

**VSBA Policy (February 2026) and CCS Local Policy Updates
May 7, 2026
School Board Meeting**

Current CCS Policy (on CCS Website)	VSBA Revised Policies for Review (Redline Copy)	Policy Title	Explanation of Revisions	Executive Leadership Team Member Responsible
CCS Local Updates				
BBBB	BBBB-RL	Student Representatives to the School Board	Local update - revised for clarity	Gurley
BCEA	BCEA-RL	Disciplinary Committee	Local update - revised for clarity	Gurley
DI	DI - RL	Financial Reporting and Accounting	Local update - revised for clarity	Hoover
GBR	GBR-RL	Voluntary Retirement Savings Program	Local update - substantially revised to align with current savings program.	Hoover
IKEC	IKEC-RL	Promotion & Retention	Local update - substantially revised to align with VA code and Standards of Accreditation.	Isley, Swift, Rasnake
JGD	JGD-RL	Student Suspension/Expulsion	Local update - revised for clarity	Gurley
JHC	JHC-RL	Student Health Services	No changes applied. Provided for discussion (if needed).	Gurley
JOF	JOF-RL	Security Cameras and Video Recordings	Local update - revised to align with current practice and VA code.	Powell
KG	KG-RL	Community Use of School Facilities	Local updates - revised for clarity	Powell
KNAJ	KNAJ-RL	Relations with Law Enforcement Authorities	Local update - revised to align with VSBA's model policy with the return of SROs.	Powell

STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in Charlottesville City Schools are important to the Charlottesville City School Board. Therefore, the School Board may appoint student representation to the School Board.

Any student representative to the School Board serves only in an advisory capacity, does not count toward quorum and does not vote.

The School Board establishes the following procedures related to the appointment of student representatives from enrolled students in the division.

1. Beginning ~~each Spring in April of each year~~, the faculty advisor of the Student Government Association, in collaboration with the Board Mentor(s), will coordinate with ~~SGA members building level Administration~~ to advertise the opportunity and set a deadline for applications to serve as a student representative to the School Board.

Once applications are submitted, the ~~Student Government Association (SGA) Selection Committee~~ will review them and recommend candidates for interviews. A panel — composed of the SGA Staff Coordinator, ~~one to two outgoing student representatives~~, the CHS Principal or Principal Designee, the Board Mentor(s), and the Chief Academic Officer — will then review the applications and conduct interviews. ~~As part of the interview process, candidates will submit a short essay on the topic: “What is one policy change you would propose in Charlottesville City Schools?” and submit two letters of recommendation from CHS teachers and or staff members.~~

The panel will select three students who will work as a cohort— ~~two representatives will sit on the dais and one alternate to sit when the need presents~~ — to be recommended to the Superintendent.

2. Term of Service: ~~Two s~~ Students will serve on the dais for equal amounts of time, while all expected to attend regularly scheduled Board meetings. ~~alternating five-month terms: August through December and January through May. A third student will serve as an alternate and may be called upon throughout the year as needed.~~ They ~~two representatives and the alternate~~ will function as a cohort, meeting monthly with the Board Mentor(s) prior to each public School Board meeting to review the agenda, discuss student concerns, and prepare their reports. Student Representatives may also be called upon to attend Work Sessions and or Special Meetings as deemed appropriate.
3. Timing of Appointment: The Superintendent will present the recommended student representatives to the School Board at the ~~June~~ May Board meeting. This will allow students to be introduced and onboarded in time for the first meeting in August and to establish a connection with the Board Mentor(s) over the summer.

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4. Eligibility for Reappointment: **Students must be in good standing, pass five classes, and maintain a GPA of at least a 2.0 to be eligible.** Each student shall serve for the duration of one school year. Students may apply for a second term following the same application and interview process.
5. Following **the** approval, the School Board clerk will notify the students of their approval. The Superintendent or designee will schedule a meeting to identify the monthly schedule for the students. The Superintendent or designee will also share information with the students regarding School Board protocol and operations.
6. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting via the Electronic School Board website. The student representative does not have access to confidential information, including student or personnel records. ~~The student representative is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.~~

Student representatives are expected to adhere to the rules established by the **Student Rights and Responsibilities** and School Board to fulfill their role.

Adopted: May 5, 2016
Reviewed: August 6, 2020
Revised: August 7, 2025
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

DISCIPLINARY COMMITTEE

The Charlottesville City Schools Disciplinary Committee is composed of all school board members and presides over all cases of ~~student suspensions of more than 10 days and expulsions within the Charlottesville City School Division. The decision of the committee in long-term suspension and~~ expulsion cases is the final decision of the school board.

