96.67%	0.00	
190101 TUIT FM OTH CO/CY	(500,000.00)	(500,000.00)	(46,803.28)	(453,196.72)	9.36%	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)	(49,424.89)	(15,575.11)	76.04%	0.00	
SCHOOL NUT UTILITIES	(90,000.00)	(90,000.00)	(73,450.53)	(16,549.47)	81.61%	0.00	
FACILITY RENTALS	(50,000.00)	(125,000.00)	(125,927.13)	927.13	100.74%	75,000.00	
INDIRECT COSTS FROM GRANTS	(200,000.00)	(200,000.00)	(137,430.25)	(62,569.75)	68.72%	0.00	
CHARGES FOR SERVICES	(1,694,000.00)	(1,861,000.00)	(1,098,351.21)	(762,648.79)	59.02%	167,000.00	
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	(95,431,679.50)	(95,611,179.50)	(78,567,333.43)	(17,043,846.07)	82.17%	179,500.00	
REVENUE OVER/(UNDER) ORIGINAL BUDGET	179,500.00						
Note							
Bold accounts are affected by changes in ADM							

Agenda Report

Date: 07/10/18

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 June 27 – July 10, 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 June 27 – July 10, 2018.

Agenda Report

07/10/18

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

Eriksen Ashley	Liberty University	MA / 4 yrs (Lv. 4 3)	Heritage High School Math Teacher	08-08-2018
Geldmaker Tammy	Lynchburg College	BA / 0 yrs (Lv. 0 3)	Bedford Hills Elementary School 5 th Grade Teacher	08-08-2018
Nisly Lashae	Liberty University	BA / 0 yrs (Lv. 0 3)	Bedford Hills Elementary School 2 nd Grade Teacher	08-08-2018
Reamey Kendele	JMU	BA / 1 yr (Lv. 1 3)	Dunbar Middle School English Teacher	08-08-2018
Younger Kimberly	Liberty University	BA / 0 yrs (Lv. 0 1)	Bedford Hills Elementary School 5 th Grade Teacher	08-08-2018

RESIGNATIONS:

Crawford Christina	Southeastern College	MA / 19 yrs (Lv. 19 3)	T.C. Miller Elementary 1 st Grade Teacher	06-02-2018
Lowes Lisa	Liberty University	MA / 11 yrs (Lv. 11 3)	William Marvin Bass School Counselor	06-08-2018
McDonald Taylor	Liberty University	BA / 2 yrs (Lv. 2 3)	Bedford Hills Elementary School 3 rd Grade Teacher	06-02-2018

RETIREMENTS:

NONE

LEAVE OF ABSENCE:

NONE

Agenda Report

Date: 07/10/18

Agenda Number: F-3

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anne Bond-Gentry, Coordinator of Student Services

Subject: School Board Regulation JHCD-RY Administration of Medication

Summary/Description:

With the conversion of our policy on administering medication to students to the VSBA format we also need to convert the regulation R 7-53 Administration of Medication. Regulation JHCD-RY Administration of Medication follows the Virginia Department of Health and Virginia Department of Education guidelines for administering medication in school.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve Regulation JHCD-RY Administration of Medication.

ADMINISTRATION OF MEDICATION

A. Generally

Medication may be administered by employees of the Lynchburg City School Board during the school day under the following conditions:

1. There is a written permission of the parent or guardian and order of a physician, physician's assistant, or nurse practitioner requesting the school to administer the medication (prescription or over-the-counter) on the Physician/Parent Authorization to Administer Medication Form.
2. The medication is in its original container with the dosage and method of administration prescribed by a physician, physician's assistant, or nurse practitioner. If over-the-counter medication is prescribed, the safety seal must be intact.
3. The expiration date on the medication has not expired.

B. Health Care Plan/Health Action Plan

If a student has a chronic health condition such as asthma, diabetes, seizure disorder or severe allergy, the school division requires the student to have a Health Action Plan signed by the parent or guardian and the physician, physician's assistant, or nurse practitioner.

C. Injections

1. No injections may be given by school personnel except those listed in paragraph 2 below and only if expressly authorized in writing by the parent or guardian and physician, physician's assistant, or nurse practitioner.
2. Glucagon, insulin, or epinephrine (epipen) injections may be given by trained school personnel when expressly authorized in writing by the parent or guardian and physician, physician's assistant, or nurse practitioner.
3. For self-administration of epinephrine injections, students are only permitted to carry the medication on them and self-administer under the conditions set forth in JHCDZ.

D. Documentation of Medication

When medication is brought to school, the amount of medication in the container should be noted (e.g., the number of capsules or the volume of liquid). Each time a medication is administered a record should be kept of who administered it (initials may be used as long as a complete signature that corresponds with the person's initials is noted on the record), to whom it was given, the name of the medication, the time it was given, the dose given, the manner in which it was delivered (e.g., by mouth, in ear), the effect of the medication, and any side effects or reactions. Any changes in the type or dosage of the medication or the time it is to be given, should be accompanied by a new medication authorization/parent consent form, and a newly labeled medication container from the pharmacy. The school nurse or principal should establish the date when written medication renewals will be required.

E. Storage of Medication

A two-week supply or less of medications (unless medication is taken on a daily basis throughout the school year) should be kept in an appropriately labeled container which is locked and secured in a designated space (e.g., a locked box stored within a locked cabinet). Access to keys for the storage space in which medication is kept should be limited to the school nurse, the principal, and authorized staff. A listing of authorized staff should be maintained by the principal and updated routinely. Keys to the medication storage area should never leave the school grounds. Arrangements need to be made for medications requiring refrigeration. The school nurse or principal should establish a date when any unused medication should be picked up by parents.

F. Guidelines for Disposing of Medications

1. The parent should pick up unused medication within one week of the expiration date or the date that the medication is no longer required.
2. The school division should make reasonable effort to notify the parent or guardian to pick up any remaining medication prior to the end of school year and of the school division's policy for destroying the medication.
3. When medication needs to be destroyed, a nurse, principal, or principal's designee must destroy it.
4. It is advisable that another person witness the destruction of the medication. A witness is required for disposal of controlled medications, such as Ritalin.
5. Document the name of the medication that is destroyed and the amount destroyed

G. Field Trips

At least one week prior to a field trip, the parent or guardian and the student's teacher should notify the school nurse of the event so that arrangements can be made to meet the student's needs for medication. Medication given on field trips will be administered in accordance with the Virginia Department of Education Guidelines for Administering Medications.

Cross Ref.: JHCDZ Administering Medicines to Students

Agenda Report

Date: 07/10/18

Agenda Number: F-4

Attachments: Yes

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

Subject: Lynchburg City School Board Regulation BDDC-R Agenda Preparation

Summary/Description:

At the November 7, 2017, School Board Meeting, the school board voted to change the schedule of meetings to the first Tuesday of each month with the January meeting being held on the third Tuesday of that month. As a result of this change, regulation BDDC-R Agenda Preparation will need to be updated to reflect this new schedule.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve Policy BDDC-R Agenda Preparation.

File: BDDC-R{Z}

AGENDA PREPARATION

A. Notification of Meetings

Notice of meetings of the school board shall be posted on the school division's web site for access by school board members on Thursday prior to the Tuesday meeting except for meetings called for special purposes in which instance a telephone call to the school board membership at the earliest possible time shall suffice.

B. Agenda Items

Requests received at the school board office after 12:00 noon of the Wednesday preceding regular board meetings (first and third Tuesdays of each month) shall not be accepted as agenda items.

School board members may have the privilege of adding items to the published agenda upon request of the chairman and an affirmative vote of the school board membership.

{Requests to add items to the published agenda should be submitted in a timely manner to the Board Chairman and Superintendent. The Chairman or Superintendent will respond to the requesting board member regarding the status of the request prior to the publication of the agenda.}

Except as may be provided elsewhere in its bylaws (1-30B, 1-32B, and 1-41C), the business conducted by the school board will be restricted to those matters included in the agenda.

{C. Agenda Preparation Meeting

The School Board Chairman, or Chairman Designee, Superintendent, and members of the Superintendent's cabinet will meet to review, discuss and prepare the agenda for the upcoming School Board meeting.}

Adopted: June 5, 1973 Revised: September 17, 1974 Revised: January 6, 1981 Revised: June 21, 2005 Revised: June 4, 2013

6/13{18} LCS Lynchburg City Schools

Agenda Report

Date: 07/10/18

Agenda Number: F-5

Attachments: Yes

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

Subject: Lynchburg City School Board Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan

Summary/Description:

A recently received Virginia School Board Association (VSBA) update to Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan prompted administration to review Lynchburg City Schools' policy P 7-55.2 Division-wide Crisis Plan. The attached policy is being recommended for conversion to the VSBA format as a result of this review.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan.

**SCHOOL CRISIS, EMERGENCY MANAGEMENT AND
MEDICAL EMERGENCY RESPONSE PLAN**

Each school develops a written school crisis, emergency management and medical emergency response plan as defined below. The School Board annually reviews each school's plan and provides copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official and the emergency management official of the locality. The Department of Education and the Virginia Center for School and Campus Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates the Deputy Superintendent as emergency manager.

Each school annually conducts school safety audits as defined below. The results of such school safety audits are made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or that officer's designee. Each school maintains a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and makes a copy of such report available for review upon written request.

Each school submits a copy of its school safety audit to the Superintendent. The Superintendent collates and submits all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School and Campus Safety and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits.

The Superintendent establishes a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards and judicial and public safety personnel. The school safety audit committee reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and

other incidents posing a serious threat of harm to students, personnel or facilities. The plan includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Va. Code § 19.2-11.01, as well as current contact information for both.

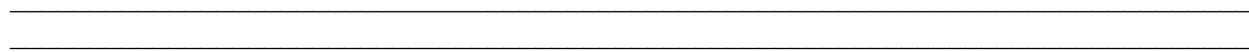
“School safety audit” means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses include recommendations for structural adjustments, changes in school safety procedures and revisions to the School Board’s standards for student conduct.

Each school has contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration ensures that the school has:

- written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy JHCDZ Administering Medicine to Students. The plan is outlined in the student handbook and discussed with staff and students during the first week of each school year;
- space for the proper care of students who become ill;
- a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
- written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility.

Adopted:



Legal Refs: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EBAA	Reporting of Hazards
	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	EBCB	Safety Drills
	EEAB	School Bus Scheduling and Routing
	GBEB	Staff Weapons in School
	JFC	Student Conduct

JFC-R	Standards of Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHCDZ	Administering Medicines to Students
JHH	Suicide Prevention
KK	School Visitors

STUDENTS

~~Division-wide Crisis Plan P 7-55.2~~

~~A. Generally~~

~~Each school will develop a written school crisis, emergency management, and medical emergency response plan as defined below. The school board will annually review each school's plan. The school board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Code of Virginia §2.2-3705.2. The Virginia Department of Education and the Virginia Center for School Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Virginia Board of Education and the Virginia Center for School Safety.~~

~~B. Procedural Guidelines~~

- ~~1. Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The school board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Code of Virginia §2.2-3705.2. Each school will maintain a copy of the school's safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.~~

- ~~2. Each school will maintain records of regular safety, health, and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:

 - ~~a.) equip all exit doors with panic hardware as required by the Uniform Statewide Building Code (13 VAC 5-61-10 et seq.) and~~
 - ~~b.) conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Virginia Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.~~~~

- ~~3. Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency~~

STUDENTS

~~Division-wide Crisis Plan P 7-55.2~~

~~first aid. In addition, the school administration will ensure that the school has:~~

- ~~— a.) written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year.~~
- ~~— b.) space for the proper care of students who become ill;~~
- ~~— c.) a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and~~
- ~~— d.) written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.~~

~~C. Definitions~~

- ~~— 1. "School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in the Code of Virginia §19.2-11.01, as well as current contact information for both.~~
- ~~— 2. "School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

Legal Reference

~~Code 1950, as amended, § 2-2-3705.2. Exclusions to application of chapter; records relating to public safety.~~

~~The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:~~

- ~~1. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.~~
- ~~2. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit that would identify specific trade secrets or other information, the disclosure of which would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.~~

~~Those portions of engineering and construction drawings and plans that reveal critical structural components, security equipment and systems, ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, and other utility equipment and systems submitted for the purpose of complying with the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.), the disclosure of which would jeopardize the safety or security of any public or private commercial office, multifamily residential or retail building or its occupants in the event of terrorism or other threat to public safety, to the extent that the owner or lessee of such property, equipment or system in writing (i) invokes the protections of this paragraph; (ii) identifies the drawings, plans, or other materials to be protected; and (iii) states the reasons why protection is necessary.~~

~~Nothing in this subdivision shall prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.~~

- ~~3. Documentation or other information that describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.~~

- ~~4. Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person, including (i) critical infrastructure~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

~~sector or structural components; (ii) vulnerability assessments, operational, procedural, transportation, and tactical planning or training manuals, and staff meeting minutes or other records; and (iii) engineering or architectural records, or records containing information derived from such records, to the extent such records reveal the location or operation of security equipment and systems, elevators, ventilation, fire protection, emergency, electrical, telecommunications or utility equipment and systems of any public building, structure or information storage facility, or telecommunications or utility equipment or systems. The same categories of records of any governmental or nongovernmental person or entity submitted to a public body for the purpose of antiterrorism response planning may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism planning or protection. Such statement shall be a public record and shall be disclosed upon request. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the structural or environmental soundness of any building, nor shall it prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.~~

~~5. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.~~

~~6. Engineering and architectural drawings, operational, procedural, tactical planning or training manuals, or staff meeting minutes or other records, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of persons using such facility, building or structure.~~

~~7. Security plans and specific assessment components of school safety audits, as provided in § [22.1-279.8](#).~~

~~Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster or other catastrophic event, or (ii) any person on school property has suffered or been threatened with any personal injury.~~

~~8. [Expired.]~~

~~9. Records of the Commitment Review Committee concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

Chapter 9 (§ [37.2-900](#) et seq.) of Title 37.2; except that in no case shall records identifying the victims of a sexually violent predator be disclosed.

