

**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
Section B – School Board Governance and Operations				
BBBA	BBBA-RL	Qualifications of School Board Members	VSBA: Policy updated for clarity.	Gurley, Thacker
BBBC	BBBC-RL	Board Member Oath of Office	(Option 1: Elected Boards) Policy updated for clarity and state statutory exemption.	Gurley, Thacker
BDD	BDD-RL	Electronic Participation in Meetings From Remote Locations	VSBA: Policy updated for clarity.	Gurley, Thacker
BDDL	BDDL-RL	Electronic Participation in Committee Meetings from Remote Locations	VSBA: Policy updated for clarity	Gurley, Thacker
Section C - General School Administration				
CA	CA-RL	Administration Goals	VSBA: Cross reference updated. - Five year review	Gurley
Section D - Fiscal Management				
DIA	DIA	Reporting Per Pupil Costs	VSBA format changes only. - Five year review	Hoover
Section E - Support Services				
EBCBA	EBCBA-RL	Electronic Room Partitions	VSBA: Legal and cross references updated. [CCS does not have this type of partition walls.]	Powell
Section G – Personnel				
GBEB	GBEB-RL	Staff Weapons in Schools	VSBA: Policy updated to bring into legal compliance; legal reference added.	Powell, Lewis
GBG	GBG-RL	Staff Participation in Political Activities	VSBA: Policy updated for clarity; legal references added.	Powell, Lewis
GBO	GBO-RL	Virginia Retirement System	VSBA: Added legal references. Five year review.	Hoover, Lewis
GCBA	GCBA-RL	Staff Salary Schedules	VSBA: Legal reference added. - Five year review	Hoover, Lewis
GCBC	GCBC-RL	Staff Benefits	VSBA: Administrative changes only. - Five year review	Lewis
GCBD	GCBD-RL	Staff Leave and Absences	VSBA: Added cross reference. - Five year review	Lewis

**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
GCBE	GCBE - RL	Family and Medical Leave	VSBA: Policy updated for clarity; Our policy meets the current governing principles and statutory requirements for FMLA.	Lewis
GCG	GCG-RL	Professional Staff Probation and Continuing Contract	VSBA: Policy revised for clarity; administrative changes. - Five year review	Lewis
GCPA	GCPA-RL	Reduction in Professional Staff Workforce	VSBA format changes only. - Five year review	Lewis
GCQA	GCQA-RL	Non-School Employment by Staff Members	VSBA: Revised for clarity. - Five year review	Lewis
GCQAB	GCQAB-RL	Tutoring for Pay	VSBA format changes only. - Five year review	Lewis
GD	GD-RL	Support Staff	VSBA: Revised to merge GD, GDG, and GDN into one policy. Changed language for both clarity and to be consistent with Virginia Code and VA DOE regulations.	Lewis
Section I – Instruction				
IEA	IEA-RL	Recitation of the Pledge of Allegiance	VSBA: Administrative changes. - Five year review	Isley
IGBH	IGBH-RL	Alternative School Programs	VSBA: Revised to include additional language from Virginia Code.	Rasnake
IHB	IHB-RL	Class Size	VSBA: Administrative changes. - Five year review	Isley
IICA	IICA-RL	Field Trips	VSBA: Revised for clarity to reflect VA DOE regulatory language; added legal and cross references.	Isley, Powell, Rasnake
IICC	IICC-RL	Community Resource Persons/School Volunteers	VSBA: Added language for clarity; added legal and cross references.	Isley, D.Johnson
INB	INB-RL	Teaching about Controversial Issues	VSBA: Revised for clarity and added legal reference. - Five year review	Isley