The Disciplinary Committee follows the procedures set forth in Policy JGD/JGE Student Suspension/Expulsion.

- Adopted: August 6, 1998
 - Revised: October 16, 2003
 - Revised: December 20, 2007
 - Reviewed: June 25, 2013
 - Revised: June 26, 2014
 - Revised: August 1, 2019
 - Revised: June 1, 2023
 - Revised: June 27, 2023
 - Revised:
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Legal Reference: Code of Virginia, §§ 22.1-277.05, 22.1-277.06.

Cross References:

- BDD Electronic Participation in Committee Meetings from Remote Locations
- BDDL Electronic Participation in Committee Meetings from Remote Locations
- BEC School Board Committees
- JEC School Admission
- JGD/JGE Student Suspensions/Expulsions

FINANCIAL ACCOUNTING AND REPORTING

The superintendent or designee is responsible for implementing a modern system of accounting for all school funds, as established by the Virginia Board of Education and the Auditor of Public Accounts. All fiscal records of the Charlottesville City School (CCS) School Board shall be subject to an annual audit as required by law.

A. Financial Accounting

1. It is the responsibility of principals or managers to uphold financial practices that safeguard assets, establish the accuracy and reliability of financial data, ~~prompt~~ **promote** operational efficiencies, and prescribe adherence to sound financial policies. Principals or managers are accountable for the financial integrity of their respective schools or office.
2. Financial controls and fiscal reporting shall conform to the laws of the Commonwealth of Virginia, Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) the Auditor of Public Accounts of the Commonwealth of Virginia (APA), and local policy.

B. Reporting

1. Monthly Financial: The CCS School Board will receive monthly financial statements, including statements of revenues and expenditures, showing the financial condition of the division as of the last day of the preceding month.
2. Annual Financial Report: At least once each year, the School Board submits an **annual financial** report, **which includes** of all its expenditures, to the City of Charlottesville City Council, the governing body appropriating funds. Such report shall also be made available to the public on a template prescribed by the Virginia Board of Education, either on CCS website or in hard copy at the school division administration office.
3. Annual Report Covering the Work of the Schools: Superintendent or designee, shall submit a report covering the work of the schools for the year ending the preceding June 30 to the Virginia Board of Education according to a timeline and forms supplied by the Virginia Superintendent of Public Instruction.

Adopted: April 3, 1998
Revised: May 20, 2004
Revised: June 19, 2008
Revised: June 18, 2009
Revised: June 26, 2014
Revised: August 6, 2020
Revised: June 5, 2025
Revised:

FISCAL MANAGEMENT

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-90, 22.1-115, 22.1-81

Cross Refs.:	CBA	Qualifications and Duties for the Superintendent
	DA	Management of Funds
	DB	Annual Budget
	DG	Custody and Disbursement of School Funds
	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DIA	Reporting Per Pupil Costs
	DJA	Purchasing Authority
	DJB	Petty Cash Funds
	EF	Food Service Management

VOLUNTARY RETIREMENT SAVINGS PROGRAM

The Charlottesville City Schools (CCS) Board offers its employees the opportunity to participate in optional a defined contribution retirement savings accounts

403(b) Plan

All employees may voluntarily participate in the CCS plan, also known as a tax-sheltered annuity or 403(b) program in addition to a 457(b) deferred compensation plan sponsored by the Commonwealth of Virginia. No employer contributions are offered. School Board members are not eligible to participate in this plan. Employee contributions are made through payroll deduction. The 403(b) Plan is intended to comply with the regulations under Internal Revenue Code (IRC) Section 403(b) and other applicable IRC sections.

457(b) Deferred Compensation Plan

All employees and members of the School Board may voluntarily participate in the Deferred Compensation Plan of the Commonwealth of Virginia, sponsored by the Virginia Retirement System (VRS) (457(b) Plan). This is a defined contribution retirement plan, and CCS is a participating employer in this 457(b) Plan. No employer contributions are offered. Employee contributions are made through payroll deduction. The 457(b) Plan is intended to comply with the regulations under IRC Section 457(b) and other applicable IRC sections.

~~These programs are maintained and operated pursuant to a written plan.~~

The provisions of the 403(b) Plan and 457(b) Plan are set forth in a written plan containing all the material terms and conditions for eligibility, benefits, applicable limitations, the Plan's contracts available funding vehicles, under the plans, and the time and form under which of benefit distributions may be made.