~~10. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, provided directly or indirectly by a telecommunications carrier to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if the data is in a form not made available by the telecommunications carrier to the public generally. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.~~

~~11. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ [56-484.12](#) et seq.), and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.~~

~~12. Records of the Virginia Military Advisory Council, the Virginia National Defense Industrial Authority, or a local or regional military affairs organization appointed by a local governing body, to the extent such records (i) contain information relating to strategies under consideration or development by the Council, the Authority, or such organizations to prevent the closure or realignment of federal military installations located in Virginia, to limit the adverse economic effect of such realignment or closure, or to seek additional tenant activity growth from the Department of Defense or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.), provided to the Council, the Authority, or such organizations in connection with their work. In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to authorize the withholding of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities for which records are sought.~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

~~13. Documentation or other information as determined by the State Comptroller that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, the disclosure of which would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.~~

~~§ 22.1-279.8. School safety audits and school crisis, emergency management, and medical emergency response plans required.~~

~~A. For the purposes of this section, unless the context requires otherwise:~~

~~"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life-threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § [19.2-11.01](#), as well as current contact information for both.~~

~~"School safety audit" means a written assessment of the safety conditions in each public school to (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses shall include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.~~

~~B. The Virginia Center for School Safety shall develop a list of items to be reviewed and evaluated in the school safety audits required by this section. Such items shall include those incidents reported to school authorities pursuant to § [22.1-279.3:1](#).~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

~~The Virginia Center for School Safety shall prescribe a standardized report format for school safety audits, additional reporting criteria, and procedures for report submission, which may include instructions for electronic submission.~~

~~Each local school board shall require all schools under its supervisory control to annually conduct school safety audits as defined in this section and consistent with such list.~~

~~The results of such school safety audits shall be made public within 90 days of completion. The local school board shall retain authority to withhold or limit the release of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). Each school shall maintain a copy of the school safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon written request.~~

~~Each school shall submit a copy of its school safety audit to the relevant school division superintendent. The division superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School Safety.~~

~~C. The school board may establish a school safety audit committee to consist of representatives of parents, teachers, local law enforcement agencies, judicial and public safety personnel, and the community at large. The school safety audit committee shall evaluate, in accordance with the directions of the local school board, the safety of each school and submit a plan for improving school safety at a public meeting of the local school board.~~

~~D. Each school board shall ensure that every school that it supervises shall develop a written school crisis, emergency management, and medical emergency response plan, consistent with the definition provided in this section. The Department of Education and the Virginia Center for School Safety shall provide technical assistance to the school divisions of the Commonwealth in the development of the school crisis, emergency management, and medical emergency response plans that describe the components of a medical emergency response plan developed in coordination with local emergency medical services providers, the training of school personnel and students to respond to a life-threatening emergency, and the equipment required for this emergency response. The local school board shall annually review the written school crisis, emergency management, and medical emergency response plans. The local school board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in subdivision 7 of § [2.2-3705.2](#). The local school division superintendent shall certify this review in writing to the Virginia Center on School Safety no later than August 31 of each year.~~

STUDENTS

Division-wide Crisis Plan P 7-55.2

Upon consultation with local school boards, division superintendents, the Virginia Center for School Safety, and the Coordinator of Emergency Management, the Board of Education shall develop, and may revise as it deems necessary, a model school crisis, emergency management, and medical emergency response plan for the purpose of assisting the public schools in Virginia in developing viable, effective crisis, emergency management, and medical emergency response plans. Such model shall set forth recommended effective procedures and means by which parents can contact the relevant school or school division regarding the location and safety of their school children and by which school officials may contact parents, with parental approval, during a critical event or emergency.

(1997, c. [593](#); 1999, cc. [475](#), [516](#), § 22.1-278.1; 2001, cc. [436](#), [440](#), [688](#), [820](#), [841](#); 2002, cc. [166](#), [221](#), [229](#), [235](#); 2003, c. [801](#); 2004, c. [690](#); 2005, c. [904](#); 2006, c. [43](#); 2007, c. [44](#); 2009, cc. [222](#), [269](#).)

(1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#).)

Acts 2006, c. 164

8 VAC 20-131-260}

Adopted by School Board: March 17, 1992

Revised by School Board: June 15, 2010

Agenda Report

Date: 07/10/18

Agenda Number: F-6

Attachments: Yes

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

Subject: Lynchburg City School Board Policy JECZ Non-Resident Employee Student Tuition Waiver and Regulation JNZ-R Student Fees, Fines, and Charges

Summary/Description:

Lynchburg City School policy JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines, and Charges specify, among other items, the procedures and fees associated with allowing Lynchburg City School employees not residing in the City to enroll their children in Lynchburg City Schools.

In order to more clearly distinguish fees and fines from tuition charges to include costs for additional services and special programs, the policy and regulation have been updated. Revisions to the policy and regulation appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve policy JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines, and Charges.

STUDENT FEES, FINES, AND CHARGES *{, AND TUITION}*

I. PURPOSE

The purpose of this regulation is to detail the ways in which fees, fines, and tuition are assessed, fee adjustments are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

II. FEES

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, they will be provided by that school to the students and parents.

III. FEE ADJUSTMENTS

An application is available for a parent or guardian to request an adjustment to a fee. The fee adjustment may be available for conditions that may include:

- a. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.
- b. Foster families
- c. Families that are homeless
- d. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

Information on the fee adjustment is available on the division website and notice of the availability of fee adjustments will be provided each time a fee is assessed.

Fee adjustments may include a modification of the fee amount and/or the payment schedule.

IV. PAYMENT

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

- a. Parking
- b. Extra-curricular activities
- c. Field trips that are not part of the required instructional activities
- d. Musical instrument fees in which the instrument is not part of the required curriculum
- e. Distance learning classes not required for a diploma
- f. Summer school classes that are not required for remediation
- g. Materials fees for courses not required for graduation

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies

for a fee adjustment and a reduced fee is determined, then the fee is due two weeks from notification of the review of the fee adjustment request.

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

In some situations, the fee or fine will be offered to be paid in regular installments. Payment by the due date is required.

V. CONSEQUENCES OF NON-PAYMENT

For the Optional Activities noted in Section IV, payment for those activities must be made (or approval of a fee adjustment occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there is an outstanding charge due, a student is also not permitted to participate in activities at the school that are not considered to be core components of the instructional program, such as designated parties or events, until the charge is cleared. These activities may include prom, the graduation ceremony, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed \$100, the parent will be notified by the school that the legal process for collections may be started.

VI. CONSEQUENCES OF A LOST LIBRARY BOOK

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines shall be used. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided two weeks notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been re-paid, the student will be restricted to only one book to checkout until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is then returned in good condition.

VII. CONSEQUENCES OF A LOST OR DAMAGED TEXTBOOK, CHROMEBOOK, CALCULATOR, OR OTHER LEARNING DEVICE

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

VIII. COLLECTION EFFORTS

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when there is a fine or charge. For any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a fee adjustment request to the school, the request shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the fee adjustment request is confidential and should also be communicated with confidentiality to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a fee adjustment request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

IX. COLLECTION EFFORTS OF PRIOR OBLIGATIONS WHEN POLICY AND REGULATION ARE INITIALLY APPROVED

For the first school year in which this regulation is approved, the parent shall be provided until the end of the school year to clear all prior charges. The school will provide an itemized list of charges from the prior year(s) through multiple communication methods to each family. The principal or designee will arrange times to meet with the parent or guardian to review questions and options for any prior charges. Consequences of prior debt will not be put into place until the beginning of the fall 2018 semester.

~~FEE SCHEDULE—2017-2018 School Year~~

The following fees and fines shall be used at each school in LCS ~~for the 2017-2018 school year.~~
The school will provide information on any other fees and fines.

CATEGORY	ITEM	AMOUNT	SPECIFIC REDUCED FEE AMOUNT
High School	Senior Dues	\$75	
	Parking decal*	\$50 full year \$25 half year	
	Parking fines	\$20	
	Chromebook protection plan (optional)	\$20/year	
	Advanced Placement Exam	\$40	\$15
	Summer School Online Course	\$150	
	Withdrawal fee for Early College or Virtual Virginia	\$75	
	Cosmetology	\$150 - Juniors \$250 - Seniors	
	Behind the Wheel	\$150	\$100 reduced lunch \$50 free lunch
	Dental Program	\$250 board exam \$375 x-ray cert.	

{TUITION SCHEDULE

The following tuition charges shall be used at each school in LCS.

<i>{CATEGORY</i>	<i>ITEM</i>	<i>AMOUNT</i>	<i>SPECIFIC REDUCED FEE TUITION AMOUNT}</i>
Tuition	Non-Resident – Base Tuition	\$3400	
	Non-Resident – SFI	\$300	\$0 if an employee at the school
	Non-Resident – Services <i>{Costs for Additional Services and Special Programs}</i> Special Education & 504 Level I or 504 Level II Level III Level IV <i>{Other Special Education Services or other 504 Services}</i> English Language Learners Level I Level II Level III Gifted Level I Level II Level III – Not available as noted in JEC-R regarding space availability	\$1595 \$3050 \$6700 Determined based on individual service needs \$1360 \$2720 Determined based on individual service needs No Charge \$1510	

Approved by School Board: July 11, 2017

NON-RESIDENT EMPLOYEE STUDENT TUITION WAIVER

Nonresident children whose parents/guardians are full-time contracted staff members of the Lynchburg City Schools are eligible for admission tuition-free in the Lynchburg City Schools upon authorization by the Superintendent or Superintendent’s designee. If additional services are required or the student attends a special program ~~with a fee, fees~~ *{the cost of such additional services or special program}* will be assessed to the employee based on the cost of the required services or programs *{to Lynchburg City Schools}*.

Nonresident students will be assigned to a school with the approval of the Superintendent or Superintendent’s designee. Nonresident students will be admitted only on a space-available basis and contingent upon a review of the student’s scholastic and discipline records.

The parent/guardian must annually submit a Non-Resident Student Application Form.

Nonresident students who have been suspended from their former school(s) or who have poor attendance or disciplinary records or reportable offenses may not be accepted. Nonresident students who have disciplinary problems, attendance problems (including tardiness), poor academic effort, or reportable offenses after enrollment are subject to immediate removal from the school division.

Nonresident children whose parents/guardians are full-time contracted employees of LCS are eligible to apply for admission to one of the schools of innovation, the Gifted Opportunities Center, Central Virginia Governor’s School for Science and Technology, Early College Program, and XLR8 (STEM) Academy. Acceptance into one of the programs listed above will be on a space-available basis and only after consideration has been made for students residing in the division. One exception is that children of employees who work at a school for innovation may be considered as a zoned student for purposes of being able to enroll in that school.

Adopted by School Board: April 4, 2006
Revised by School Board: April 19, 2016
Revised by School Board: May 16, 2017

Code of Va., §§ 22.1-5, 22.1-101.1, 22.1-255

Agenda Report

Date: 07/10/18

Agenda Number: F-7

Attachments: Yes

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

Subject: Policy JB Equal Educational Opportunities/Nondiscrimination
Policy JFHA Prohibition Against Harassment and Retaliation (student)
Policy GBA Prohibition Against Harassment and Retaliation (personnel)

Summary/Description:

With the reorganization of the division, policies JB Equal Educational Opportunities/Nondiscrimination, JFHA Prohibition Against Harassment and Retaliation, and GBA Prohibition Against Harassment and Retaliation need to be updated to reflect the new compliance officer and alternate compliance officer responsible for identifying, preventing, and remedying prohibited discrimination and harassment.

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

Recommendation:

The superintendent recommends that the school board approve policies JB Equal Educational Opportunities/Nondiscrimination, JFHA Prohibition Against Harassment and Retaliation, and GBA Prohibition Against Harassment and Retaliation.

EQUAL EDUCATIONAL OPPORTUNITIES/
NONDISCRIMINATION

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

The School Board shall

- provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;
- provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the Superintendent.

The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. If the report of alleged discrimination involves the Superintendent, the compliance officer, or the supervisor of the compliance officer, the School Board will determine who should conduct the investigation. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the compliance officer, or the supervisor of the compliance officer then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the Superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the Superintendent or designee determines that prohibited discrimination occurred, the Lynchburg City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the Superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the Superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the Superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The Lynchburg City School Board has designated

Dr. John C. McClain
Assistant Superintendent for Student Learning and Success
915 Court Street, Lynchburg, Virginia 24504
mcclainjc@lcsedu.net
(434) 515-5000
{Ms. Latonya D. Brown
Director of Student Services
915 Court Street
Lynchburg, Virginia 24504
brownld@lcsedu.net
(434) 515-5000}

as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer

~~Ms. Ethel E. Reeves~~
~~Director for Engagement, Equity, and Opportunity~~
~~915 Court Street, Lynchburg, Virginia 24504~~
~~reevesee@lesedu.net~~
~~(434) 515-5000~~

{Dr. Ben W. Copeland
Deputy Superintendent
915 Court Street
Lynchburg, Virginia 24504
copelandbw@lcsedu.net
(434) 515-5000}

The Compliance Officer shall

- receive reports or complaints of discrimination;
- conduct or oversee the investigation of any alleged discrimination;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

IV. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the Compliance Officers.

VI. False Charges

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: July 12, 2016

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. §§ 794.
42 U.S.C. §§ 2000d through 2000d-7.

34 CFR 106.9.

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

Cross Refs: AC Nondiscrimination
AD Educational Philosophy
GB Equal Employment Opportunity/Nondiscrimination
JB-F Report of Discrimination
JBA Section 504 Nondiscrimination Policy and Grievance Procedures
JFHA/GBA Prohibition Against Harassment and Retaliation

PROHIBITION AGAINST HARASSMENT AND RETALIATION

I. Policy Statement

The Lynchburg City School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Lynchburg City School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the Superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. If the report of alleged ~~discrimination~~ **harassment and retaliation** involves the

Superintendent, the compliance officer, or the supervisor of the compliance officer, the School Board will determine who should conduct the investigation. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment

conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the Superintendent or Superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or Superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Lynchburg City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or Superintendent's designee determines that prohibited harassment occurred, the Superintendent or Superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the Superintendent or Superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the Superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the Superintendent or Superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Compliance Officer and Alternate Compliance Officer

The Lynchburg City School Board has designated

~~Dr. John C. McClain, Ed.D.~~
~~Assistant Superintendent for Student Learning and Success~~
~~915 Court Street, Lynchburg, Virginia 24504~~

(434) 515-5000
{Ms. Latonya D. Brown
Director of Student Services
915 Court Street
Lynchburg, Virginia 24504
brownd@lcsedu.net
(434) 515-5000}

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer

~~**Ms. Ethel Reeves**~~
~~**Director for Engagement, Equity, and Opportunity**~~
~~**915 Court Street, Lynchburg, Virginia 24504**~~
~~**reevesee@lcsedu.net**~~
~~**(434) 515-5000**~~
{Dr. Ben W. Copeland
Deputy Superintendent
915 Court Street
Lynchburg, Virginia 24504
copelandbw@lcsedu.net
(434) 515-5000}

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: July 12, 2016

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.
42 U.S.C. § 2000ff-1.

34 C.F.R. 106.9.

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

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	GB	Equal Employment Opportunity/Nondiscrimination
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	JB	Equal Educational Opportunities/Nondiscrimination
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFHA-F/GBA-F	Report of Harassment
	GCPD	Professional Staff Discipline
	JHG	Child Abuse and Neglect Reporting
	KKA	Service Animals in Public Schools

PROHIBITION AGAINST HARASSMENT AND RETALIATION

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It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
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II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

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- submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

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- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
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- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

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Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the Superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. If the report of alleged ~~discrimination~~ **harassment and retaliation** involves the

Superintendent, the compliance officer, or the supervisor of the compliance officer, the School Board will determine who should conduct the investigation. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting.