**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
Section J – Student Services				
JFCD	JFCD-RL	Weapons in School	VSBA: Substantially revised to bring into legal compliance; added legal references; mirrors the state statute	Powell
JFCE	JFCE-RL	Gang Activity or Association	VSBA: Substantially revised to bring into legal compliance; added legal and cross references; updated to match VA criminal code	Powell
JFCL	JFCL-RL	Notification Regarding Prosecution of Juveniles as Adults	VSBA format changes and added footnote only - Five year review	Powell
JGA	JGA-RL	Corporal Punishment	VSBA: Revised for clarity; added cross reference	Powell
JHCF	JHCF-RL	Wellness Policy	Maintaining local policy in alignment with VSBA. VSBA: Legal and cross references added.	Rasnake
JHH	JHH-RL	Suicide Prevention	VSBA: Revised for clarity; added legal and cross references.	Rasnake
JJAF	JJAF-RL	Student-Athlete Sudden Cardiac Arrest	VSBA: Administrative change and added cross reference.	Rasnake
JL	JL-RL	Fund-Raising and Solicitation	VSBA: Administrative change and revised for clarity.	Hoover
JM	JM-RL	Restraint and Seclusion of Students	VSBA format changes only. - Five year review	Rasnake
Section K – Community Relations				
KBC	KBC-RL	Media Relations	VSBA format changes only. - Five year review	Simalchik
KC	KC-RL	Community Involvement in Decision Making	VSBA: Administrative change. - Five year review	Simalchik
KGB	KGB-RL	Public Conduct on School Property	VSBA: Revised to closely mirror statutory language.	Powell, Simalchik
KK	KK-RL	School Visitors	VSBA: Revised for clarity; added legal and cross references; see footnote for additional language	D.Johnson, Simalchik, Powell
KN	KN-RL	Sex Offender Registry Notification	VSBA: Revised for clarity; added cross-reference.	Powell
KP	KP-RL	Parental Rights and Responsibilities	VSBA: Substantially revised; added legal and cross references.	Powell, Rasnake, Isley
LB	LB-RL	Section L - Education Agency Relations Relations with Private Schools	VSBA: Administrative change. - Five year review	Isley, Rasnake

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File BBBA
Page: 1 of 1

QUALIFICATIONS OF SCHOOL BOARD MEMBERS

At the time of appointment or election to office, each member of the School Board must be a qualified voter and bona fide resident of the school division and **of the** district, if any, which the member represents, and meet any other criteria set forth in state law. The Charlottesville City School Board shall consist of seven (7) members.

If a board member ceases to be a resident of the school division or **of the**~~that~~ district which the member represents, the member's position on the School Board shall be deemed vacant **as provided by law**.

No employee of the School Board may serve on the Board.

Adopted: August 6, 1998
Revised: August 16, 2007
Revised: December 20, 2007
Reviewed: June 25, 2013
Reviewed: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-29, 22.1-30, 22.1-57.3.

Cross Ref.: BBE Unexpired Term Fulfillment

BOARD MEMBER OATH OF OFFICE

All newly elected school board members must qualify by taking the oath prescribed for officers of the Commonwealth on or before January 1 following the election. Failure to take the oath of office within the time allowed by law ~~renders the office vacant.~~ will result in the office being considered vacant. However, if a school board member attends the first meeting without having taken the oath, that alone will not create a vacancy, provided the member takes the prescribed oath within 30 days after the first meeting.

Adopted: August 6, 1998
Revised: August 16, 2007
Revised: December 20, 2007
Revised: June 16, 2011
Reviewed: June 27, 2016
Reviewed: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1522, 15.2-1524, 24.2-228, 49-1, 49-3.

ELECTRONIC PARTICIPATION IN SCHOOL BOARD MEETINGS FROM REMOTE LOCATIONS

General Application

Except as ~~provided hereafter~~ otherwise provided by law, ~~or as otherwise permitted by law,~~ the School Board ~~does not~~ **should** conduct all any meetings wherein the public business is discussed or transacted **in one physical location unless the Board has authorized remote participation by individual members or has convened an all-virtual public meeting in accordance with applicable law.** ~~through telephonic, video, electronic or other electronic communication means where the members are not physically assembled.~~¹

This policy **must be adopted at least once annually and will be applied** ~~It is applied~~ strictly and uniformly **to all members of the School Board,** without exception, ~~to the entire membership of the School Board~~ and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The minutes of meetings conducted in accordance with this policy include: (i) the identity of the members of the School Board who participated in the meeting through electronic communication means, (ii) the identity of the School Board members who were physically assembled at one physical location, and (iii) the identity of the members of the School Board who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

If the School Board creates committees, subcommittees, or other entities, however designated, to perform delegated functions of the Board or to advise the Board, it may adopt a policy on behalf of its committees, subcommittees, or other entities that applies to the committees', subcommittees', or other entities' use of individual remote participation and all-virtual public meetings.