The written plan also addresses any optional features, including hardship withdrawal distributions, loans, plan-to-plan transfers, or annuity contract to annuity contract transfers, and acceptance of rollovers to the plan, which are included in the division's programs. The documents may be viewed:

- 403(b) Plan on CCPS website
- 457(b) Plan on VRS website

The written plans may:

- allocate responsibility for administrative functions, including functions to comply with the requirements of 26 U.S.C. § 403(b), & § 457(b) and other tax requirements
- assign such responsibilities to parties other than the school division, but not to participants (unless the administration of the plan is a substantial portion of the duties of the participant)

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- incorporate by reference other documents which thereupon become part of the written plan
- address termination of the program

A 403(b) retirement plan service provider will be approved as part of the competitive procurement process conducted in accordance with CCS procurement policies and procedures.

The 403(b) Plan Document is administered by CCS or its designee.

The 457(b) deferred compensation plan document is administered by VRS.

~~Every employee of the school division is notified annually about the program.~~

Adopted: November 2008

Revised: July 5, 2012

Reviewed: August 6, 2020

Revised: June 5, 2025

Revised:

Legal Refs.: 26 U.S.C. § § 403(b), 457(b)

26 CFR 1.403(b)-1et seq.

Code of Virginia, 1950, as amended, §§ 51.1-603, 51.1-603.1

PROMOTION AND RETENTION POLICY

~~Each student should learn the relevant grade level/course subject matter before promotion to the next grade. A set of multiple criteria will be used for determining the promotion or retention of students. The decision to retain a student in a grade rests with the principal and teacher(s), in consultation with the parent or guardian. Through grade eight, promotion and retention shall be based on an evaluation of the student's acquisition of skills and knowledge as well as other evidence of growth as determined by the student's teacher(s) and principal. Advancement to grades 10, 11 and 12 will be based on a specified number of credits earned. The decision on the number of credits qualifying students for promotion shall be made by the principal in consultation with the licensed staff.~~

It is the goal of Charlottesville City Schools to provide educational experiences that enable everyone to achieve their full potential. This includes providing the skills and knowledge students need to master grade-level standards for promotion to the next grade.

Promotion, retention, and administrative placement of a student are always based on what is in the student's best interest. The School Board recognizes that decisions regarding a student's grade-level assignment have significant and lasting impacts on academic success and well-being. A substantial body of research indicates that grade retention is not an effective intervention for improving long-term academic outcomes and may increase the risk of disengagement and dropping out.

Therefore, the School Board emphasizes that early identification, targeted intervention, and instructional support are the primary strategies for accelerating progress toward grade-level expectations. Decisions regarding promotion, retention, or administrative placement shall be made through careful review of multiple data sources and in consultation with educators and families.

Promotion & Retention

Students are expected to make progress toward mastery of grade-level standards. When a student is not demonstrating adequate progress, the school will implement timely, targeted, and evidence-based interventions.

Decisions regarding promotion or retention will be based on multiple criteria, including:

- Academic performance
- Standards of Learning (SOL) assessment results
- Attendance and developmental needs
- Teacher input and MTSS team recommendations
- Prior retentions

In accordance with 8VAC20-132-40, SOL assessment results shall be used as one of multiple criteria and shall not be the sole basis for retention decisions. These decisions must reflect a comprehensive review of the student's academic progress.

The principal has final authority regarding student retention after consultation with the student's teacher(s) and parent(s). Parents may request retention; however, the principal's decision is final.

Students identified as possible candidates for retention must receive instructional supports as set forth in the Standards of Accreditation. Instructional supports will be monitored and adjusted in response to student progress.

Elementary School (K–5):

Students with satisfactory performance in reading and mathematics, as determined by the teacher in accordance with grading practices outlined in Policy IK and Regulation IK-R, will be promoted.

For students not demonstrating adequate progress toward grade-level expectations, the school team will review the student's academic performance, standardized test scores, division-wide tests, growth assessments, remediation/intervention progress measures, and attendance to determine whether retention is in the student's best academic interest or if promotion with targeted supports is recommended.

If the student demonstrates sufficient progress toward grade-level expectations, as evidenced by approved progress measures, the principal may promote the student to the next grade, provided that targeted instructional supports are in place.

Middle School (6–8):

Students with passing grades in language arts, mathematics, and either science or social studies, in accordance with grading practices outlined in Policy IK and Regulation IK-R, will be promoted.

Before retaining a middle school student, the principal must consult with the student's teachers and parents. The team will review the student's academic performance, standardized test scores, division-wide tests, growth assessments, remediation/intervention progress measures, and attendance. Students who are retained must attend summer school or a pre-approved summer academic program. Upon successful completion of a summer program, the student shall be promoted to the next grade.