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment

conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the Superintendent or Superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the Superintendent or Superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Lynchburg City School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the Superintendent or Superintendent's designee determines that prohibited harassment occurred, the Superintendent or Superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the Superintendent or Superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the Superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the Superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the Superintendent or Superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

Compliance Officer and Alternate Compliance Officer

The Lynchburg City School Board has designated

Ms. Marie F. Gee
Director of Personnel
915 Court Street

Lynchburg, Virginia 24504
geemf@lcsedu.net
(434) 515-5000

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer

~~Assistant Superintendent of Operations and Administration~~
{Dr.} Mr. Ben W. Copeland
{Deputy Superintendent}
915 Court Street
Lynchburg, Virginia 24504
copelandbw@lcsedu.net
(434) 515-5000

The Compliance Officer shall

- receive reports or complaints of harassment;
- conduct or oversee the investigation of any alleged harassment;
- assess the training needs of the school division in connection with this policy;
- arrange necessary training to achieve compliance with this policy; and
- ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: July 12, 2016

Legal Refs: 20 U.S.C. §§ 1681-1688.
29 U.S.C. § 794.
42 U.S.C. §§ 2000d-2000d-7.
42 U.S.C. §§ 2000e-2000e-17.
42 U.S.C. § 2000ff-1.

34 C.F.R. 106.9.

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

Cross Refs: AC Nondiscrimination
AD Educational Philosophy
GB Equal Employment Opportunity/Nondiscrimination
GBM Professional Staff Grievances
GBMA Support Staff Grievances
JB Equal Educational Opportunities/Nondiscrimination
JFC Student Conduct
JFC-R Standards of Student Conduct
JFHA-F/GBA-F Report of Harassment

GCPD
JHG
KKA

Professional Staff Discipline
Child Abuse and Neglect Reporting
Service Animals in Public Schools

Agenda Report

Date: 07/10/18

Agenda Number: F-8

Attachments: Yes

From: Crystal M. Edwards, Superintendent
Anne Bond-Gentry, Coordinator of Student Services

Subject: School Board Policy JED Student Absences/Excuses/Dismissal 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:

Recommendation:

The superintendent recommends that the school board approve Policy JED Student Absences/Excuses/Dismissal and Regulation JED-RZ Student Absences/Excuses/Dismissal.

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 Superintendent's 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.
9. When a pupil has been absent for 15 consecutive days or more, they will be dropped from the attendance rolls in accordance with Administrative Code 8VAC20-110-130.

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 pupil 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 pupil'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 principal’s designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal’s designee, 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 Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil’s parent and school personnel have received no indication that the pupil’s parent is aware of and supports the pupil’s absence, the school principal or principal’s designee shall schedule a conference with pupil, the pupil’s parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil’s nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil’s attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal’s designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil’s parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in VA. Code § 16.1-228 or (ii) institute 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 to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to VA. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

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.

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~~ *{participate}* 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.” *{Early intervention with the student and parent or parents takes place for repeated unexcused absences.}*

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student *{pupil}* 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 *{pupil’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 *{principal’s}* designee ~~or the attendance officer~~ shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or *{parent in person, }* through telephone conversation, *{or through the use of other communication devices}* to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance. The school principal, *{principal or}* principal’s designee ~~or the attendance officer~~, *{designee,}* 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~~ *{Additional Absences}* Without Parental Awareness and Support

If the pupil is absent ~~an~~ *{for more than one}* additional day after direct contact with the pupil’s parent and ~~the attendance officer has~~ *{school personnel have}* received no indication that the pupil’s parent is aware of and supports the pupil’s absence, the school principal, *{principal or}* principal’s designee ~~or the attendance officer~~ shall schedule a conference *{with pupil, the pupil’s parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil’s nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil’s attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal’s designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil’s parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in VA. Code § 16.1-228 or (ii) institute 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 to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to VA. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.}* ~~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 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.~~

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, §§ ~~{22.1-227.1,}~~ 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323 and 46.2-334.001.

~~8 VAC 20-230-20.~~

8 VAC 20-730-10.

8 VAC 20-730-20.

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

Agenda Report

Date: 7/10/18

Agenda Number: H-1

Attachments: Yes

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

Subject: School FY2018-19 Revised Operating Budget

Summary/Description:

At the School Board meeting on June 5, 2018, the Board approved the FY2018-19 Operating Budget subject to final approval of the Governor's FY2018-2020 biennium budget. The Governor's FY2018-2020 biennium budget was approved on May 30, 2018. The Governor's approved budget resulted in Lynchburg City Schools receiving \$299,674 in additional revenue which results in a total State funding of \$53,104,855. The school administration will present the revenue report showing the State's funding comparison between the Governor's original budget and final budget.

Because of the additional State revenue received of \$299,674, the school administration decided to use the additional fund to purchase three (3) school buses for \$300,000. The school administration has amended the FY2018-19 Operating Budget to include the additional revenue and the purchase of the school buses.

The school board will consider adoption of the revised Operating Budget for FY2018-19 during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board adopt the revised School Operating Budget for FY2018-19.

Lynchburg City Schools				
FY2018-19 Budgeted State Funding				
As of June 7, 2018				
	Amended Governor's	Original Governor's	Increase\Decrease	
	Proposed Budget June 7, 2018 FY2018-19	Proposed Budget December 18, 2018 FY2018-19	Amount	Percent
ADM	7,921.55	7,921.55	0.0	0.00%
Basic Aid per pupil amount (PPA)	\$5,959	\$5,959	\$0.00	0.00%
Composite Index	0.3700	0.3700	0.0000	0.00%
Standards of Quality Programs:				
Basic Aid	\$22,885,425	\$22,870,454	\$14,971	0.07%
Sale Tax	10,878,445	10,878,445	-	0.00%
Textbooks	502,501	502,501	-	0.00%
Vocational education	628,813	628,813	-	0.00%
Gifted education	249,529	249,529	-	0.00%
Special education	3,044,252	3,044,252	-	0.00%
Prevention, Intervention, & Remediation	1,492,182	1,492,182	-	0.00%
VRS Retirement	3,318,733	3,318,733	-	0.00%
Social Security	1,502,164	1,502,164	-	0.00%
Group life	99,812	99,812	-	0.00%
English as a Second Language	154,277	154,277	-	100.00%
Remedial Summer school	218,153	218,153	-	0.00%
Total SOQ Accounts	\$44,974,286	\$44,959,315	\$ 14,971	0.03%
Incentive Programs				
At-Risk	1,584,718	1,289,663	295,055	22.88%
Special Ed - Regional Tuition	361,153	-	361,153	100.00%
Math/Reading Instructional Specialists	41,254	41,254	-	0.00%
Early Reading Specialist Initiative	82,509	82,509	-	100.00%
Total Incentive Programs	2,069,634	1,413,426	656,208	46.43%
Categorical Programs				
Sped Ed - Homebound	93,167	93,167	-	0.00%
Total Categorical Programs	93,167	93,167	-	0.00%
Lottery-Funded Programs				
Foster Care	202,382	202,382	-	0.00%
At-Risk	-	294,257	(294,257)	-100.00%
VA Preschool Initiative	956,491	982,800	(26,309)	-2.68%
Early Reading Intervention	219,007	219,007	-	0.00%
K-3 Primary Class Size	1,846,920	1,846,920	-	0.00%
SOL Algebra Readiness	145,199	145,199	-	0.00%
Special Ed - Regional Tuition	872,213	1,233,366	(361,153)	-747.37%
Career & Tech Education	48,323	48,323	-	0.00%
Supplemental Lottery Per Pupil Allocation	1,677,233	1,367,019	310,214	22.69%
Total Lottery-Funded Programs	5,967,768	6,339,273	(371,505)	-5.86%
Operating Funds Total - Fund 1	\$53,104,855	\$52,805,181	\$ 299,674	0.57%
Grant -Fund 5				
Technology - VPSA (Ed Tech)	544,000	544,000	-	0.00%
Sped Ed - Jails	219,476	219,476	-	0.00%
Sped Ed - State Operated Programs	830,029	830,029	-	0.00%
ISAEF (GED funding)	23,576	23,576	-	0.00%
Mentor Teacher	12,823	12,823	-	0.00%
Project Graduation	25,244	12,622	12,622	100.00%
Alternative Education	318,430	318,675	(245)	-0.08%
Grant Funds Total- Fund 5	\$1,973,578	\$1,961,201	12,377	0.63%

Lynchburg City Schools					
FY2018-19 Budgeted State Funding					
As of June 7, 2018					
	Amended Governor's	Original Governor's	Increase\Decrease)		
	Proposed Budget June 7, 2018 FY2018-19	Proposed Budget December 18, 2018 FY2018-19			
			Amount	Percent	
School Nutrition - Fund 3					
School Breakfast	80,602	63,217	17,385	27.50%	
School Lunch	45,441	45,441	-	0.00%	
School Nutrition Total - Fund 3	\$126,043	\$108,658	\$17,385	16.00%	
Governor's School - Fund 8					
Academic Year Governor's School	\$393,539	\$418,217	(\$24,678)	-5.90%	
TOTAL STATE FUNDS	\$55,598,015	\$55,293,257	\$ 304,758	0.55%	
	\$0				
Note:	Bold account titles are funded based on ADM; any change in ADM numbers will result in a change in the state payment amount				
State Budget changes - Increase/(Decrease)					
Operating Funds Total - Fund 1					
Basic Aid			\$14,971		
State Funded Program Funding Changes					
At-Risk		798			
VA Preschool Initiative		(26,309)			
Special Ed - Regional Tuition		-	(25,511)		
Supplemental Lottery Per Pupil Allocation			310,214		
			\$299,674		

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

FY 2018 – 19

Proposed Operating Budget

REVENUE SUMMARY

Lynchburg City Schools - FY 2018-19 Budget

The FY 2018-2019 operating budget revenue totals \$97,672,407. The increase in FY 2018-2019 operating budget revenue is \$2,347,740 over the FY2017-2018 adopted budget or 2.46%.

- Revenue from the Commonwealth of Virginia is \$53,104,855, an increase of \$2,345,936 over the FY2017-2018 adopted budget or 4.62%. The State revenue by category is as follow:

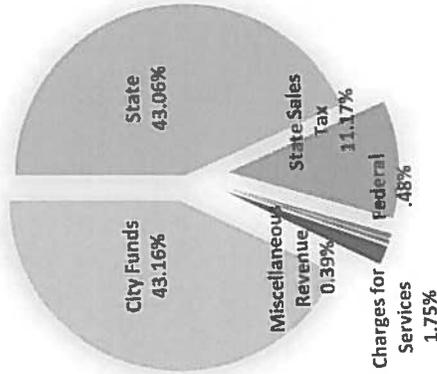
○ State Sales Tax	\$10,878,445
○ Standards of Quality Funds	\$34,095,841
○ Incentive Programs	\$2,069,634
○ Categorical Accounts	\$93,167
○ Lottery Funded Programs	\$5,967,768

- Revenue from the *City of Lynchburg (City)* for FY2018-19 is \$42,028,498, which is the same as it was in the FY2017-2018 adopted budget.
- Revenue from the *Federal Government* for FY2018-19 is \$463,500, which is the same as it was in the FY2017-2018 adopted budget.
- Revenue from *Other Sources* for FY2018-19 is \$2,075,554, which is \$1,804 more than the FY2017-2018 adopted budget.

OPERATING FUND REVENUE SUMMARY

Lynchburg City Schools FY 2018 - 2019 Budget

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Change	Change
	Actual	Actual	Actual	Adopted	Proposed	Amount	Percent
Average Daily Membership	8,113.30	8,009.13	7,966.80	7,966.80	7,921.55	(45.25)	-0.57%
REVENUE CATEGORY							
State	\$ 37,625,309	\$ 36,602,110	\$ 38,717,882	\$ 40,144,605	\$ 42,226,410	\$ 2,081,805	5.19%
State Sales Tax	9,958,345	10,253,347	10,590,644	10,614,314	10,878,445	264,131	2.49%
Total State	47,583,654	46,855,457	49,308,526	50,758,919	53,104,855	2,345,936	4.62%
Federal	520,460	320,000	846,621	463,500	463,500	-	0.00%
Miscellaneous Revenue	726,730	1,365,368	412,650	534,750	376,250	(158,500)	-29.64%
Charges for Services	1,169,484	1,491,359	1,820,727	1,539,000	1,699,304	160,304	10.42%
Use of Money	-	-	-	-	-	-	0.00%
Total Other	1,856,214	2,856,727	2,233,377	2,073,750	2,075,554	1,804	0.09%
Total Non-City	50,000,328	50,032,184	52,388,524	53,296,169	55,643,909	2,347,740	4.41%
City Funds	36,319,745	42,621,770	42,873,232	42,028,498	42,028,498	-	0.00%
City - School Buses	-	950,000	-	-	-	-	0.00%
TOTAL OPERATING BUDGET	\$ 86,320,073	\$ 93,603,954	\$ 95,261,756	\$ 95,324,667	\$ 97,672,407	\$ 2,347,740	2.46%



The chart illustrates the percentage of FY 2018-2019 operating budget revenue to be received from each funding source:

OPERATING FUND REVENUE: STATE

Lynchburg City Schools FY2018-19 Budget

CATEGORY	2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Actual Revenue	2017-2018 Adopted Budget	2018-2019 Proposed Budget	Dollar Change	Percent Change	Percent of Total
State Sales Tax	\$ 9,958,345	\$10,253,347	\$10,590,644	\$10,614,314	10,878,445	\$ 264,131	2.49%	20.48%
SOQ Programs:								
Basic Aid	\$ 22,184,149	\$21,111,601	\$ 21,971,533	\$ 21,769,498	\$22,885,425	\$ 1,115,927	5.13%	43.09%
Textbooks	\$ -	\$ -	\$ -	\$ 557,117	\$ 502,501	\$ (54,616)	-9.80%	0.95%
Vocational Education	\$ 230,078	\$ 222,718	\$ 404,127	\$ 400,913	\$ 628,813	\$ 227,900	56.85%	1.18%
Gifted Education	\$ 245,765	\$ 237,903	\$ 245,546	\$ 243,593	\$ 249,529	\$ 5,936	2.44%	0.47%
Special Education	\$ 2,849,828	\$ 2,758,665	\$ 2,834,007	\$ 2,811,468	\$ 3,044,252	\$ 232,784	8.28%	5.73%
Prevention, Intervention, & Remediation	\$ 1,317,718	\$ 1,275,566	\$ 1,488,621	\$ 1,476,782	\$ 1,492,182	\$ 15,400	1.04%	2.81%
Fringe Benefits	\$ 4,439,456	\$ 4,216,454	\$ 4,563,059	\$ 4,866,783	\$ 4,920,709	\$ 53,926	1.11%	9.27%
English as a Second Language	\$ 129,125	\$ 138,897	\$ 149,127	\$ 154,875	\$ 154,277	\$ (598)	-0.39%	0.29%
Remedial Summer School	\$ 107,297	\$ 130,650	\$ 164,036	\$ 164,036	\$ 218,153	\$ 54,117	32.99%	0.41%
	\$ 31,503,416	\$ 30,092,454	\$ 31,820,056	\$ 32,445,065	\$ 34,095,841	\$ 1,650,776	5.09%	64.20%
Incentive Programs:								
At Risk	\$ -	\$ -	\$ -	\$ 1,156,655	\$ 1,594,718	\$ 428,063	37.01%	2.98%
Compensation Supplement	\$ -	\$ 384,793	\$ -	\$ 231,552	\$ -	\$ (231,552)	-100.00%	0.00%
Special Ed - Regional Tuition	\$ -	\$ -	\$ -	\$ -	\$ 361,153	\$ 361,153	100.00%	0.68%
Early Reading Specialists Initiative	\$ -	\$ 38,807	\$ 30,117	\$ -	\$ 82,509	\$ 82,509	100.00%	0.16%
Math/Reading Instructional Specialists	\$ 40,267	\$ 40,624	\$ -	\$ 20,502	\$ 41,254	\$ 20,752	101.22%	0.08%
	\$ 40,267	\$ 464,224	\$ 30,117	\$ 1,408,709	\$ 2,069,634	\$ 660,925	46.92%	3.90%
Categorical Programs:								
Special Ed - Homebound	\$ 100,051	\$ 104,828	\$ 108,063	\$ 110,224	\$ 93,167	\$ (17,057)	-15.47%	0.21%
Special Ed - Regional Tuition	\$ -	\$ -	\$ -	\$ 377,433	\$ -	\$ (377,433)	-100.00%	0.71%
Career & Tech Education-Equipment	\$ 13,267	\$ 12,988	\$ 23,334	\$ -	\$ -	\$ -	0.00%	0.00%
Total Categorical Programs	\$ 113,318	\$ 117,816	\$ 131,397	\$ 487,657	\$ 93,167	\$ (394,490)	-80.89%	0.92%
Lottery Funded Programs:								
Foster Care	\$ 134,715	\$ 81,045	\$ 178,330	\$ 190,250	\$ 202,382	\$ 12,132	6.38%	0.36%
At-Risk	\$ 1,468,098	\$ 1,420,874	\$ 1,498,543	\$ 332,551	\$ -	\$ (332,551)	-100.00%	0.63%
VA Preschool Initiative at Risk 4 YR OLDS	\$ 1,057,968	\$ 1,092,096	\$ 936,390	\$ 932,488	\$ 956,491	\$ 24,003	2.57%	1.76%
Early Reading Intervention	\$ 186,361	\$ 180,349	\$ 207,993	\$ 205,913	\$ 219,007	\$ 13,094	6.36%	0.39%
K-3 Primary Class Size	\$ 1,693,633	\$ 1,634,375	\$ 1,899,533	\$ 1,915,875	\$ 1,846,920	\$ (68,955)	-3.60%	3.61%
SOL Algebra Readiness	\$ 137,583	\$ 135,579	\$ 145,275	\$ 143,036	\$ 145,199	\$ 2,163	1.51%	0.27%
Special Ed - Regional Tuition	\$ 747,425	\$ 851,347	\$ 1,004,586	\$ 634,048	\$ 872,213	\$ 238,165	37.56%	1.19%
Career & Tech Education	\$ 39,387	\$ 44,907	\$ 35,205	\$ 57,995	\$ 48,323	\$ (9,672)	-16.53%	0.11%
Supplemental Lottery Per Pupil Allocation	\$ -	\$ -	\$ 268,873	\$ 1,391,118	\$ 1,677,233	\$ 286,115	20.57%	2.62%
Textbooks	\$ 503,138	\$ 487,044	\$ 561,584	\$ -	\$ -	\$ -	0.00%	0.00%
Total Lottery Funded Programs	\$ 5,968,308	\$ 5,927,616	\$ 6,736,312	\$ 5,803,174	\$ 5,967,768	\$ 164,594	2.84%	11.24%
Total State Revenue	\$ 37,625,309	\$ 36,602,110	\$ 38,717,882	\$ 40,144,605	\$ 42,226,410	\$ 2,081,805	5.19%	79.52%
TOTAL STATE REVENUE & STATE SALES	\$ 47,583,654	\$ 46,855,457	\$ 49,308,526	\$ 50,758,919	\$ 53,104,855	\$ 2,345,936	4.62%	100.00%

OPERATING FUND REVENUE - FEDERAL

Lynchburg City Schools - FY 2018-19 Budget

CATEGORY	2014-2015	2015-2016	2016-2017	2016-2018	2018-2019	Dollar Increase (Decrease)	Percent Change	Percent of Total
	Actual Revenue	Actual Revenue	Actual Revenue	Adopted Budget	Approved Budget			
Impact Aid	\$ 9,173	\$ 8,942	\$ 12,070	\$ 8,500	\$ 8,500	\$ -	0.00%	1.83%
Medicaid Reimbursement	\$ 408,055	\$ 200,914	\$ 708,471	\$ 350,000	\$ 350,000	\$ -	0.00%	75.51%
Junior ROTC	\$ 103,232	\$ 110,144	\$ 126,080	\$ 105,000	\$ 105,000	\$ -	0.00%	22.65%
TOTAL FEDERAL	\$ 520,460	\$ 320,000	\$ 846,621	\$ 463,500	\$ 463,500	\$ -	0.00%	100.00%

Lynchburg City Schools FY 2018-19 Budget

CATEGORY	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Dollar Increase (Decrease)	Percent Change	Percent of Total
	Actual Revenue	Actual Revenue	Actual Revenue	Adopted Budget	Approved Budget			
City Funds	\$ 36,319,745	\$ 42,621,770	\$ 42,873,232	\$ 42,028,498	\$ 42,028,498	\$ 0.00%	0.00%	100.00%
City - School Buses	\$ -	\$ 950,000	\$ -	\$ -	\$ -	\$ 0.00%	0.00%	0.00%
TOTAL CITY FUNDS	\$ 36,319,745	\$ 43,571,770	\$ 42,873,232	\$ 42,028,498	\$ 42,028,498	\$ 0.00%	0.00%	100.00%

OPERATING FUND REVENUE - OTHER

Lynchburg City Schools - FY 2018-19 Budget

CATEGORY	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Dollar Increase (Decrease)	Percent Change	Percent of Total
	Actual Revenue	Actual Revenue	Actual Revenue	Adopted Budget	Approved Budget			
Miscellaneous:								
Other Funds	\$ 91,131	\$ 71,651	\$ 70,252	\$ 75,000	\$ 55,000	\$ (20,000)	-26.67%	2.65%
Rebates & Refunds	\$ 17,828	\$ 21,645	\$ 18,170	\$ 86,250	\$ 86,250	\$ -	0.00%	4.16%
Sale Other Equipment	\$ 30,295	\$ 15,340	\$ 9,237	\$ 3,000	\$ 10,000	\$ 7,000	233.33%	0.48%
Insurance Adjustments	\$ 283,674	\$ 134,414	\$ 87,859	\$ 100,000	\$ 5,000	\$ (95,000)	-95.00%	0.24%
E-Rate Reimbursements	\$ 149,289	\$ 938,886	\$ 77,035	\$ 115,500	\$ 80,000	\$ (35,500)	-30.74%	3.85%
Print Production	\$ 65,283	\$ 93,429	\$ 64,519	\$ 65,000	\$ 50,000	\$ (15,000)	-23.08%	2.41%
School Nutrition Utilities	\$ 89,230	\$ 90,003	\$ 85,578	\$ 90,000	\$ 90,000	\$ -	0.00%	4.34%
	\$ 726,730	\$ 1,365,368	\$ 412,650	\$ 534,750	\$ 376,250	\$ (158,500)	-29.64%	18.13%
Charges for Services:								
Rents-LAUREL	\$ 123,000	\$ 123,000	\$ 155,250	\$ 123,000	\$ 123,000	\$ -	0.00%	5.93%
Rents-CVGS	\$ -	\$ -	\$ -	\$ -	\$ 43,000	\$ 43,000	100.00%	2.07%
Tuition - Day School	\$ 100,557	\$ 80,994	\$ 84,747	\$ 80,000	\$ 100,000	\$ 20,000	23.60%	4.82%
GED Testing Fees	\$ 41,332	\$ 20,076	\$ 15,473	\$ 20,000	\$ 25,000	\$ 5,000	32.31%	1.20%
Tuition - Summer School	\$ 150	\$ 29,556	\$ 39,816	\$ 25,000	\$ 30,000	\$ 5,000	12.56%	1.45%
Tuition - NonCenter Based	\$ 375,315	\$ 556,434	\$ 777,654	\$ 500,000	\$ 600,000	\$ 100,000	12.86%	28.91%
Special Pupil Fees	\$ 31,816	\$ 31,026	\$ 25,770	\$ 31,000	\$ 25,000	\$ (6,000)	-23.28%	1.20%
Bus Rentals	\$ 322,612	\$ 420,602	\$ 494,425	\$ 325,000	\$ 325,000	\$ -	0.00%	15.66%
Dual Enrollment	\$ 128,214	\$ 156,180	\$ 143,800	\$ 185,000	\$ 150,000	\$ (35,000)	-24.34%	7.23%
Facility Rentals	\$ 46,488	\$ 73,491	\$ 83,792	\$ 50,000	\$ 75,000	\$ 25,000	29.84%	3.61%
Indirect Costs from Grants	\$ -	\$ -	\$ -	\$ 200,000	\$ 203,304	\$ 3,304	100.00%	9.80%
	\$ 1,169,484	\$ 1,491,359	\$ 1,820,727	\$ 1,539,000	\$ 1,699,304	\$ 160,304	8.80%	81.87%
TOTAL OTHER REVENUE	\$ 1,896,214	\$ 2,856,727	\$ 2,233,377	\$ 2,073,750	\$ 2,075,554	\$ 1,804	0.08%	100.00%

EXPENDITURE SUMMARY

Lynchburg City Schools - FY2018-19 Budget

The FY2018-2019 operating budget expenditure totals \$97,672,407 an increase of \$2,347,740 or 2.46% increase from FY2017-2018 adopted operating budget. The major cost changes from the FY2018 are as follows:

- The budget includes a one-time bonus of \$500 to full time contracted employees and \$250 to part time contracted who are contracted between July 1, 2018 and August 9, 2018. The bonuses will be paid on August 15, 2018.
- The Virginia Retirement System (VRS) rates for professional staff for the FY2018-19 budget year decreased a total of 0.67 percentage points. The breakdown of the rate decreases were as follows: Retirement from 16.32% to 15.68% and Group Life Insurance from 1.23% to 1.20%.
- Due to the increase in employee medical claims expense for the past two years and the projected increase medical claims costs for next year, the budget for employee medical claims expenditure was increased. The employer and employee contributions were increased by 24% and 10% respectively. The increase in the medical claims expenditure budget is reflected in the employee benefits cost in each functional area.
- Changes in functional areas are as follows:

❖ **Instruction**

Personnel Services

The decrease in Personnel Services cost of \$900,883 over the FY2017-18 adopted budget is due to staff reductions resulting from reorganization within the instructional department of schools and the Central Office.

Employee Benefits

The increase in Employee Benefits cost of \$1,245,164 over the FY2017-18 adopted budget is due to the increase in the medical claims budget. The Instruction Department has the most employees affected by the medical insurance cost increase.

Other Charges

The increase in Other Charges from the FY2017-18 adopted budget of \$76,765 is mainly due to the increase in the professional development, communications and travel budgets.

Tuition Payments/Joint Operations

The increase in Tuition Payments/Joint Operations from the FY2017-18 adopted budget of \$326,636 is mainly due to the increase of \$200,000 in the budget for the center-based program at Laurel Regional Program.

EXPENDITURE SUMMARY

Lynchburg City Schools - FY2018-19 Budget

❖ **Administration**

Personnel Services

The increase in Personnel Services cost of \$369,712 over the FY2017-18 adopted budget is due mainly to the reallocation of the personnel budget for Board Certified Behavior Analysts and Attendance Clerks that was previously budgeted in Instruction that is now budgeted in Administration.

Employee Benefits

The increase in Employee Benefits cost of \$215,528 over the FY2017-18 adopted budget is due to the increase in the medical claims budget and the benefits cost associated with the employee positions reclassified from the Instructions budget.

Purchase Services

The increase in Purchase Services from FY2017-18 adopted budget of \$116,000 is mainly due to the increase budget for legal fees.

Materials and Supplies

The increase in Materials and Supplies from FY2017-18 adopted budget of \$44,066 is mainly due to the increase in the materials and supplies budget in some administration departments.

❖ **Pupil Transportation**

Personnel Services

The increase in Personnel Services cost of \$305,757 over the FY2017-18 adopted budget is due to the hiring of six (6) bus aids and the increase in the overtime budget for bus drives and bus aids.

Employee Benefits

The increase in Employee Benefits cost of \$285,045 over the FY2017-18 adopted budget is due to the benefits costs associated with the hiring of the six (6) Bus Aids and the increase in the medical claims budget.

Material and Supplies

The increase in Material and Supplies from FY2017-18 adopted budget of \$100,055 is mainly due to the increase in Transportation's the fuel budget.

EXPENDITURE SUMMARY

Lynchburg City Schools - FY2018-19 Budget

Capital outlay

The Capital Outlay budget increased by \$300,000 from the FY2017-18 adopted budget due to the planned purchase of three (3) school buses.

❖ **Operation & Maintenance**

Employee Benefits

The increase in Employee Benefits cost of \$144,929 over the FY2017-18 adopted budget is due to the increase in the medical claims budget.

Other Charges

The decrease in Other Charges from the FY2017-18 adopted budget of \$174,200 is mainly due to the decrease in the electricity, heating and water budgets.

Capital outlay

The Capital Outlay budget increased by \$20,000 from the FY2017-18 adopted budget due to planned capital work to be performed in some of the rooms we rent to the public.

❖ **Facilities**

Capital outlay

The Capital Outlay budget increased by \$20,000 from the FY2017-18 adopted budget due to capital requirements needed to improve our rental facilities this year.

❖ **Technology**

Personnel Services

The decrease in Personnel Services cost of \$119,025 over the FY2017-18 adopted budget is due the reductions of two positions in the department.

Purchase Services

EXPENDITURE SUMMARY

Lynchburg City Schools - FY2018-19 Budget

The increase in Purchase Services from the FY2017-18 adopted budget of \$176,677 is mainly due to the increase in software maintenance fees for varies computer software used throughout the district.