Definitions

"All-virtual public meeting" means a public meeting (i) conducted by the School Board using electronic communication means, (ii) during which all members of the Board who participate do so remotely rather than being assembled in one physical

~~¹FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.~~

~~The Virginia Freedom of Information Act requires school boards to adopt a policy allowing for and governing the participation of its members by electronic communication means in order for such participation to occur. This policy satisfies that requirement.~~

~~¶~~

~~No policy permitting remote participation may prohibit or restrict a member of the school board who is participating remotely from voting on matters before the board.~~

location, and (iii) to which public access is provided through electronic communication means.

“Caregiver” means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

“Electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

“Remote participation” means participation by an individual member of the School Board by electronic communication means in a public meeting where a quorum of the School Board is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Individual members of the School Board may use remote participation instead of attending a meeting in person if, in advance of the meeting, each member seeking to use remote participation notifies the chair that:

- the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present;
- a medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance or the member is a caregiver who must provide care for a person with a disability at the time the meeting is being held thereby preventing the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present;
- the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; **or**
- the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Individual participation from a remote location will be approved unless such participation would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700

et seq. If a member's participation from a remote location is challenged, the School Board will vote whether to allow such participation. If the School Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

If participation by a member through electronic communication means is approved, the School Board records in its minutes the remote location from which the member participated. The remote location need not be open to the public and may be identified in the minutes by a general description.

If participation is approved based on a temporary or permanent disability or other medical condition of the member or a member of the member's family, the School Board includes in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) a family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance.

If participation is approved because the member's principal residence is more than 60 miles from the meeting location, the School Board includes in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.

If participation is approved because of a personal matter, the School Board includes in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.

Quorum Not Physically Assembled (All-Virtual Public Meetings)

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the School Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, **and**
- the purpose of the meeting is to provide for the continuity of operations of the School Board or the discharge of its lawful purposes, duties, and responsibilities.

If it holds a meeting pursuant to this section, the School Board

SCHOOL BOARD GOVERNANCE AND OPERATIONS

- ~~gives~~ **will give** public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- ~~make~~ **s** arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the School Board;
- ~~will provide~~ the public with the opportunity to comment at those meetings when public comment is customarily received; **and**
- **will** otherwise comply ~~s~~ with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held are stated in the minutes of the meeting.

The provisions of this section are applicable only for the duration of the declared emergency.

- Adopted: August 16, 2007
- Revised: December 20, 2007
- Revised: June 19, 2008
- Revised: June 25, 2013
- Revised: June 26, 2014
- Revised: June 20, 2017
- Revised: August 6, 2020
- Revised: June 17, 2021
- Revised: August 4, 2022
- Revised: June 27, 2023
- Revised: August 1, 2024
- Adopted: September 5, 2024
- Adopted: September 4, 2025
- Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3708.3, 2.2-3710, and 51.5-40.1.

Cross Ref.:	BCE	School Board Committees
	BCEA	Disciplinary Committee
	BCF	Advisory Committees to the School Board
	BDDA	Notification of Meetings
	BDDG	Minutes

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDD
Page: 5 of 5

BDDL

Electronic Participation in Committee Meetings from
Remote Locations

~~Policy revised to reflect requirement of annual adoption added to Va. Code § 2.2-3708.3
by HB894/SB734.¶~~

~~¶~~

~~Clarifying language in footnote 1 reflects Va. Code § 2.2-3708.3 as amended by HB-
1040/SB-85.¶~~

ELECTRONIC PARTICIPATION IN COMMITTEE MEETINGS FROM REMOTE LOCATIONS

General Application

Except as ~~provided hereafter, or as otherwise permitted by law,~~ otherwise provided by law, committees of the School Board and committees created to advise the School Board ~~do not should~~ conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or ~~other electronic communication means where the members are not physically assembled in one physical location~~ unless the Board has authorized remote participation or has convened an all-virtual public meeting in accordance with applicable law.¹

This policy ~~must be adopted at least once annually. It is and will be~~ applied strictly and uniformly ~~to all members of the Committee, without exception, to the entire membership of the committee and~~ without regard to the identity of the committee member requesting remote participation or the matters that will be considered or voted on at the committee meeting.