High School Credit Courses: Failing a high school credit-bearing course (e.g., Algebra I) in middle school does not prevent promotion if all other requirements are met.

High School Requirements (9–12):

For high school students, promotion is based on the successful completion of courses that satisfy graduation requirements. Advancement occurs on a course-by-course basis, with students earning credit for each course they successfully complete.

Grade-level classification reflects a student's progress toward graduation and indicates movement from one class designation to the next (ninth grade, tenth grade, eleventh grade, and twelfth grade). Classification as a ninth-, tenth-, or eleventh-grade student is determined by the number of credits earned. Classification as a twelfth-grade student is based on the number and type of credits earned, as well as the completion of additional graduation requirements. These criteria help ensure students remain on track for on-time graduation.

Students with Disabilities and English Language Learners

Retention decisions for students with disabilities shall be made in accordance with applicable laws and shall consider the student's IEP or 504 Plan, including progress toward individualized goals.

English Learners shall not be retained based solely on limited English proficiency. Decisions shall consider language development, instructional history, and input from ESL staff.

Notice Requirements of Possible Retention to Parents

To keep parents informed, instructional staff shall identify students at risk of retention or course failure early in the school year and consult with the principal or designee. Teachers will then notify parents or guardians, and if concerns persist, the principal or designee will provide written notice. A meeting will be held to share student work samples and the intervention strategies being employed.

At the elementary level, written notice will be provided by the end of the first semester. For middle and high school students, written notice will be provided as early as possible based on individual circumstances.

Administrative Placement

The decision to promote or retain rests with the principal. The principal may "administratively place" a student in the next grade even if they haven't met all requirements, based on a review of the student's best interests (e.g., age, social-emotional needs, or previous retentions).

Appeal

Promotion and retention decisions contested by the parents/guardians can be appealed to the Superintendent or designee, whose decision will be final.

Adopted: July 16, 1998
Revised: March 18, 2004
Revised: April 17, 2008
Reviewed: June 25, 2013
Reviewed: June 17, 2021
Revised:

Legal References: (1994) § 22.1-253.13:4

8VAC 20-131-30
8VAC 20-131-270
8VAC 20-131-280
8VAC20-132-40

INSTRUCTION

Cross Ref.:	IGBA	Programs for Students with Disabilities
	IK	Reporting Student Progress and Grades
	IKF	Standards of Learning, Graduation Requirements

STUDENT SUSPENSION/EXPULSION**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.

“Disciplinary Hearing Officer” means a designee of the Superintendent authorized to impose discipline and review appeals of discipline in accordance with this Policy.

Discipline Committee” means a committee of the members of the School Board authorized to hear discipline cases in accordance with this policy.

“Disruptive behavior” means a violation of School Board policies governing student conduct that interrupts or obstructs the learning environment

“Expulsion” means any disciplinary action imposed by the School Board / Discipline Committee 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 11 to 45 school days.

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

“Parent” or **“parents”** means any parent, guardian or other person having control or charge of a minor child.

“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 property” means any real property owned or 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 school days.

In Sections III, IV, VI, VII, and VIII of this Policy, “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 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 / Discipline Committee 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.

The superintendent is responsible for creating procedures to ensure that suspended

students are able to access and complete graded work during and after the suspension.

III. SHORT-TERM SUSPENSIONS

A. General Requirements for Short-Term Suspensions

A pupil may be suspended for not more than ten school days by either the school, any assistant principal, or, in their absence, any teacher designated by the principal to have such responsibility.

The principal, assistant principal or teacher 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 practicable thereafter.

Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall notify the pupil and his/her parent of the suspension and the reasons therefore. This oral or written notice shall include: (1) notification of the length of the suspension, (2) information regarding the availability of community-based educational programs, alternative education programs or other educational options, if applicable, and (3) information about 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.

B. Review of Short-Term Suspensions

The parent of a student or the student, if he/she is eighteen years or older, may appeal a short-term suspension imposed by a principal, assistant principal or teacher by submitting a written notice to the principal no later than two (2) school days after the first day of the suspension. This notice must include a brief explanation of why the suspension should be disapproved. The principal may waive the requirement that the notice be written if the parent is unable to prepare a written notice. Should the parent or student wish to appeal a teacher or assistant principal's decision, the principal may either review and modify any discipline imposed, or refer the review of such discipline to the Disciplinary Hearing Officer. Should the principal refer the review of such discipline to the Disciplinary Hearing Officer, the principal shall forward the notice to the Disciplinary Hearing Officer for review.