Capital outlay

The Capital Outlay budget increased by \$60,902 from the FY2017-18 adopted budget was due to capital requirements needed for the department.

OPERATING FUND - EXPENDITURES BY MAJOR CATEGORY
Lynchburg City Schools - FY 2018 - 19 Budget

	2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Actual Revenue	2017-2018 Approved Budget	2018-2019 Proposed Budget	Dollar Change	Percent Change
INSTRUCTION							
Personnel Services	43,107,103	45,592,845	46,915,542	46,938,435	46,038,223	(900,213)	-1.92%
Employee Benefits	13,910,682	14,868,310	15,675,827	17,126,993	18,378,076	1,251,082	7.30%
Purchased Services	1,709,901	2,286,932	2,101,067	2,269,883	2,079,235	(190,648)	-8.40%
Internal Services	92,676	142,518	238,000	213,750	162,650	(51,100)	-23.91%
Other Charges	171,130	224,270	315,872	190,052	266,817	76,765	40.39%
Materials and Supplies	1,705,571	1,276,116	1,770,875	1,706,102	1,627,245	(78,857)	-4.62%
Tuition Payments / Joint Operations	1,173,607	1,421,197	1,601,500	1,644,800	1,971,436	326,636	19.86%
Capital Outlay	38,407	6,900	5,000	5,000	5,000	-	0.00%
TOTAL INSTRUCTION	61,909,077	65,819,088	68,623,683	70,095,015	70,528,681	1,904,998	2.72%
ADMINISTRATION							
Personnel Services	2,324,807	2,726,686	2,745,737	2,949,353	3,319,065	369,712	12.54%
Employee Benefits	1,183,375	1,317,705	1,489,553	2,049,515	2,265,043	215,528	10.52%
Purchased Services	421,003	428,478	423,035	476,535	592,535	116,000	24.34%
Internal Services	14,195	17,339	22,500	17,500	15,500	(2,000)	-11.43%
Other Charges	809,524	796,223	794,832	801,730	735,375	(66,355)	-8.28%
Materials and Supplies	112,128	137,342	107,548	84,655	118,707	34,053	40.23%
Capital Outlay	8,162	-	-	-	-	-	0.00%
TOTAL ADMINISTRATION	4,873,193	5,423,774	5,583,204	6,379,287	7,046,226	666,938	10.45%
PUPIL TRANSPORTATION							
Personnel Services	2,821,261	2,907,453	2,770,221	2,987,364	3,293,120	305,757	10.23%
Employee Benefits	772,927	826,919	819,804	862,918	1,147,962	285,045	33.03%
Purchased Services	57,513	132,720	100,066	147,240	158,120	10,880	7.39%
Internal Services	1,149	1,226	2,700	2,700	55,200	52,500	1944.43%
Other Charges	184,912	212,085	228,960	220,477	275,477	55,000	24.95%
Materials and Supplies	991,082	681,577	644,858	729,883	829,938	100,055	13.71%
Capital Outlay	1,115,316	1,037,548	500,000	-	300,000	300,000	100%
TOTAL PUPIL TRANSPORTATION	5,944,161	5,799,526	5,066,609	4,950,581	6,059,817	1,109,236	22.41%
OPERATION & MAINTENANCE							
Personnel Services	3,580,031	3,709,559	3,750,047	3,808,413	3,928,232	119,818	3.15%
Employee Benefits	1,081,837	1,184,064	1,125,309	1,244,684	1,389,623	144,929	11.64%
Purchased Services	1,235,480	1,181,457	1,027,898	1,223,896	1,223,896	-	0.00%
Internal Services	-	-	-	-	-	-	0.00%
Other Charges	3,382,728	3,386,216	3,490,679	3,411,002	3,236,802	(174,200)	-5.11%
Materials and Supplies	1,216,938	976,267	865,447	745,457	745,503	46	0.01%
Capital Outlay	588,577	591,245	254,421	85,000	105,000	20,000	23.53%
TOTAL OPERATION & MAINTENANCE	11,085,588	11,028,807	10,513,800	10,518,462	10,629,055	110,593	1.05%

OPERATING FUND - EXPENDITURES BY MAJOR CATEGORY
Lynchburg City Schools - FY 2018 - 19 Budget

	2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Actual Revenue	2017-2018 Approved Budget	2018-2019 Proposed Budget	Dollar Change	Percent Change
FACILITIES							
Personnel Services	9,447	13,774	11,000	54,963	55,463	500	0.91%
Employee Benefits	716	1,051	842	16,202	46,565	30,364	187.41%
Purchase Services	-	-	-	-	-	-	0.00%
Other Charges	-	-	-	-	-	-	0.00%
Capital Outlay	15,769	-	20,000	-	20,000	20,000	0.00%
TOTAL FACILITIES	25,931	14,825	31,842	71,165	122,029	50,864	71.47%
Food Services & Other Non-Instructional Operations							
Personnel Services	-	-	-	-	-	-	0.00%
Employee Benefits	-	-	-	-	-	-	0.00%
Purchased Services	9,847	10,249	5,000	5,000	5,000	-	0.00%
Internal Services	360	-	-	500	500	-	0.00%
Other Charges	2,587	655	5,000	5,000	5,000	-	0.00%
Materials and Supplies	11,875	9,971	5,000	6,500	10,500	4,000	61.54%
Capital Outlay	-	-	-	-	-	-	0.00%
TOTAL Non-Instructional Operations	24,670	20,875	15,000	17,000	21,000	4,000	23.53%
TECHNOLOGY							
Personnel Services	1,393,511	1,613,506	1,724,251	1,712,623	1,593,598	(119,025)	-6.95%
Employee Benefits	439,087	513,632	545,488	600,219	601,419	1,200	0.20%
Purchased Services	396,248	213,408	356,809	488,874	511,187	22,313	4.56%
Internal Services	2,268	1,328	2,250	500	500	-	0.00%
Other Charges	23,662	19,465	24,100	24,100	24,100	-	0.00%
Materials and Supplies	1,270,274	869,087	314,915	316,915	323,970	7,055	2.23%
Capital Outlay	215,395	1,225,682	254,225	149,925	210,827	60,902	40.62%
TOTAL TECHNOLOGY	3,740,444	4,456,108	3,222,038	3,293,156	3,265,601	(27,556)	-0.84%
TOTAL OPERATING FUND	87,603,065	92,563,003	93,056,176	95,324,667	97,672,408	2,347,741	2.46%
OPERATING FUND							
Personnel Services	53,236,159	56,563,823	57,916,798	58,451,152	58,227,701	(223,452)	-0.38%
Employee Benefits	17,388,623	18,711,681	19,656,823	21,900,540	23,828,688	1,928,148	8.80%
Purchased Services	3,829,993	4,253,244	4,013,875	4,611,428	4,569,973	(41,456)	-0.90%
Internal Services	110,647	162,411	265,450	234,950	234,350	(600)	-0.26%
Other Charges	4,574,542	4,638,912	4,859,443	4,652,361	4,543,572	(108,789)	-2.34%
Materials and Supplies	5,307,868	3,950,361	3,708,643	3,589,510	3,655,862	66,351	1.85%
Debt Services / Tuition Payments							
Joint Operations	1,173,607	1,421,197	1,601,500	1,644,800	1,971,436	326,636	19.86%
Capital Outlay	1,981,626	2,861,375	1,033,646	239,925	640,827	400,902	167.09%
TOTAL OPERATING FUND	87,603,065	92,563,003	93,056,176	95,324,667	97,672,408	2,347,741	2.46%

Agenda Report

Date: 07/10/18

Agenda Number: I-1

Attachments: Yes

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

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

Several policy revisions and two new policies 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 May 2018 update appear as attachments to the agenda report.

BBFA	Conflict of Interests and Disclosure of Economic Interests
CBB	Appointment and Term of the Superintendent
CLA	Reporting Acts of Violence and Substance Abuse
GAZ	Personnel Policies Goals
GBB	Prohibition of Abusive Work Environments (<i>new</i>)
GCCB	Employment of Family Members
GCG	Professional Staff Probationary Term and Continuing Contract
IJ	Guidance and Counseling Program
IJD	College and Career Readiness (<i>new</i>)
JEA	Compulsory Attendance
JEC	School Admission
JECA	Admission of Homeless Children
KK	School Visitors
KNAJ	Relations with Law Enforcement Authorities

Disposition: Action
 Information
 Action at Meeting on: 08/07/18

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 August 7, 2018.

CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS

A. Purpose

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act (the Act).

B. Areas of Regulation

The Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- Special anti-nepotism rules relating to School Board members and superintendents of schools.
- General rules governing public conduct by School Board members regarding acceptance of gifts and favors.
- Prohibited conduct regarding contracts.
- Required conduct regarding transactions.
- Disclosures required from School Board members.

C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsubsidiary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession or occupation of the School Board member or employee or of a member of the School Board member's or employee's immediate family; food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting of the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment; or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, nephew or first cousin; a person to whom the donee is engaged to be married; the donee's or donee's spouse's parent, grandparent, grandchild, brother, or sister, step-parent, step-grandparent, step-grandchild, step-brother or step-sister or the donee's brother's or sister's spouse. For the purpose of this definition, "personal friend" does not include any person that the School Board member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist's principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party

to or is seeking to become a party to a contract with the School Board. For purposes of this definition, "person, organization, or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any other person who resides in the same household as the School Board member or employee and who is a dependent of the School Board member or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to a School Board member or employee or to a member of the immediate family of the School Board member or employee. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer or employee.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member **{except as authorized in Subsection D.2 below}**. This provision ~~shall not be construed to prohibit~~ **{does not apply to}** the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of **{the Superintendent or}** any member of the Board ~~or Superintendent~~; or
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

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

2. ~~The~~ *{Notwithstanding the rules stated in Subsection D.1. above, the}* School Board may employ or pay, and the Superintendent may recommend for employment, any family member ~~of the Superintendent or~~ of a School Board member provided that
 - a) the member certifies that he had no involvement with the hiring decision; and
 - b) the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members and Employees Regarding Gifts and Favors

1. Prohibited Conduct

No member or employee of the board, shall

- solicit or accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion of any person in the school division;
- offer offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division;
- use for his or her own economic benefit, or anyone else's, confidential information gained by reason of his or her office, and which is not available to the public;
- accept any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence him or her in the performance of his or her official duties;
- accept any business or professional opportunity when he or she knows that there is a reasonable likelihood that the opportunity is being afforded him or her to influence his or her conduct in the performance of official duties;
- {accept a gift from a person who has interests that may be substantially affected by the performance of the School Board member's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable

person to question the Board member’s or employee’s impartiality in the matter affecting the donor;

- accept gifts from sources on a basis so frequent as to raise an appearance of the use of his or her public office or employment for private gain; or
- use his or her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however, that this prohibition shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law.

2. Prohibited Gifts

For purposes of this subsection:

“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

“Widely attended event” means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who share a common interest, (ii) who are members of a public, civic, charitable or professional organization, (iii) who are from a particular industry or profession or (iv) who represent persons interested in a particular issue.

School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of \$100 or any combination of gifts with an aggregate value in excess of \$100 within any calendar year for the School Board member or employee or a member of the School Board or employee’s immediate family from any person that the School Board member or employee or a member of the School Board’s or employee’s immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (ii) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (iii) a person, organization, or business who is or is seeking to become a party to a contract with the School Board. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition.

Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

- a gift of food and beverages, entertainment or the cost of admission with a value in excess of \$100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;
- a gift from a foreign dignitary with a value exceeding \$100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library of Virginia. Such gift shall be disclosed as having

been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;

- certain gifts with a value in excess of \$100 from a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered: (i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and
- gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of \$100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.

The \$100 limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift within a reasonable period of time upon the discovery of the value of the gift provided that such consideration reduces the value of the gift to \$100 or less.

3. Awards to Employees for Exceptional Service

Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member or employee shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition is not applicable to:
 - a Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board;
 - an employee's own contract of employment;
 - contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public;
 - a contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract;
 - the sale, lease or exchange of real property between a School Board member or employee and the School Board, provided the Board member or employee does not participate in any way as a Board member or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the School Board or Superintendent;
 - the publication of official notices;
 - an officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;
 - contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract;
 - contracts for the purchase of goods or services when the contract does not exceed \$500;
 - grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency;
 - an officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the

same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee;

- employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
 - a. shall disqualify himself from participating in the transaction if
 - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsiary or affiliated business entity relationship with the business in which he has a personal interest, or
 - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115E and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
 - (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.
- b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 G;
 - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 H; or
 - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.

2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements for School Board Members

1. School Board members file, as a condition of assuming office, a disclosure statement of their personal interests and other information as is required on the form prescribed by the Council pursuant to Va. Code § 2.2-3117 and thereafter file such statement annually on or before January 15. The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.
2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of \$250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member's or employee's failure to file the required form and the attorney for the Commonwealth shall assess and collect the civil penalty. The clerk shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.
3. Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division Superintendent's office for a period of five (5) years.
4. Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:
 - the transaction involved;
 - the nature of the board member's or employee's personal interest affected by the transaction;

- that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
- that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

5. A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating
- (i) the transaction involved;
 - (ii) that a party to the transaction is a client of his firm;
 - (iii) that he does not personally represent or provide services to the client; and
 - (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

I. Advisory Opinions

School Board members or employees subject to the Act may seek written opinions regarding the Act from the local Commonwealth’s attorney; the local city attorney; or the Council. Good faith reliance on any such written opinion of the Commonwealth’s attorney or the Council bars prosecution for a knowing violation of the Act provided the opinion was made after a full disclosure of the facts. An opinion of the city attorney may be introduced at trial as evidence that the School Board member or employee did not knowingly violate the Act.

Adopted: June 4, 2013

Revised: December 16, 2014

Revised: May 22, 2015

Revised: August 18, 2015

Revised: April 19, 2016

Revised: July 12, 2016

Revised: April 4, 2017

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3119 and 2.2-3124.

Cross Ref.: GAH School Employee Conflict of Interests
GCCB Employment of Family Members

APPOINTMENT AND TERM OF THE SUPERINTENDENT

The School Board appoints the Superintendent from the list of eligibles certified by the Board of Education and determines the term of employment. The Superintendent’s term expires on June 30. The Superintendent serves an initial term of not less than two years nor more than four years. At the expiration of the initial term, the Superintendent is eligible to hold office for the term specified by the School Board, not to exceed four years.

If *{Except as provided below, if}* the School Board fails to appoint a division Superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a Superintendent for the division.

If the School Board has not appointed a Superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its *{timely}* efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. *{On request, the School Board will be granted up to an additional 180 days within which to appoint a Superintendent.}*

If the School Board does not appoint a Superintendent within 180 days of a vacancy, *{or request additional time within which to make the appointment,}* it will immediately notify the Virginia Board of Education, in writing, of its failure to ~~do so.~~ *{make an appointment. If there has been no extension, within}* ~~Within~~ 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division Superintendent.