The minutes of meetings conducted in accordance with this policy, if any,² include (i) the identity of the members of the committee who participated in the meeting through electronic communication means, (ii) the identity of the committee members who were physically assembled at one physical location, and (iii) the identity of the members of the committee who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

~~Individual members~~ Members of the School Board are permitted to attend any closed meeting held by any committee of the School Board or any committee created to advise the

¹FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

The Virginia Freedom of Information Act permits school boards to adopt a policy for committees regarding the committees' use of individual remote participation in committee meetings and the holding of all-virtual committee meetings. If a school board does not adopt a policy for committees it creates, those committees must adopt their own policies in order to permit individual remote participation of a committee member or the holding of all-virtual meetings. If the school board does not want to authorize electronic participation in committee meetings by individual committee members or all-virtual committee meetings, it should adopt a policy to that effect. No policy permitting remote participation may prohibit or restrict a committee member ~~who participates remotely~~ from voting on matters before the committee. ¶

² FOIA establishes that minutes are not required for committee meetings. If a school board wants to require minutes for committee meetings, it may include that requirement in this policy.

School Board. The minutes of the committee, if any, include the identity of any School Board member who attends a closed meeting of the committee.

Definitions

“All-virtual public meeting” means a public meeting (i) conducted by the committee using electronic communication means, (ii) during which all members of the committee who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

“Caregiver” means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

“Committee” means a committee, subcommittee, or other entity, however designated, of the School Board created to perform delegated functions of the School Board or to advise the School Board. It does not exclude any such committee, subcommittee, or entity because it has private sector or citizen members.

“Electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

“Remote participation” means participation by an individual member of the committee by electronic communication means in a public meeting where a quorum of the committee is otherwise physically assembled.

Quorum Physically Assembled (Individual Remote Participation)

Members of the committee may use remote participation instead of attending a meeting in person if, in advance of the meeting, each committee member seeking to use remote participation notifies the committee chair that:

- the committee member has a temporary or permanent disability or other medical condition that prevents the committee member’s physical attendance; for purposes of determining whether a quorum is physically assembled, a committee member is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present;
- a medical condition of a member of the committee member’s family requires the committee member to provide care that prevents the committee member’s physical attendance or the committee member is a caregiver who must provide care for a person with a disability at the time the meeting is being held thereby preventing the member’s physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BDDL-RL

Page: 3 of 5

is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present;

- the committee member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; **or**
- the member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.³

Individual participation from a remote location will be approved unless such participation would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a committee member's participation from a remote location is challenged, the committee will vote whether to allow such participation. If the committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes, if any, with specificity.

If participation by a committee member through electronic communication means is approved, the committee records in its minutes, if any, the remote location from which the committee member participated. The remote location need not be open to the public and may be identified in the minutes, if any, by a general description.

If participation is approved based on a temporary or permanent disability or other medical condition of the committee member or a member of the committee member's family, the committee includes in its minutes, if any, the fact that the committee member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the committee member's physical attendance or (ii) a family member's medical condition that required the committee member to provide care for such family member, thereby preventing the committee member's physical attendance.

If participation is approved because the committee member's principal residence is more than 60 miles from the meeting location, the committee includes in its minutes, if any, the fact that the committee member participated through electronic communication means due to the distance between the committee member's principal residence and the meeting location.

³FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

The policy must fix the number of times each member may use remote participation for personal matters, not to exceed two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation is approved because of a personal matter, the committee includes in its minutes, if any, the specific nature of the personal matter cited by the committee member.

If a committee member's participation from a remote location is disapproved, such disapproval is recorded in the minutes, if any, with specificity.



All-Virtual Public Meetings

Committees of the School Board and committees appointed to advise the School Board may conduct all-virtual public meetings when:

- the required notice of the meeting indicates whether the meeting will be in-person or all-virtual along with a statement notifying the public that the method by which the committee chooses to meet will not be changed unless the committee provides a new meeting notice in accordance with the provisions of Va. Code § 2.2-3707;
- public access to the all-virtual public meeting is provided via electronic communication means;
- the electronic communication means used allows the public to hear all members of the committee participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the committee; when audio-visual technology is available, a committee member shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- a phone number or other live contact information is provided to alert the committee if the audio or video transmission of the meeting provided by the committee fails, the committee monitors such designated means of communication during the meeting, and the committee takes a recess until public access is restored if the transmission fails for the public;
- a copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the committee for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the committee;
- the public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received; **and**
- no more than two members of the committee are together in any one remote location unless that remote location is open to the public to physically access it.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the committee votes to certify the closed meeting as required by subsection D of Va. Code § 2.2-3712;

The committee does not convene an all-virtual public meeting (i) more than two times per calendar year or ~~25-50~~ percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.