Upon receiving notice as provided above, the Disciplinary Hearing Officer shall promptly review the discipline and confirm or disapprove it based on an examination of the record of the pupil's behavior and other relevant factors. At the discretion of the Disciplinary Hearing

Officer, a hearing may be conducted. The decision of the Disciplinary Hearing Officer is final.

The parent of a student or the student, if the student is eighteen years or older, may appeal an “in-school suspension” imposed by a principal, assistant principal or teacher by informing the principal no later than two (2) school days after the first day of the “in-school suspension.” Upon being informed of the appeal, the principal shall promptly review the discipline and confirm or disapprove it based on an examination of the record of the pupil’s behavior and other relevant factors, including a hearing, if deemed necessary by the principal. If the principal was the administrator that imposed the original discipline, the principal may, at their discretion, request the Disciplinary Hearing Officer to decide the appeal in accordance with this section. The decision on appeal, whether made by the principal or by the Disciplinary Hearing Officer, is final.

IV. LONG-TERM SUSPENSION

A. General Requirements for Long-Term Suspensions

A pupil may be suspended from attendance at school for 11 to 45 school days (“long-term suspension”) by the Disciplinary Hearing Officer ~~or the Discipline Committee~~ after written notice is provided to the pupil and the pupil's parent of the proposed action and the reasons therefore and of the right to a hearing before the Discipline Committee.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community based educational, alternative education or intervention programs. Such notice also states 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 is 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) the Discipline Committee or the division superintendent or superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Nothing in this section shall be construed to prohibit the ~~Discipline Committee~~ **Superintendent or Hearing Officer** 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.

B. Review of Long-Term Suspensions

The parent of a student or the student, if they are eighteen years or older, may appeal a

long-term suspension recommended by the principal to the Discipline Hearing Officer by writing a letter to the Discipline Hearing Officer stating their reason for appeal and meeting with the Discipline Hearing Officer. The Discipline Hearing Officer may confirm or disapprove the suspension. If the Discipline Hearing Officer confirms the suspension, the student may appeal further.

The parent of a student or the student, if they are eighteen years or older, may appeal a long-term suspension imposed by the Disciplinary Hearing Officer by submitting a written notice to the Superintendent no later than ten (10) school days after receipt of the Disciplinary Hearing Officer's decision letter.

The notice must include a brief explanation of why the Disciplinary Hearing Officer's suspension should be disapproved. The Disciplinary Hearing Officer may waive the requirement that the notice be written if the parent is unable to prepare a written notice. Within thirty (30) calendar days of receiving the required notice, the School Board / Discipline Committee conducts a hearing on the appeal and either confirms or disapproves the suspension.

Suspensions imposed by the Discipline Committee may not be appealed by administrative means.

V. EXPULSION

A. Generally

Pupils may be expelled from attendance at school by the School Board / Discipline Committee upon the recommendation of the Superintendent and after written notice to the pupil and the pupil's parent of the proposed action, the reasons therefore, and of the right to a hearing before the School Board / Discipline Committee. The Discipline Committee confirms or disapproves of the proposed expulsion regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and the pupil's parent includes notification of the length of the expulsion and provides information concerning the availability of community-based educational, training, and intervention programs. The notice states 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 the expulsion is borne by the parent of the student.

Nothing in this section shall be construed to prohibit the School Board / Discipline Committee 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 / Discipline Committee 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 also advises 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 the expulsion, and of the conditions, if any, under which readmission may be granted.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are 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 precludes the School Board / Discipline Committee from considering any of the factors listed above as "special circumstances" for purposes of expulsions discussed in the following subsections.

Firearms, Destructive Devices and Pneumatic Guns

The School Board / Discipline Committee shall expel from school attendance for a period of not less than one year any student whom the School Board / Discipline Committee 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. The School Board / Discipline Committee 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 / Discipline Committee authorizes 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 section 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 apply, *mutatis mutandis*, to the provisions of this Policy. The provisions of this section do not apply to

students 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 to use school premises.

Drug Offenses

The School Board /Discipline Committee shall expel from school attendance any student whom the School Board/Discipline Committee has determined to have brought a controlled substance, or imitation controlled substance as those terms are defined in Va. Code § 18.2-247 onto school property or to a school-sponsored activity. The School Board/Discipline Committee 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/Discipline Committee authorizes 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 section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

C. Procedure for School Board/Disciplinary Committee Hearing

The procedure for the School Board / Disciplinary Committee hearing is as follows:

- The Disciplinary Committee determines the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing is private unless otherwise specified by the Disciplinary Committee.
- The Disciplinary Committee may ask for opening statements from the principal or principal's representative and the student or student's 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, the student's 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 is 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, are marked and made part of the record.
- The Disciplinary Committee may, by majority vote, uphold, reject or alter the recommendations.
- The Disciplinary Committee transmits its decision, including the reasons therefore, to

the student, the student's parent(s), the principal and superintendent.