If the Virginia Board of Education appoints a Superintendent, the contract for the Superintendent will be negotiated by the School Board.

Adopted: June 17, 2014
Revised: April 28, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-60, 22.1-61.

Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf)

Cross Refs.: CBA Qualifications and Duties of the Superintendent
CBD Superintendent’s Compensation and Benefits
CBG Evaluation of the Superintendent

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports are made to the Superintendent and to the principal (or designee) on all incidents involving:
- (i) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
 - (ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting or wounding of any person, *{abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48,}* or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
 - (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
 - (iv) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
 - (v) the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
 - (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
 - (vii) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
 - (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefor; and
 - (ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school collects and maintains information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

- B. The Superintendent and the principal or his designee receive reports from local law-enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. The Superintendent may request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court. When the Superintendent receives notification that a juvenile

has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code [§ 16.1-260](#), the Superintendent reports such information to the principal of the school in which the juvenile is enrolled.

II. Reporting Duties of the Principal and Superintendent

The principal or designee reports all incidents required to be reported pursuant to section I of this policy to the Superintendent. The Superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

In submitting reports of such incidents, principals and Superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal immediately reports to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection I.A.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal also immediately reports any act enumerated in clauses (ii) through (v) of subsection I.A. of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information regarding other students.

III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student is required to participate as deemed appropriate by the Superintendent or Superintendent's designee in such prevention and intervention activities.

The School Board develops, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing

prevention activities.

IV. Purpose

The purpose of reporting acts of violence and substance abuse is to develop a program of prevention activities to provide a safe environment conducive to learning.

Adopted: July 12, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1-279.3:1, 22.1-279.9.

8 VAC 20-560-10.

PERSONNEL POLICIES GOALS

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

Definitions

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

A. Employees of the Board

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

B. Full-Time/Part-Time Employees

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

C. Professional Personnel

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

D. Classified/Support Personnel

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

E. Administrative Personnel

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

Adopted: March 6, 2018

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-295.

{Acts 2018, c. 513.}

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

{PROHIBITION OF ABUSIVE WORK ENVIRONMENTS

The Lynchburg City School Board prohibits abusive work environments in the school division.

Any school board employee who contributes to an abusive work environment is appropriately disciplined.

Retaliation or reprisal against school board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-291.4.

EMPLOYMENT OF FAMILY MEMBERS

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

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

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

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

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

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

D. Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

Adopted: August 1, 2017

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

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

GUIDANCE AND COUNSELING PROGRAM

School Guidance and Counseling Services

Each school provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.

No student is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents are notified annually about the counseling programs which are available to their children. The notification will include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at their child's school and information about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

The School Board provides to secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division. Such information includes all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools and the teaching profession. In providing such services, the School Board consults and cooperates with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.

If the School Board provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or

school division-sponsored activity to persons or groups for occupational, professional or educational recruitment, it provides equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

Academic and Career Plans

~~Schools develop a personal Academic and Career Plan for each seventh-grade student with completion by the fall of the student's eighth-grade year. Plans are developed for students who transfer from other than a Virginia public school into the eighth grade as soon as practicable following enrollment. Students who transfer into a Virginia public school after their eighth-grade year have an Academic and Career Plan developed upon enrollment.~~

~~The components of the Plan include, but are not limited to, the student's program of study for high school graduation and a postsecondary career pathway based on the student's academic and career interests.~~

~~The Academic and Career Plan is developed in accordance with guidelines established by the Board of Education and signed by the student, student's parent or guardian and school official(s) designated by the principal. The Plan is included in the student's record and is reviewed and updated, if necessary, before the student enters the ninth and eleventh grades. The school meets its obligation for parental involvement if it makes a good faith effort to notify the parent or guardian of the responsibility for the development and approval of the Plan.~~

Adopted: February 18, 2014

Revised: May 6, 2014

Revised: April 4, 2017



Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-130.1, 22.1-209.

~~8 VAC 20-131-140.~~

8 VAC 20-620-10.

Cross Ref.: IGAD Career and Technical Education
{IJD College and Career Readiness}
JO Student Records

PROFESSIONAL STAFF PROBATIONARY TERM
AND CONTINUING CONTRACT

Teachers

Probationary Term

A probationary term of service of five years in Lynchburg City School Division is required before a teacher is issued a continuing contract. ~~Service under a local teacher license does not count towards satisfying this probationary requirement.~~ A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent. Probationary teachers ~~shall be~~ **{are}** evaluated at least annually in accordance with policy GCN Evaluation of Professional Staff. A teacher in the first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent ~~shall consider~~ **{considers}** such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board ~~shall~~ **{does}** not reemploy the teacher.

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Lynchburg City School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of reemployment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the Board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period ~~shall be~~ **{are}** entitled to continuing contracts during good behavior and competent service. Written notice of

noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the School Board ~~shall furnish~~ *{furnishes}* each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

Principals, Assistant Principals, and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the Superintendent, the Superintendent's designee or the School Board. Before recommending such reassignment, the Superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the Superintendent, the Superintendent's designee or the School Board. The School Board, Superintendent or Superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the Superintendent, ~~his~~ *{the Superintendent's}* designee or the School Board, and the provisions of

this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

Adopted: June 17, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-303, 22.1-304.

Cross Refs.:	GBM	Professional Staff Grievances
	GCB	Professional Staff Contracts
	GCE	Part-Time and Substitute Professional Staff Employment
	GCN	Evaluation of Professional Staff
	GCPA	Reduction in Professional Staff Work Force
	GCPB	Resignation of Staff Members
	GCPD	Professional Staff Discipline
	GCPF	Suspension of Staff Members

{COLLEGE AND CAREER READINESS

Each middle and secondary school provides for the early identification and enrollment of students in a program with a range of educational and academic experiences related to college and career readiness in and outside the classroom, including an emphasis on experiences that will motivate disadvantaged and minority students to prepare for a career or postsecondary education.

Each elementary, middle, and secondary school provides for the identification by all students of personal interests and abilities to support planning for postsecondary opportunities and career preparation. Such support includes provision of information concerning exploration of career cluster areas in elementary schools, and course information and planning for college preparation programs, opportunities for educational and academic experiences in and outside the classroom, including internships and work-based learning, and the multiple pathways to college and career readiness in middle and high school.

Beginning in the elementary school years, students explore the different occupations associated with career clusters and select an area or areas of interest. Students begin the development of an academic and career plan portfolio (ACPP) in elementary grades to include information about interests, values such as dependability and responsibility, and skills supporting decisions about their future interests and goals. The information contained in the ACPP serves as the foundation for creating the Academic and Career Plan (ACP) in grade 7.

In middle school, students complete a locally selected career interest inventory and select a career pathway. To support development of the ACP, students complete at least one course in career investigation selected from the career and technical education state-approved list, or a school division-provided alternative means of delivering the career investigation course content, provided that the alternative is equivalent in content and academic rigor.

The School Board may require such courses in career investigation at the high school level as it deems appropriate, subject to approval by the Board of Education. The School Board may require such courses in career investigation at the elementary school level as it deems appropriate.

All schools continue development of a personal ACP with each seventh-grade student with completion by the end of the fall semester of the student's eighth-grade year. The components of the ACP include the student's program of study for high school graduation and a postsecondary career pathway based on the student's academic and career interests. In high school, a career-related learning experience is chosen by the student and documented in the ACP.

The ACP is developed in accordance with guidelines established by the Board of Education and signed by the student, student's parent or guardian, and school official or officials designated by the principal. The ACP is included in the student's record and is reviewed and updated annually.

Beginning in the middle school years, students are counseled on opportunities for beginning postsecondary education and opportunities for obtaining industry certifications, occupational competency credentials, or professional licenses in a career and technical education field prior to high school graduation as described in Policy LEB

Advanced/Alternative Courses for Credit. Such opportunities include access to at least three Advanced Placement (AP), International Baccalaureate (IB), or Cambridge courses or three college-level courses for degree credit pursuant to 8 VAC 20-131-100. Students taking advantage of such opportunities are not denied participation in school activities for which they are otherwise eligible. Wherever possible, students are encouraged and afforded opportunities to take college courses simultaneously for high school graduation and college degree credit (dual enrollment), under the following conditions:

- a. Written approval of the high school principal prior to participation in dual enrollment must be obtained;*
- b. The college must accept the student for admission to the course or courses; and*
- c. The course or courses must be given by the college for degree credits (no remedial courses will be accepted).*

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-253.13:1, 22.1-253.13:3.

8 VAC 20-131-140.

Guidelines for Academic and Career Plans (Adopted by the Virginia Board of Education Sept 17, 2009).

<i>Cross Ref.:</i>	<i>IGAD</i>	<i>Career and Technical Education</i>
	<i>IJ</i>	<i>Guidance and Counseling Program</i>
	<i>JO</i>	<i>Student Records</i>
	<i>LEB</i>	<i>Advanced/Alternative Courses for Credit}</i>

COMPULSORY ATTENDANCE

Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall ~~send~~ *{cause}* such child to *{attend}* a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state’s compulsory attendance requirement.

Further, in the case of any five-year-old child, the requirements of this policy may be alternatively satisfied by ~~sending~~ *{causing}* the child to *{attend}* any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

{As used in this policy, “attend” includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.}

The requirements of this policy apply to

- any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday, and
- any child whom the division Superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this policy do not apply to

- any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and
- any child who has obtained a high school diploma or its equivalent, a certificate of completion, a passing score on a high school equivalency examination approved by the Board of Education or who has otherwise complied with compulsory school attendance requirements.

Individual Student Alternative Education Plan

The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

1. The student must be at least sixteen years of age.
2. There shall be a meeting of the student, the student’s parents, and the principal or principal’s designee of the school in which the student is enrolled to develop the plan, which must include the following:

- career guidance counseling;
 - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance reported to the principal or principal’s designee;
 - mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment;
 - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
 - counseling on the economic impact of failing to complete high school; and
 - procedures for re-enrollment.
3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be in violation of the compulsory attendance laws, and the Superintendent or attendance officer shall seek immediate compliance with such laws.

Alternative Education Programs

The School Board authorizes the Superintendent or Superintendent’s designee to require any student who has been:

(1) charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the Superintendent of the school division pursuant to Va. Code § 16.1-260.G;

(2) found guilty or not innocent of an offense relating to Virginia’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the Superintendent of the school division pursuant to Va. Code § 16.1-260.G; or

(3) found to have committed a serious offense or repeated offenses in violation of School Board policies,

to attend an alternative education program. The Superintendent or Superintendent’s designee may require such student to attend such programs regardless of where the crime occurred.

As used in this section, the term “charged” means that a petition or warrant has been filed or is pending against a pupil.

Prior to making the alternative education placement, the Superintendent or Superintendent’s designee must provide written notice to the student and student’s

parent(s) or guardian(s) that the student will be required to attend an alternative education program, and notice of the opportunity to appeal the placement to the Superintendent or designee. The parent(s) or guardian(s) may appeal the placement to the Superintendent or Superintendent's designee, by providing a written request to the Director of Student Services, Alternative Education, and Behavior Support within three days of the notice of the alternative education placement. In the case of any pupil the Superintendent or Superintendent's designee determines may pose a risk of danger to persons or property, or whose presence may create a threat of disruption, the Superintendent or Superintendent's designee may make an immediate placement in alternative education during the pendency of any appeal or review. If the Superintendent or Superintendent's designee uphold the placement decision, the parent(s) or guardian(s) may petition the School Board to review that decision by providing a written request to the Director of Student Services, Alternative Education and Behavior Support within three days of the notice of the decision. If the parent(s) or guardian(s) does not request a review by the School Board or does not make a timely request, the decision of the Superintendent or Superintendent's designee is final. If the parent(s) or guardian(s) does file a timely petition, the School Board will review the placement decision on the record, and will render a decision within 30 days. The decision of the School Board is final.

Exceptions to Compulsory Attendance

Exceptions to the Compulsory Attendance law can be found in the Code of Virginia § [22.1-254 \(I\)](#).

Adopted: July 12, 2016

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-254.

Cross Refs.: JEG Exclusions and Exemptions from School Attendance
LBD Home Instruction

SCHOOL ADMISSION

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age on or before August 1st of the school year) is eligible for admission on a non-tuition basis if residing in the Lynchburg City School Division, or if eligible for admission under Policy JECA *{Admission of Homeless Children}*.

A person of school age is deemed to reside in the school division

- when the person is living with a natural parent, or a parent by legal adoption, in the Lynchburg City School Division;
- when, in accordance with the provisions of Va. Code § 22.1-360, the person is living with a noncustodial parent or other person standing in loco parentis, not solely for school purposes, pursuant to a Special Power of Attorney executed under 10 United States Code § 1044b by the custodial parent;
- when the parents of such person are dead and the person is living with a person in loco parentis who actually resides within the school division;
- when the parents of such person are unable to care for the person and the person is living, not solely for school purposes, with another person who resides in the school division and is either
 - (i) the court-appointed guardian, or has legal custody of the person,
 - (ii) acting in loco parentis pursuant to placement of the person for adoption by a person or entity authorized to do so under Va. Code § 63.2-1200; or
 - (iii) an adult relative providing temporary kinship care as that term is defined in Va. Code § 63.2-100. Both parents and the relative providing kinship care must submit signed, notarized affidavits
 - (a) explaining why the parents are unable to care for the person,
 - (b) detailing the kinship care arrangement, and
 - (c) agreeing that the kinship care provider or a parent will notify the school within 30 days of when the kinship care arrangement ends.

The parent must also provide a power of attorney authorizing the adult relative to make educational decisions regarding the person. A parent or the kinship care provider must also obtain written verification from the department of social services where the parent or parents live, and the department of social services where the kinship provider lives, that the kinship arrangement serves a legitimate purpose that is in the best interest of the person other than school enrollment. If the kinship care arrangement lasts more than one year, the school division must receive continued verification directly from both departments of social services that the parents are unable to care for the person and that the kinship care arrangement serves a legitimate purpose other than school enrollment.

- when the person is living in the school division not solely for school purposes, as an emancipated minor; or
- when the person has been placed in a foster care placement within the school division by a local social services agency.

The sending and receiving school divisions will cooperate in facilitating the enrollment

of any child placed in foster care across jurisdictional lines to enhance continuity of instruction. The child will be allowed to continue to attend the school in which he was enrolled prior to the most recent foster care placement, upon the joint determination of the placing social services agency and the school division that such attendance is in the best interest of the child.

No person of school age who is the subject of a foster care placement will be charged tuition regardless of whether the child is attending the school in which he was enrolled prior to the most recent foster care placement or is attending a school in the receiving school division.

Certain other students may be admitted into the public schools of the division and may be charged tuition in accordance with Va. Code § 22.1-5 and pursuant to Lynchburg City School Board Regulation JEC-R School Admission.