Adopted: June 27, 2023
Revised: August 1, 2024
Revised: September 5, 2024
Reviewed: September 4, 2025
Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3701, 2.2-3707, 2.2-3708.3, 2.2-3711, 2.2-3712, and 51.5-40.1.

Cross Ref.: BCE School Board Committees
BCEA (Optional) Disciplinary Committee
BCF Advisory Committees to the School Board
BDD Electronic Participation in School Board Meetings from Remote Locations
BDDA Notification of Meetings
BDDC Calling and Certification of Closed Meetings
BDDG Minutes

~~Policy text revised to reflect amendment of Va. Code § 2.2-3708.3 by HB894/SB734. ¶
Clarifying language in footnote 1 reflects Va. Code § 2.2-3708.3 as amended by HB-1040/SB-85. ¶~~

GENERAL SCHOOL ADMINISTRATION

File: CA
Page: 1 of 1

ADMINISTRATION GOALS

The Charlottesville City School Board places the primary responsibility and authority for the administration of the school division in the superintendent. The superintendent is responsible for the direction, leadership, and coordination of students and staff in their efforts to reach educational goals adopted by the School Board.

The School Board expects the division superintendent to provide leadership in:

1. School Board Relations
2. Instructional Leadership
3. Personnel Management
4. Fiscal Responsibilities
5. Community/Public Relations

Adopted: April 3, 1998
Revised: December 20, 2007
Revised: July 5, 2012
Reviewed: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, and 22.1-253.13:7.

Cross Refs.: CBA — Qualifications and Duties ~~of~~for the Superintendent
 CBG — Evaluation of the Superintendent

REPORTING PER PUPIL COSTS

Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the superintendent or designee also prepares and distributes, within a reasonable time as prescribed by the Board of Education, notification of the estimated average per pupil cost for public education in the school division for the coming school year in accordance with the budget estimates provided to the appropriating body. The notification includes actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

The notice is made available in a form provided by the Department of Education and published on the school division's website or in hard copy upon request.

Adopted: April 3, 1998
Revised: May 20, 2004
Revised: June 19, 2008
Revised: June 16, 2011
Revised: July 5, 2012
Reviewed: June 17, 2021
Reviewed:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-92.

Cross Ref.: DB Annual Budget

SUPPORT SERVICES

File: EBCBA
Page: 1 of 1

ELECTRONIC ROOM PARTITIONS

No school employee opens or closes an electronic room partition in any school building unless:

- no student is present in such building;~~;~~ ¶
- ~~—~~
- ~~(a)~~ no student is present in the room or area in which such partition is located and ¶
- ~~(b)~~ such room or area is locked or otherwise inaccessible to students~~;~~ or
- such partition includes a safety sensor that automatically stops the partition when a body passes between the leading edge and a wall, an opposing partition, or the stacking area.

Any annual safety review or exercise for school employees includes information and demonstrations, as appropriate, regarding the provisions of the previous paragraph.

Adopted: August 1, 2019

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-138.

Cross Refs.: EBCB~~—~~ Safety Drills

PERSONNEL

File: GBEB
Page: 1 of 1

STAFF WEAPONS IN SCHOOL

~~Except as expressly authorized by law, no one~~ **Except as expressly authorized by law, no one** person may possess or use any firearm or any weapon, as defined in Policy JFCD "Weapons in School," on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place, at a school sponsored activity, or on any school bus. ~~without authorization of the superintendent or superintendent's designee.~~

The superintendent or superintendent's designee ~~is permitted~~ **shall implement this policy in a manner consistent with state law and shall permit possession of a firearm or other weapon on school property only by persons and in such circumstances as expressly authorized by law** ~~to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.~~

Violation of this policy by an employee will result in appropriate personnel action up to and including dismissal.

Illegal conduct will be reported to law enforcement officials. **The superintendent shall include any incidents in the annual report of such incidents.**

Adopted: February 19, 1998
Revised: March 4, 2004
Revised: March 20, 2008
Revised: June 16, 2011
Revised: June 30, 2015
Revised: June 20, 2017
Revised: August 6, 2020
Revised: August 7, 2025
Adopted:

Legal Refs: Code of Virginia, 1950, as amended, §§ ~~18.2-308-18.2~~ 308.1, 22.1-78, 22.1-279.3:1, 22.1-280.2:1, 22.1-280.2:4.