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

- the terms or conditions of re-admission, if any;
- the duration of 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 expulsion. If neither option applies, 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 decision of the Disciplinary Committee is final.

VI. ALTERNATIVE EDUCATION PROGRAM AND RESTORATIVE PRACTICE

A. Alternative Education Programs

The School Board may require any student who has been

- 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 pursuant to Va. Code § 16.1-260.G;
- 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 pursuant to Va. Code § 16.1-260.G.;
- found to have committed a serious offense or repeated offenses in violation of School Board policies;
- suspended pursuant to Va. Code § 22.1-277.05; or
- expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277, to attend an alternative education program.

The School Board may require such students to attend such programs regardless of where the conduct occurred.

The School Board/Disciplinary Committee 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 principal's 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 in this section, "charged" means that a petition or warrant has been filed or is pending against a pupil.

B. Restorative Practice

In appropriate cases, the School Division will implement restorative practice plans and strategies in conjunction with traditional discipline. Restorative practice is a behavior management approach that asks students to examine how their relationships within the school community have been harmed, and facilitates their work toward restoring those relationships

VII. REPORTING

A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports are made to the superintendent and to the principal or principal's 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, 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 therefore and
 9. any illegal possession of weapons, alcohol, drugs or tobacco products.
- B. The superintendent and the principal or principal's 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 the student's 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 reports such information to the principal of the school in which the juvenile is enrolled.
- C. The principal or principal's designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this Policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education. 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 VII.B. of this Policy.
- D. The principal or principal's designee also notifies 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 relates to only the relevant student's involvement and does 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 to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent's designee.
- F. Except as may otherwise be required by federal law, regulation, or jurisprudence, a principal immediately reports 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 felony 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 also immediately reports 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 reports whether the incident has been reported to local law enforcement pursuant to this subsection and if the incident is so reported 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.

F. In accordance with the Code of Virginia § 22.1-279.3:1, local law enforcement must report to the principal or superintendent when a student is charged with certain serious offenses, including felonies, drug-related offenses, or specified misdemeanors connected to incidents on school property, school buses, or school-sponsored activities. Schools may also receive limited information regarding court dates, release conditions, and case outcomes when permitted by law. Any information shared must comply with state confidentiality requirements. The Superintendent or designee may, when appropriate, place the student in an alternative educational setting while the matter is being adjudicated through the legal system.

VIII. 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 the student's regular school.

Any 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 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 Charlottesville City Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the Charlottesville 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 is admitted to the regular school program until such student and the student's parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or principal's 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 School Admission, 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 / Disciplinary Committee or superintendent or superintendent's 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.

IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

- Adopted: June 19, 2008
- Revised: June 18, 2009
- Revised: June 16, 2011
- Revised: June 25, 2013
- Revised: June 26, 2014
- Revised: June 30, 2015
- Revised: June 27, 2016
- Revised: June 19, 2018
- Revised: August 6, 2020
- Revised: June 17, 2023
- Revised: August 1, 2024
- Revised:

Legal Refs.: 20 U.S.C. §7961

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	Student Conduct
	JFCD	Weapons in School
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KG	Community Use of School Facilities

STUDENT HEALTH SERVICES

The Charlottesville City School Board may employ school nurses, physicians, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.

For the purposes of this policy, "health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.

Contagious Disease

Students shall be excluded from school when suffering from contagious disease. (See Policy JHCC).

Treatment of Medical Emergencies

No treatment of injuries, except first aid, will be given in the schools. Exceptions are made to this policy only in cases of medical necessity. (See Policy JHCD).

Rights of Students

The religious beliefs and constitutional rights of students shall be respected within constraints of legal requirements for health instruction, examination, and treatment.

Telehealth Services and Mental Health Teletherapy Services

The School Board may provide school-based mental health teletherapy services and permit any student to schedule and participate in telehealth services and mental health teletherapy services on school property during regular school hours on the same basis as such students are permitted to schedule and participate in school counseling services.

When telehealth services are offered, the School Board enters into a memorandum of understanding with a nationally recognized school-based telehealth provider in accordance with the model memorandum of understanding developed by the Department of Education and provides guidance relating to the implementation of this telehealth services policy for

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administrative and instructional personnel and posts such guidance on its website at the beginning of each school year.