{Children of Persons on Active Military Duty}

No child of a person on active military duty

- ***{who is}*** attending a school free of charge in accordance with this policy shall be charged tuition by the school division upon such child's relocation to military housing located in another school division in the Commonwealth, pursuant to orders received by such child's parent to relocate to base housing ~~and forfeit his military housing allowance~~. Such children shall be allowed to continue attending school in the school division and shall not be charged tuition for attending such ~~school~~. ***{school}***;
- ***who is attending a school free of charge in accordance with this policy shall be charged tuition upon such child's relocation pursuant to orders received by such child's parent to relocate to a new duty station or to be deployed. Such children shall be allowed to remain enrolled in the current school division free of tuition through the end of the school year; and***
- ***who is eligible to attend school free of charge in accordance with this policy shall be charged tuition by a school division that will be the child's school division of residence once his service member parent is relocated pursuant to orders received. Such a child shall be allowed to enroll in the school division of the child's intended residence if documentation is provided, at the time of enrollment, of military orders of the service member parent or an official letter from the service member's command indicating such relocation. Documentation indicating a permanent address within the school division shall be provided to the school division within 120 days of a child's enrollment or tuition may be charged, including tuition for the days since the child's enrollment in school. In the event that the child's service member parent is ordered to relocate before the 120th day following the child's enrollment, the school division shall not charge tuition. The assignment of the school such child will attend shall be determined by the school division.***

Such children shall be counted in the average daily membership of the school division in which they are enrolled. Further, the school division in which such children are enrolled subsequent to their relocation to base housing shall not be responsible for providing for their

transportation to and from school.

PART-TIME STUDENTS

Students enrolled in a private or parochial school or homeschooled will not be admitted to this school division on a part-time basis except as required by law.

ADDITIONAL ADMISSION REQUIREMENTS

- A. Except as otherwise provided below, no pupil shall be admitted for the first time to any public school in any school division in Virginia unless the person enrolling the pupil presents, upon admission, a certified copy of the pupil's birth record. The principal or his designee shall record the official state birth number from the pupil's birth record into the pupil's permanent school record and may retain a copy in the pupil's permanent school record. If a certified copy of the pupil's birth record cannot be obtained, the person so enrolling the pupil shall submit an affidavit setting forth the pupil's age and explaining the inability to present a certified copy of the birth record. If the school division cannot ascertain a child's age because of the lack of a birth certificate, the child shall nonetheless be admitted into the public schools if the division Superintendent determines that the person submitting the affidavit presents information sufficient to estimate with reasonable certainty the age of such child.
- B. If a certified copy of the birth record is not provided, the administration shall immediately notify the local law enforcement agency. The notice to the local law-enforcement agency shall include copies of the submitted proof of the pupil's identity and age and the affidavit explaining the inability to produce a certified copy of the birth record.
- C. Within 14 days after enrolling a transfer student, the administration shall request documentation that a certified copy of the pupil's birth record was presented when the pupil was enrolled in the former school.
- D. The School Board assigns a unique student identification number, determined in accordance with a system developed by the Department of Education, to each student enrolled in the division. No student identification number includes or is derived from the student's social security number. Each student retains the student's identification number for as long as the student is enrolled in a public elementary or secondary school in Virginia.
- E. Tuition rates are established each year in accordance with the provisions of Va. Code § 22.15.
- F. Prior to admission to the Lynchburg City School Division, the parent, guardian, or other person having control or charge of the child shall provide, upon registration,
 - a sworn statement or affirmation indicating whether the student has been expelled from school attendance at a private school or in a public school division of the Commonwealth or another state for an offense in violation of school board policies relating to weapons, alcohol or drugs, or for the willful infliction of injury to another person. This document shall be maintained as a part of the student's scholastic record; and

- a sworn statement or affirmation indicating whether the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of Va. Code § 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories. This document shall be maintained by the Superintendent 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 § 16.1-260, the notice shall become a part of the student's disciplinary record.

When the child is registered as a result of a foster care placement, the information required under this subsection must be furnished by the local social services agency or licensed child-placing agency that made the placement.

- G. A student, who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or in another state or for whom admission has been withdrawn by a private school in Virginia or another state may be excluded from attendance in the Lynchburg City School Division regardless of whether such student has been admitted to another school division or private school in Virginia or in another state subsequent to such expulsion, suspension, or withdrawal of admission upon a finding that the student presents a danger to the other students or staff of the school division after (i) written notice to the student and his/her parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or his parent to participate in a hearing to be conducted by the Superintendent or his designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the Superintendent or his/her designee; and the decision has been to exclude the student from attendance. The student or his parent may file a written petition for review with the School Board within 15 days of notice of the decision of the Superintendent or his/her designee. If the School Board grants a review of the record, the decision of the Superintendent or his/her designee may be altered.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or Superintendent or his designee, as the case may be, at the relevant hearing, the student may petition the School Board for readmission. If the petition for readmission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may petition the School Board for readmission.

For the purposes of this section, the Superintendent's designee shall be a (i) trained hearing officer or (ii) professional employee within the administrative offices of the school division who reports directly to the Superintendent and who is not a school-based instructional or administrative employee.

In excluding any such expelled student from school attendance, the School Board may accept or reject any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The excluding School Board shall not

impose additional conditions for readmission to school.

- H. This policy does not preclude contractual arrangements between the Lynchburg City School Board and agencies of the federal government or the school board of another jurisdiction to permit students not otherwise eligible to attend Lynchburg City Schools.
- I. Prior to admission, the student must document compliance with, or eligibility for exemption from, the physical examination and immunization requirements contained in Va. Code §§ 22.1-270, 22.1-271.2 and 32.1-46 and policies JHCA Physical Examinations of Students and JHCB Student Immunizations.

If the person enrolling a child who has been placed in foster care by a local social services agency is unable to produce a report of a comprehensive physical examination and/or proof of immunization, the student shall be immediately enrolled; however, the person enrolling the child shall provide a written statement that, to the best of his knowledge, the student is in good health and is free from communicable or contagious disease. In addition, the placing social service agency shall obtain and produce the required documents or otherwise ensure compliance with the statutory requirements for the foster child within 30 days after the child’s enrollment.

Adopted: April 19, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-1, 22.1-3, 22.1-3.1, 22.1-3.2, 22.13.4, 22.1-5, 22.1-255, 22.1-260, 22.1-270, 22.1-271.2, 22.1-276.01, 22.1-277.2, 22.1-287.02, 22.1-288.2, 32.1-46, 63.2-100, 63.2-900, and 63.2-1200.

2007 Va. Opin. AG 07-015.
1987-88 Va. Opin. AG 374.

Cross Refs.:	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JHCA	Physical Examinations of Students
	JHCB	Immunization of Students
	JGD/JGE	Student Suspension/Expulsion

ADMISSION OF HOMELESS CHILDREN

The Lynchburg City School Board is committed to educating homeless children and youth. Homeless children and youth ~~shall not be~~ *{are not}* stigmatized or segregated on the basis of their status as homeless. The school division ~~will coordinate~~ *{coordinates}* the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

The Lynchburg City School Division ~~will serve~~ *{serves}* each homeless student according to the student’s best interest and will

- continue the student's education in the school of origin for the duration of homelessness
 - if the student becomes homeless between academic years or during an academic year; or
 - for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Lynchburg City School Board ~~shall~~

- ~~• to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the student’s parent or guardian;~~
- ~~• provide a written explanation, including a statement regarding the right to appeal as described below, to the homeless student’s parent or guardian, if the division sends the student to a school other than the school of origin or a school requested by the parent or guardian; and~~
- ~~• in the case of an unaccompanied youth, ensure that the division’s homeless liaison assists in placement or enrollment decisions regarding the student, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal described below.~~
- *{presumes that keeping the student in the school of origin is in the student’s best interest, except when doing so is contrary to the request of the student’s parent or guardian, or (in the case of an unaccompanied youth) the youth;*
- *considers student-centered factors related to the student’s best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the student’s parent or guardian or (in the case of an unaccompanied youth) the youth;*
- *if, after conducting the best interest determination based on consideration of the presumption and the student-centered factors above, the Lynchburg City School division determines that it is not in the student’s best interest to attend the school of origin or the school requested by the parent or guardian, or (in the case of an unaccompanied youth) the youth, provides the student’s parent or guardian or the unaccompanied youth with a written explanation of the reasons for its determination,*

- in a manner and form understandable to such parent, guardian or unaccompanied youth, including information regarding the right to appeal; and*
- in the case of an unaccompanied youth, ensures that the division homeless liaison assists in placement or enrollment decisions, gives priority to the views of such unaccompanied youth and provides notice to such youth of the right to appeal.*

Enrollment

The school selected in accordance with this policy shall immediately enroll *{immediately enrolls}* the homeless student, even if the student

- is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records *{records of immunization and other required health records}*, proof of residency, or other documentation *{documentation; or*
- has missed application or enrollment deadlines during any period of homelessness.}*

The enrolling school shall immediately contact *{immediately contacts}* the school last attended by the student to obtain relevant academic and other records.

If the student needs to obtain immunizations, or immunization, birth, or medical *{immunizations or other required health}* records, the enrolling school shall immediately refer *{immediately refers}* the parent or guardian of the student *{or, (in the case of an unaccompanied youth) the youth,}* to the division’s homeless liaison, who shall assist *{assists}* in obtaining necessary immunizations *{or screenings}*, or immunization, birth, or medical *{immunization or other required health}* records.

If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examinations of Students cannot be furnished for a homeless child or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the child or youth and also indicating that, to the best of his or her knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer *{immediately refers}* the student to the division’s homeless liaison who shall, as soon as practicable, assist *{assists}* in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and shall immediately admit *{immediately admits}* the pupil to school.

The decision regarding placement shall be *{is}* made regardless of whether the student lives with the homeless parents or has been temporarily placed elsewhere.

Enrollment Disputes

- If a dispute arises over *{eligibility, or}* school selection or enrollment in a school
- the homeless student shall be *{is}* immediately admitted to *{enrolled in}* the school in which enrollment is sought and provided all services for which he or she is eligible, pending *{final}* resolution of the dispute *{, including all available appeals};*

- the parent or guardian of the student *for (in the case of an unaccompanied youth) the youth* shall be *is* provided with a written explanation of the school's decision regarding *{any decisions related to}* school selection or enrollment *{made by the school, the school division or the Virginia Department of Education}*, including the rights of the parent, guardian, or student to appeal the decision;
- the student, parent, or guardian shall be *is* referred to the division's homeless liaison who shall carry *carries* out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the homeless liaison shall ensure *ensures* that the youth is immediately enrolled in school *{the school in which the youth seeks enrollment}* pending resolution of the dispute.

Appeal Process

Oral Complaint

In the event that an unaccompanied student or the parent or guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present his position to the division's homeless liaison.

Written Complaint

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison.

Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

Appeal to Superintendent

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

Comparable Services

Each homeless student shall be *{is}* provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for ~~students with limited English proficiency~~ *{learners}*;
- programs in ~~vocational~~ *{career}* and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

Transportation

At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation will be *{is}* provided for a homeless student to and from the school of origin as follows:

- if the homeless child or youth continues to live in the area served by the division in which the school of origin is located, the child's or youth's transportation to and from the school of origin shall be *{is}* provided or arranged by the division in which the school of origin is located.
- if the homeless child's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the child or youth, though continuing his or her education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless child or youth is living shall *{must}* agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If the divisions are unable to agree upon such method, the responsibility and costs for transportation shall be *{are}* shared equally.

Definitions

The term “homeless student” means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

1. children and youths, including unaccompanied youths who are not in the physical custody of their parents, who
 - a. are sharing the housing of other persons due to loss of housing, economic hardship, or ~~other causes~~; *{a similar reason};* are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations or in ~~emergency~~, ~~congregate, temporary~~ *{emergency}*, or transitional shelters; *{or}* are abandoned in hospitals; ~~or are awaiting foster care placement;~~

- b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or
 - c. are living in *{parked}* cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
2. migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above.

The term "migratory child" means a child who ~~is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, has moved from one school division to another in order to obtain, or accompany such parent or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing.~~ *{moved from one residence to another and from one school division to another in the preceding 36 months as a migratory agricultural worker or migratory fisher or with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.}*

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled.

The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

Adopted: April 19, 2016

Legal Refs.: 20 U.S.C. § 6399

42 U.S.C. §§ 11302, 11431, 11432, 11433.

Code of Virginia, 1950 as amended, §§ 22.1-3, 22.1-70, 22.1-78, 22.1-253.13:1, 22.1-270.

~~Superintendent's Memo No. 64 (Dec. 5, 2003).~~

Cross Ref.: JEC School Admission
 JHCA Physical Examinations of Students

SCHOOL VISITORS

Generally

Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the Superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.

Parents

Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service, and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

Board Members

Periodically, board members may visit schools within the division. The purpose of these visits is to ~~maintain contact with building employees~~ *assist in fulfilling their responsibilities* and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.

Adopted: February 18, 2014

Revised: April 28, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-79.

Cross Refs.	DJG	Vendor Relations
	ECA	Inventory and Reporting of Loss or Damage
	IGBC	Parental Involvement
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification
	KNA	Violent Sex Offenders on School Property

RELATIONS WITH LAW ENFORCEMENT AUTHORITIES

Investigations by Law Enforcement Officers at School

When it becomes necessary for any law enforcement officer to interrogate a student on school premises, the principal ~~shall be~~ *{is}* contacted immediately. The principal or ~~his/her~~ *{principal's}* designee ~~shall make~~ *{makes}* a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or ~~his/her~~ *{principal's}* designee ~~shall be~~ *{is}* present throughout the interrogation.

Service of Process at School

Law enforcement should not serve students with court papers on non-school related matters during school operation without the permission of the Division Superintendent. If a staff member is to be served, the School Board encourages the process server to make all reasonable attempts to serve the documents off school premises. When a staff member or student is to be served with a legal process at school, this should occur in the school administrative office.

Development of Programs

The Superintendent ~~shall seek~~ *{seeks}* to develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs and procedures to prevent violence and crime on school property and at school-sponsored events. The Superintendent ~~shall obtain and use~~ *{obtains and uses}* Sex Offender Registry information in accordance with Policy KN *{Sex Offender Registry Notification}*.

Report to Law Enforcement Officials

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal ~~shall~~ immediately ~~report~~ *{reports}* to local law-enforcement officials all incidents listed below that may constitute a criminal offense:

1. assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person *{person, abduction of any person as described in VA. Code §§ 18.2-47 or 18.2-48,}* or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity; or
2. any conduct involving alcohol, marijuana, ~~synthetic cannabinoids as defined in § 18.2-248.1-1,~~ a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft of or attempted theft of student prescription medications; or
3. any threats against school personnel while on a school bus, on school property, or at school-sponsored activity; or
4. the illegal carrying of a firearm, as defined by Va. Code § 22.1-277.07, onto school

- property;
5. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity; or
 6. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses.