8 VAC 20-560-10.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	GCPD	Professional Staff Discipline
	JFCD	Weapons in School
	KGB	Public Conduct on School Property

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The Charlottesville City School Board recognizes the right of its employees to engage in political activity.

The Board also recognizes that staff should not use school time and school property ~~should not be used~~ for partisan political purposes. Thus, when engaging in political activities, an employee may not

- use the employee's position within the school division to further a political cause;
- engage in any **partisan political** activity supporting or opposing a candidate or political party while on duty, while on school property during school hours, or while representing the school division;
- suggest in any manner that the school division or any component of it supports or opposes a candidate for election to any office; **or**
- use any school division property, **to include school email, division resources, communication systems or physical property**, to engage in any activity supporting or opposing a candidate for public office or a political party.

These restrictions are not intended to limit the rights of school division employees to support or oppose any political candidate or party on their own time. They are intended to minimize distractions from instruction, to ~~assure~~**ensure** that no public funds are used to support any candidate for public office, and to assure that the public is not given the false impression that the school division supports or opposes any political candidate or party. School division employees who engage in political activities on their own time must make it clear that their views and actions represent their individual positions and do not represent the views of the school division.

Adopted: February 19, 1998
Revised: March 20, 2008
Revised: March 5, 2012
Revised: June 17, 2021
Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ **2.2-3100 et seq., 18.2-112.1, 22.1-70, 22.1-78, 22.1-79, 22.1-79.3-**

VIRGINIA RETIREMENT SYSTEM

All eligible employees must be members of the Virginia Retirement System. Employee retirement benefits are governed by the rules and regulations established by the Virginia Retirement System.

Adopted: February 19, 1998
Reviewed: March 20, 2008
Revised: July 5, 2012
Reviewed: June 17, 2021
Adopted:

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 51.1-124.3, 51.1-135.

Cross Ref.: GBR ~~Voluntary Retirement Savings Program~~

PERSONNEL

File: GCBA

Page: 1 of 1

STAFF SALARY SCHEDULES

The School Board establishes and approves salaries for all school employees.

Adopted: February 19, 1998

Reviewed: March 20, 2008

Revised: July 5, 2012

Revised: June 17, 2021

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296, 22.1-313.

PERSONNEL

File GCBC
Page: 1 of 1

STAFF BENEFITS

The Charlottesville City School Board recognizes the need for benefits in order to promote the employment and retention of ~~high-quality~~ high-quality personnel and effectively serve the educational needs of students. ~~All employee benefits are provided by the Superintendent for the interpretation and application of the school division's policies and regulations.~~ Accordingly, benefits are provided as established by the **Charlottesville City School Board**.

Adopted: February 18, 1998
Revised: March 20, 2008
Revised: July 5, 2012
Revised: June 17, 2021
Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-85.8 VAC 20-460-10.

Cross Ref.: GCBD ~~—~~ Staff Leaves and Absences
 GBO ~~—~~ Virginia Retirement System

PERSONNEL

File: GCBD
Page: 1 of 1

STAFF LEAVES AND ABSENCES

The Charlottesville City School Board shall endeavor to keep attendance of employees at a maximum and absences at a minimum. The Board recognizes that some absences are unavoidable and, therefore, allows certain absences and absence payments. The Board will establish policies which are meant to maintain the highest possible efficiency.

All employee leaves and absences are subject to school division policy and regulations. The superintendent shall establish any regulations necessary for the application of the division's policies regarding leaves and absences.

Adopted: February 19, 1998
Reviewed: March 20, 2008
Revised: July 5, 2012
Reviewed: June 17, 2021
Revised:

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

Cross Refs.:	GAA	Staff Time Schedules
	GCBE	Family and Medical Leave
	GCBEA	Leave Without Pay
	GCBEB	Military Leave and Benefits
	GCQA	Nonschool Employment by Staff Members

FAMILY AND MEDICAL LEAVE

Generally

The Charlottesville City School Board provides eligible employees with leave for qualifying situations consistent with the Family and Medical Leave Act (FMLA) of 1993.¹ The purpose of this policy is to provide division employees with an understanding of their rights and obligations under the FMLA.

Definitions

The following definitions shall apply for purposes of this policy:

Covered active duty: The term ‘active duty’ means

- in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country;
- in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101 (a)(13)(B).