When school-based telehealth services and mental health teletherapy services are made available, each school where telehealth services are provided shall:

- Designate a location with internet access within the school for students to use for telehealth appointments that ensures the privacy and safety of the student
- Implement measures to ensure the privacy and safety of each student participating in a telehealth appointment

Any student who participates in a telehealth appointment during regular school hours will not be subject to any disciplinary measure or consequences for participating in such an appointment if the student would otherwise be considered absent or excused for the purposes of receiving health care services.

Adopted: July 16, 1998
Revised: June 19, 2008
Revised: June 16, 2011
Revised: July 5, 2012
Reviewed: June 17, 2021
Adopted: August 7, 2025
Revised:

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-272.2, 22.1-272.3, 22.1-274.

Cross References:	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	GCPD	Professional Staff Discipline
	GCPF	Suspension of Staff Members
	IJ	Guidance and Counseling Program
	JED	Student Absences/Excuses/Dismissals
	JHCA	Physical Examinations of Students
	JHCB	Student Immunizations
	JHCC	Communicable Diseases
	JHCCA	Blood Borne Contagious or Infectious Diseases
	JHCD	Administering Medicines to Students
	JHH	Suicide Prevention

SECURITY CAMERAS AND VIDEO RECORDINGS

The Charlottesville City School Board authorizes the use of security cameras as a tool for recording activity on School Board property and buses to further protect the health, welfare, and safety of students, staff, and visitors. The use of security cameras is a valuable deterrent to inappropriate behavior and is a significant factor in protecting school division assets.

Use of Information Collected

Security camera recordings may be used for inquiries and proceedings related to law enforcement, student, and employee hearings. Video used as evidence for law enforcement purposes may not be altered.

Videotape/film of students produced by the division security cameras in the school and on the school bus may be considered part of a student's educational record and therefore, viewing of a videotape must adhere to regulations of the Federal Educational Rights and Privacy Act (FERPA) and Virginia Code 22.1-287.

A videotape of athletic events, concerts and plays does not hold the same confidentiality because they are public events and therefore can be shown. At the School Division's discretion, recordings of students that do not involve disciplinary or other confidential information may be released in accordance with the image permissions on file for the students shown in the footage.

Camera Location, Operation and Control

Placement of security cameras is restricted to public areas. Cameras will not record areas where people have a reasonable expectation of privacy (e.g. change rooms and restrooms).

Areas chosen for camera placement shall be where security concerns are more prevalent. Security cameras may be used for ongoing recording of building interior and exterior areas. These include, but are not limited to, parking lots, entrance and exit doors, and other specific interior areas identified by the principal that warrant recording. Multiple security cameras are located on the interiors of school buses. Recordings on buses may include both video and sound.

The security camera system may be in operation virtually 365 days a year and 24 hours per day. However, at the school division's discretion, video camera security may be suspended without notice. The school building security cameras will typically be recording in real-time continuously. The school bus security cameras do not have live feed access, but are recording continuously while the bus is in service.

Protection of Information and Disclosure

A. Authorization and Disclosure

Only Principals, Associate/Assistant Principals, Care & Safety Assistants, Transportation Administration, the Technology Director or designee, the **Supervisor of Facilities Safety & Director of Facilities** Operations, the Chief Operations Officer and Superintendent or designee shall have access

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to the recordings.

Local law enforcement may have immediate access to security camera video in the event of an emergency **as allowed under applicable law**.

Security camera video may be disclosed to school administrators for educational purposes, including student discipline matters.

If a video is used for disciplinary purposes, the video may be viewed by a student's parents or by the student if the student is 18 or older or is attending a post-secondary school (an eligible student) if the video **solely** features the student. The parent or eligible student **may not have a copy of the security camera video must make arrangements with the school to view the video at school. The parent or eligible student may not have or create a copy of the security camera video. When the video involves more than one student, the parents of other students in the video must waive their rights before the video can be viewed by the student being disciplined.** Unauthorized video disclosure may result in disciplinary actions.

B. Security and Retention of Recordings

Video recording of buildings or areas for security purposes shall be retained in a secure location and as required by the Library of Virginia retention schedules. The video **will then** be disposed of unless it pertains to an audit, investigation, a risk management purpose, or litigation hold. Copies of security camera video preserved as evidence for student hearings will be made part of the student's education record. Copies of recordings of incidents subject to investigations, court cases, or due process hearings must be retained until resolved.

C. Notifications

When security cameras are installed at a school system location, signs shall be posted at the main entrance of the school building informing people that security cameras may be recording. Notices will be posted in the front interior of school buses. Parents and students will be notified annually as part of CCS FERPA required notifications.

D. Controlled Viewing

The video records shall be in a controlled access area, or a privacy screen should be utilized as needed to block public view of the video recordings.