The principal may report to local law enforcement officials any incident involving the assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity.

Adopted: July 12, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 8.01-293, 9.1-101, 16.1-264, 22.1-279.3:1, ~~22.1-279.9,~~ 22.1-280.2:1, ~~22.1-293(B-D)~~ ~~22.1-293~~.

Cross Refs.:	JFC	Student Conduct
	JGD/JGE	Student Suspension/Expulsion
	CLA	Reporting Acts of Violence and Substance Abuse
	KN	Sex Offender Registry Information

Agenda Report

Date: 07/10/18

Agenda Number: I-2

Attachments: Yes

From: Dr. Crystal M. Edwards, Superintendent
April Bruce, Director of Curriculum and Instruction

Subject: 2018-2019 Applications for Federal Programs

Summary/Description:

Lynchburg City Schools will be submitting individual applications for each of the federal programs for 2018-2019. The applications for review during the July School Board include Title I, Part A, Title II, Part A and Title III.

School administrators developed these applications with input from principals, teachers, parents, and community members. LCS anticipates a 10% reduction for Title I, Part A funding and leveled funding for Title II, Part A and Title III. However, all of these funding levels may be adjusted when final allocations are determined later in the fall.

Title I, Part A:

Anticipated allocation for 2018-2019 \$3,673,764.00

Final allocation for 2017-2018: \$4,034,065.55
(- 360,301.55)

Title II, Part A:

Anticipated allocation for 2018-2019 \$ 517,411.70

Final allocation for 2017-2019: \$ 517,411.70
\$ 0

Title III, Part A (ESL)

Anticipated allocation for 2018-2019: \$ 24,235.92

Final allocation for 2017-2018: \$ 24,235.92
\$ 0

Total net gain in funding: - (- 360,301.55)

School board approval is necessary prior to submitting the applications for federal funds for the 2018-2019 academic year to the Virginia Department of Education.

Members of the school board have received a copy of the completed applications.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation: The superintendent recommends that the school board approve the four applications for federal funds.

Agenda Report

Date: 07/10/18

Agenda Number: I-3

Attachments: Yes

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

Subject: Lynchburg City School Board Policy Update

Summary/Description:

Policy JGD/JGE Student Suspension/Expulsion was recently received as an update from the Virginia School Boards Association (VSBA) and has been reviewed by legal counsel reflecting the latest changes in state and federal law. This revision from the VSBA May 2018 update appear as an attachment to the agenda report.

Disposition: Action
 Information
 Action at Meeting on: 08/07/18

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 August 7, 2018.

STUDENT SUSPENSION/EXPULSION

Suspension or expulsion is the final step in the Lynchburg City Schools' student disciplinary process. A suspension is the denial of access to all facilities and programs of the school division during the length of the suspension or expulsion. All long-term suspensions and expulsions require approval by the school board.

I. DEFINITIONS

As used in this Policy,

“Alternative education program” shall include night school, adult education, or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

“Destructive device” means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code § 18.2-308.2:2.

“Disruptive behavior” means a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.

“Exclusion” means a Virginia school board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty ~~{30}~~ calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

“Expulsion” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a

combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. "Firearm" does not include any pneumatic gun as defined in this Policy.

"Long-term suspension" means any disciplinary action whereby a student is not permitted to attend school for ~~more than ten school days but less than 365 calendar~~ *{11 to 45 school}* days.

"One year" means 365 calendar days as required in federal regulations.

"Pneumatic gun" means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. "Pneumatic gun" includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

"School Board Disciplinary Committee or Disciplinary Committee" means a committee composed of at least three members of the Lynchburg City School Board.

"School property" means any real property owned or leased by the City of Lynchburg and turned over to the School Board to be used by the division for school purposes, or real property leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

"Short-term suspension" means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten *{(10)}* school days.

"Superintendent's designee" means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the Superintendent and who is not a school-based instructional or administrative employee.

II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

{Except as provided in subsection C of Va. Code § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three (3) school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the Superintendent or Superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.}

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

The authority of teachers to remove students from their classes in certain instances of

disruptive behavior shall not be interpreted to affect the operation of this Policy.

III. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten ~~{(10)}~~ school days by either the school principal, any assistant principal, or, in their absence, the principal's designee. The principal, assistant principal, or principal's designee may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal, or principal's designee responsible for such suspension shall report the facts of the case in writing to the Superintendent or Superintendent's designee and the parent of the pupil suspended. The Superintendent or Superintendent's designee reviews forthwith the action taken by the principal, assistant principal, or principal's designee upon a petition for such review by any party in interest and confirm, reduce, or disapprove such action based on an examination of the record of the pupil's behavior. The decision of the Superintendent or Superintendent's designee is final and may not be appealed.

Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten ~~{(10)}~~ days shall include notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent of the student.

IV. LONG-TERM SUSPENSION

A principal may recommend to the Superintendent that a pupil be suspended from attendance at school for ~~more than ten days~~ *{11 to 45 school days}* after written notice is provided to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee. The Disciplinary Committee may confirm, reduce, or disapprove the suspension. If the Disciplinary Committee's decision is not unanimous, the pupil or his parent may appeal the Disciplinary Committee's decision to the full School Board. Such appeal shall be decided by the School Board within thirty ~~{(30)}~~ days.

The written notice of a suspension for ~~more than ten days~~ shall include *{11 to 45 school days includes}* notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the student is eligible to return to regular

school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension shall be borne by the parent of the student.

{A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) a committee of the School Board or the division Superintendent or Superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.}

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

V. EXPULSION

A. Generally

A principal may recommend to the Superintendent that a pupil be expelled from attendance at school after written notice to the pupil and his parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee in accordance with the regulations of the School Board.

The School Board Disciplinary Committee may confirm, reduce, or disapprove the expulsion of a student. If the Committee’s decision is not unanimous, the pupil or his parent may appeal the Committee’s decision to the full School Board. Such appeal shall be decided by the School Board within 30 days.

The Committee confirms, reduces, or disapproves of proposed expulsions regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his parent shall include notification of the length of the expulsion and provides information concerning the availability of community-based educational, training, and intervention programs. The notice shall also state whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his expulsion shall be borne by the parent of the student.

Nothing in this Policy shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of his expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board shall establish, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the Disciplinary Committee or the division Superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the division Superintendent or the Disciplinary Committee denies such petition, the student may petition the School Board for review of such denial.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below shall be based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student’s disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student’s age and grade level;
- the results of any mental health, substance abuse, or special education assessments;
- the student’s attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection shall be deemed to preclude the School Board from considering any of the factors listed above as “special circumstances” for purposes of expulsions discussed in the following subsections.

1. Firearms

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or to have possessed a firearm or destructive device as defined in this policy, a firearm muffler or firearm silencer, or a pneumatic gun as defined in this policy on school property or at a school-sponsored activity. A school administrator, pursuant to School Board policy, or the School Board may, however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another

disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. In addition, the School Board may, by regulation, authorize the Superintendent or Superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons shall apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this policy shall not apply to persons who possess such firearm or firearms or pneumatic guns as a part of the curriculum or other programs sponsored by the schools in the school division or any organization permitted by the school to use its premises or to any law-enforcement officer while engaged in his duties as such.

2. Drug Offenses

The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in Va. Code § 18.2-247, or synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1 onto school property or to a school-sponsored activity. The School Board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. In addition, the School Board may, by regulation, authorize the Superintendent or the Superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Nothing in this policy shall be construed to require a student’s expulsion regardless of the facts of the particular situation.

VI. PROCEDURE FOR SCHOOL BOARD DISCIPLINARY COMMITTEE HEARING FOR LONG TERM SUSPENSION OR EXPULSION

The procedure for the School Board Disciplinary Committee hearing shall be as follows:

- The Disciplinary Committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the Disciplinary Committee.
- The Disciplinary Committee may ask for opening statements from the principal or his representative and the student or his parent(s) (or their representative) and, at the discretion of the Disciplinary Committee, may allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate burden of proof, he presents his evidence first. Witnesses may be questioned by the Disciplinary Committee members and by the parties (or their representative). The Disciplinary Committee may, at its discretion, vary this procedure, but it shall

afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross examination provided, however, that the Disciplinary Committee may take the testimony of student witnesses outside the presence of the student, his parent(s) and their representative if the Disciplinary Committee determines, in its discretion, that such action is necessary to protect the student witness.

- The parties shall produce such additional evidence as the Disciplinary Committee may deem necessary. The Disciplinary Committee shall be the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the Disciplinary Committee and, when so received, shall be marked and made part of the record.
- The Disciplinary Committee may, by majority vote, uphold, reject or alter the recommendations.
- The Disciplinary Committee shall transmit its decision, including the reasons therefor, to the Superintendent or Superintendent's designee who will then notify the student, his parent(s) or guardian(s), and the principal.

Following the decision of the Disciplinary Committee or upon expiration of the appeal period, the student's parent(s) or guardian shall be provided with written notice which shall include the following:

- The terms or conditions of re-admission, if any;
- The duration of the long-term suspension or expulsion;
- A statement declaring whether the student is eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the long-term suspension or expulsion. If neither option applies in the case of expulsion, a statement that the student may petition the School Board for readmission after one calendar year from the date of his expulsion; and
- The availability of community-based educational, training and intervention programs.

The student or his parent(s) may appeal the Disciplinary Committee's decision to the full School Board only if the decision of the Disciplinary Committee is not unanimous. Otherwise the decision of the Disciplinary Committee is final.

The appeal to the full School Board must be in writing and must be filed with the Superintendent within five (5) calendar days of the committee's decision. Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal. The full

School Board will decide the appeal within thirty (30) calendar days of the request for an appeal and communicate its decision in writing to the student and his parent, guardian, or other person having control or charge of the student. Such written notice shall include any changes in: (1) the duration of the suspension or expulsion; (2) the availability of community-based educational, training, and intervention programs; and/or (3) eligibility to return to school or attend an alternative education program. No statements, witnesses or evidence may be presented at this appeal unless specifically requested by the Chairman of the Board.

VII. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

(1) charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the Superintendent of the school division pursuant to Va. Code § 16.1-260.G;

(2) found guilty or not innocent of an offense relating to Virginia’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the Superintendent of the school division pursuant to Va. Code § 16.1-260.G.;

(3) found to have committed a serious offense or repeated offenses in violation of School Board policies;

(4) suspended pursuant to Va. Code § 22.1-277.05; or

(5) expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or ~~subsection B~~ **{subsection C}** of Va. Code § 22.1-277,

to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime or offense occurred. The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student’s parent, to participate in a treatment program.

A principal (or his designee) may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used herein, “charged” means that a petition or warrant has been filed or is pending against a pupil.

VIII. REPORTING

A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division Superintendent and to the principal or his

designee on all incidents involving

- (1) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- (2) the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, *{abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48,}* or stalking of any person as described by Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
- (3) any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in § 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- (4) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- (5) the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
- (6) any illegal conduct involving firebombs, explosive materials or devices or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school sponsored activity;
- (7) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
- (8) the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor and
- (9) any illegal possession of weapons, alcohol, drugs, or tobacco products.

B. The division Superintendent and the principal or his designee may receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this policy, and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. A Superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 shall report such information to the principal of the school in which the juvenile is enrolled.

C. The principal or his designee shall submit a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this policy to the Superintendent of the school division. The division Superintendent shall annually report all such incidents to the Department of Education.

In submitting reports of such incidents, principals and division Superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this policy.

- D. The principal or his designee shall also notify the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.
- E. Whenever any student commits any reportable incident as set forth in this subsection, such student shall be required, if deemed appropriate, to participate in such prevention and intervention activities by the Superintendent or his designee.
- F. Except as may otherwise be required by federal law, regulation, or jurisprudence, a principal shall immediately report to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this policy that may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this policy.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal shall also immediately report any act enumerated in clauses (2) through (5) of subsection VII.A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal shall report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

- G. For purposes of this section, "parent" or "parents" means any parent, guardian or other person having control or charge of a child.

IX. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her regular school.

Any student who has been expelled or suspended for more than thirty ~~{(30)}~~ days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Lynchburg City Schools, in accordance with Policy JEC (G). In the case of a suspension of more than thirty ~~{(30)}~~ days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the Lynchburg City

School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

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

If the parent fails to comply with this policy or Policy JEC, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, or Superintendent or his designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.

X. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities shall be disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted: July 12, 2016

Legal Refs.: 20 U.S.C. § 7151.

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 16.1-260, 18.2-119, 18.2-308.1, 18.2-308.7, 18.2-308.2:2, 22.1-200.1, 22.1-254, 22.1-276.01, 22.1-276.2, 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-277.2:1, 22.1-279.3:1.

8 VAC 20-560-10.

Cross Refs.: BCEA Disciplinary Committee
 IGBH Alternative School Programs
 JEC School Admission
 JFC-R Standards of Student Conduct
 JFCD Weapons in School

JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Agenda Report

Date: 07/10/18

Agenda Number: I-4

Attachments: Yes

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

Subject: Lynchburg City School Board Regulation JEC-R School Admission

Summary/Description:

The changes presented for Lynchburg City School policy JECZ Non-Resident Employee Student Tuition Waiver and regulation JNZ-R Student Fees, Fines, and Charges prompted administration to also review regulation JEC-R School Admission for consistency in policy language.

Revisions to regulation JEC-R appear as an attachment to this agenda report.

Disposition: Action
 Information
 Action at Meeting on: 08/07/18

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 August 7, 2018.

SCHOOL ADMISSION

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

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

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

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

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

Non-Resident Students (Not Including Children of Employees)

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

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

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

Children of LCS Employees who are Residents of Lynchburg City

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

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

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

Children of LCS Employees Who are Not Residents of Lynchburg City

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

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

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

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

Conditions for Removal of a Student from a Requested School

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

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

Procedure for Admission

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

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

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

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

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

Tuition Rate

Tuition fees *{rates and additional charges are contained in regulation JNZ-R.}* ~~for nonresident students will be approved by the board each year. Additional tuition fees may be charged depending upon the program/services provided.~~ Parents or guardians paying tuition for multiple children during the same academic year will pay on a basis of paying full tuition for the first child and half tuition for any other children who reside with the same parent/guardian. A refund for any unused tuition will be made if an enrolled nonresident student should withdraw during the school year.

Transportation

- Transportation is not furnished to nonresident students except in those cases where:
- agreements between divisions specify transportation services;
 - federal or state legislation mandates the provision of transportation services; or
 - transportation services can be provided at no cost to the division.

Adopted: April 19, 2016

Revised: April 4, 2017

Legal Refs: 8 CFR 214.2.

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

1999 Va. Op. Atty. Gen. 105

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

Agenda Report

Date: 07/10/18

Agenda Number: I-5

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