Covered servicemember: The term ‘covered service member’ means

- a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

Eligible employee: To be eligible for leave under this policy, the employee must have at least twelve (12) months of service with the school division and have worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et. Seq., in the twelve (12) months preceding the commencement of the leave. Full-time teachers are

¹FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

29 U.S.C. § 2601 et seq. The FMLA covers employees of local education agencies, including public school boards, regardless of the number of employees.

deemed to meet the 1250 hour test.

Instructional employee: Employees whose principal function is to teach and instruct students in a class, a small group, or an individual setting such as teachers, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non instructional employees.

Next of kin: The term “next of kin” used with respect to an individual, means the nearest blood relative of that individual other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as the covered service member's nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members are considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual is deemed to be the covered servicemember's only next of kin.

Outpatient status: The term “outpatient status,” with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to

- A. a military medical treatment facility as an outpatient; or
- B. a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Serious health condition: The term “serious health condition” means an illness, injury, impairment, or condition that involves

- i) inpatient or
- ii) continuing treatment by a healthcare provider.

Serious injury or illness: The term “serious injury or illness,” in the case of

- a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's activity duty and was aggravated by service in line of duty on activity duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

- a veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during a period described in 29 U.S.C. §2611 (15)(B), means a qualifying (as defined by the Secretary of Labor) injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on activity duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

Year: A rolling 12-month period measured backward from the date an employee uses FMLA leave.

Eligibility for Leave under FMLA

An employee is eligible for FMLA leave if the employee:

- has been employed by the division for at least 12 months; **and**
- has worked for the division for at least 1,250 hours during the 12 months immediately preceding the start of the leave.²

Qualifying Family and Medical Reasons

Any eligible employee is entitled to a combined total of twelve 12 workweeks of family and medical leave during the applicable 12-month period for one or more of the following qualifying situations:

- birth of a child and care of that newborn child within one year of birth;
- placement of an adopted or foster child with employee within one year of placement;
- to care for an employee spouse, child, or parent with a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of the employee's job; **and**
- a qualifying exigency arising out of a family member's military service as defined by 29 U.S.C. § 2612(a)(1)(E).

Any eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of leave in a single 12-month period to care for the servicemember. During that year the employee is entitled to a combined total of 26 workweeks of leave under this policy.

To the extent that an employee is entitled to compensated leave under other school division policies, such paid leave shall be substituted for unpaid FMLA leave. Otherwise, family and medical leave is unpaid. When paid leave is available, the employee must satisfy any procedural requirements of the division's paid leave policy.

² Full-time teachers are generally presumed to meet the 1,250 hours requirement under FMLA.

Employees on FMLA leave must report their status and intention regarding returning to work to the school division at least every four weeks.

Intermittent or Reduced Schedule Leave for Instructional Employees

For purposes of the FMLA, instructional employees have special rules. Instructional employees are those whose main job is to teach and instruct students.³

When permitted by the FMLA, intermittent and reduced schedule leave may be used until the aggregate amount of such leave equals 12 weeks (or 26 weeks if the leave is taken to care of a covered servicemember) in the employee's applicable 12-month period. However, when the employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment and would result in absences exceeding 20 percent of the working days during the leave period, the school division may temporarily transfer the employee to an available alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.⁴

³ Under the FMLA, an employer may require the employee to substitute accrued paid leave under specific circumstances based on the type of leave requested. (1) An employer may **FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.**

require the employee to substitute any of the accrued paid vacation leave, personal leave, or family leave of the employee when leave is requested for **FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.**

birth of child, placement of an adopted or foster child, care for a spouse, child or parent of the employee, or because of a qualifying exigency arising out of the fact the spouse, child, or parent of employee is a covered servicemember. (2) The employer cannot may require the employee to take substitute any other accrued paid vacation leave, personal leave, or family medical or sick leave of the employee because for FMLA leave is requested because of a serious health condition of the employee. (3) The employer may require the employee to substitute any other accrued paid vacation leave, personal leave, family leave, or medical or sick leave of the employee when leave is requested to care for a covered servicemember or because of a serious health condition of the employee's spouse, son, daughter, or parent. 29 U.S.C. § 2612(d); 29 C.F.R. 825.207.

If the school division will require employees to use available paid leave before using FMLA, use Option 1. If a school division does not require the use of available paid leave, use Option 2.

⁴ This includes classroom teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, or auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Notices and Application

An employee will provide advance notice of the need for leave when practicable, as determined by the Superintendent or designee.