Approved: September 1, 2022

Revised:

Legal References: Code of Virginia, 1950, as amended,

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1230, 1232 g, 34 C.F.R. Part 99, as amended.

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Code of Virginia § 18.2-386.1, as amended. Unlawful filming, videotaping or photographing of another.

Code of Virginia § 22.1-287, as amended. Scholastic Records.

Cross Reference: JO Student Records

Joint Protocol for Charlottesville City Police and Schools

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit the use of school property by members of the community when such use will not impair the efficiency of the school.

The School Board permits the use of school facilities by organizations outside of school hours, and when such use will not impair the operations of the schools. The School Board shall approve fees for the use of school facilities. Groups and organizations affiliated with the school division (such as PTOs) or the City of Charlottesville (such as the Department of Parks and Recreation) will be given priority for the use of school facilities. School facilities shall not be used for partisan political purposes, including campaign events. However, school facilities may be used for civic events such as political debates, candidate forums, or visits by elected officials in connection with government or school division business, or as part of the curriculum.

The superintendent shall develop guidelines and applications for the use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent’s designee. The superintendent shall **provide a report actions taken under this policy to the School Board upon request at the end of each month.**

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

- Adopted: August 6, 1998
- Revised: February 21, 2008
- Revised: July 5, 2012
- Revised: June 20, 2017
- Revised: August 1, 2019
- Revised: August 1, 2024
- Revised: September 4, 2025
- Revised:

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79.3, 22.1-131, 22.1-132.01.

Cross Refs.: DN Disposal of Surplus Items

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GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
IGDA	Student Organizations
IIBEA/GAB	Acceptable Computer System Use
KF	Distribution of Information/Materials
KGA	Sales and Solicitations in Schools
KGB	Public Conduct 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 is contacted immediately. The principal or principal's designee makes a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the interrogation. If the parent or guardian cannot be present for the interrogation, then the principal or principal's designee is present throughout the interrogation.

~~Law enforcement may be invited into the school with permission of the principal and/or the superintendent and to execute warrants as permitted by law. Students are presumed innocent under the law and in the school. Law enforcement officers are not to interview at school without the presence of a parent or guardian or attorney that specifically represents that student.~~

Service of Process at School

Should there be a need to serve a student or school employee with any "legal process", the School Board encourages the process server to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they should be served at the principal's office of the school which the student attends or the main office of the facility at which the employee is assigned.

In any case in which custody or visitation of a minor child is at issue and a summons is issued for the attendance and testimony of a teacher or other school employee who is not a party to the proceeding, if such summons is served on school property, it may be served only by a sheriff or his deputy.

Development of Programs

The superintendent 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 obtains and uses Sex Offender Registry information in accordance with Policy KN Sex Offender and Crimes Against Minors Registry Information.

Report to Law Enforcement Officials

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to the local law-enforcement agency all incidents involving alcohol, marijuana, a controlled substance, an imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or

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attempted theft of student prescription medications that may constitute a felony offense.

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal immediately reports to the local law-enforcement agency all incidents involving:

- The sexual assault, death, shooting, stabbing, cutting, or wounding of any 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 Vas. Code §28.3-60.3, on a school bus, on school property, or at a school-sponsored activity;
- Any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
- The illegal carrying of a firearm, as defined in Va. Code §22.1-277.07, onto school property;
- 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; and
- 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

Except that a principal is not required to but may report to the local law-enforcement agency any incident involving any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity committed by a student who has a disability.

Except as may otherwise be required by federal law, regulation or jurisprudence, the principal may report to the local law-enforcement agency any incident described in Va. Code §33.2-379.3:1.A that is not required to be reported pursuant to the two previous paragraphs.

If the local law-enforcement agency employs school resource officers, the School Board and the agency have a memorandum of understanding that sets forth the powers and duties of the school resource officers. The memorandum of understanding addresses the use of seclusion and restraint by law enforcement personnel in school settings. The School Board and the law-enforcement agency review and amend or affirm the memorandum of understanding at least once every two years or at any time upon the request of either party. The School Board provides notice and an opportunity for public input during each review period for the memorandum of understanding. The current memorandum of understanding is conspicuously published on the division website.

Adopted: August 6, 1998
Revised: January 8, 2004
Revised: February 21, 2008
Revised: June 16, 2011
Revised: June 30, 2015

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Revised: June 19, 2018
Revised: August 1, 2019
Revised: August 6, 2020
Revised: June 17, 2021
Revised: August 4, 2022
Adopted:

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, 22.1-280.2:3, 22.1-293.

8 VAC 20-750-70.

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