An employee must provide sufficient notice to explain the reasons for the requested leave to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

Once an employee requests FMLA leave, or the school division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the Superintendent or designee will provide the employee with all notices pertaining to the FMLA, as required by law.⁵

Notice of Rights and Responsibilities

The division provides written notice detailing the specific expectations and obligations of the employee and explaining the consequences of the failure to meet those obligations each time the employee is given an Eligibility Notice. This Notice includes, as appropriate:

- that the leave may be designated and counted against the employee's annual FMLA leave entitlement and the 12-month period for FMLA entitlement;
- any requirements for the employee to furnish certification of a serious health condition, serious injury or illness, or qualifying exigency arising out of active duty or call to active duty status, and the consequences of failing to provide certification;
- that the division substitutes paid leave for unpaid leave and any conditions related to the substitution and the employee's right to take unpaid FMLA leave if the employee does not meet the conditions for paid leave;
- any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis;
- the employee's rights to maintenance of benefits during the FMLA leave and restoration to the same or an equivalent job upon return from FMLA leaves; and
- the employee's potential liability for payment of health insurance premiums paid

⁵FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

Additional language regarding intermittent employees was included in a prior version of VSBA Sample Policy GCBE, however, such language is more appropriate for a division regulation as the decision should be flexible and made based on the needs of the division. Including such language in a school board policy could unnecessarily lock a board into a certain requirement.

by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after FMLA leave.

The Notice of Rights and Responsibilities should be accompanied by any required certification form.

The Notice of Rights and responsibilities also includes notice that employees on FMLA leave must report their status and intention regarding returning to work to the division at least every four weeks.

Designation Notice

When the division has enough information to determine whether the leave is being taken for a FMLA-qualifying reasons, the division should give the employee written notice whether the leave will be designated and will be counted as FMLA leave within five business days. If the division determines that the leave will not be designated as FMLA-qualifying, the division must inform the employee of that determination. The division will also notify the employee that paid leave must be substituted for unpaid FMLA leave or that paid leave taken under an existing leave plan be counted as FMLA leave at the time of designating the FMLA leave.

If the division will require the employee to present a fitness-for-duty certification to be restored to employment after taking leave for a continuous period of time, the division will provide notice of the requirement with the Designation Notice. If the division requires that the fitness-for-duty certification address the employee's ability to perform the essential functions of the employee's position, the division so indicates in the Designation Notice and includes a list of the essential functions of the employee's position.

If the division has reasonable safety concerns regarding the ability of an employee who is returning to work after intermittent or reduced leave schedule to perform the employee's duties based on the serious health condition for which the employee took leave, it may require the employee to submit a fitness for duty certification unless one has been submitted within the past 30 days.

If the leave is not designated as FMLA leave because it does not meet the requirements of the FMLA, the notice to the employee that the leave is not designated as FMLA leave may be in the form of a simple written statement.

If the information provided by the division to the employee in the Designation Notice changes, the division will provide, within five business days of receipt of the employee's first notice of need for leave subsequent to any change, written notice of the change.

The division notifies the employee of the amount of leave counted against the

employee's FMLA leave entitlement. If the amount of leave needed is known at the time the employer designates the leave as FMLA-qualifying, the division notifies the employee of the number of hours, days, or weeks that will be counted against the employee's FMLA leave entitlement in the Designation Notice. If it is not possible to provide the hours, days, or weeks that will be counted against the employee's FMLA leave entitlement, then the division provides notice of the amount of leave counted against the employee's FMLA leave entitlement upon request by the employee but no more often than once in a 30-day period and only if leave was taken in that period.

The division's decision to designate leave as FMLA-qualifying is based only on information received from the employee or the employee's spokesperson. If the division does not have sufficient information about the reason for an employee's use of leave, the division will inquire further of the employee or the spokesperson to ascertain whether leave is potentially FMLA-qualifying. Once the division has knowledge that the leave is being taken for a FMLA-qualifying reason, the division provides the employee the notice described in this subsection.

An employee giving notice of the need for FMLA leave must explain the reasons for the needed leave so as to allow the division to determine whether the leave is FMLA-qualifying. If the employee fails to explain the reasons, leave may be denied.

Leave for the Birth, Adoption or Foster Placement of a Child

The employee's entitlement to leave for a birth, adoption or foster placement of a child expires at the end of the twelve month period beginning on the date of the birth, adoption or foster placement.

If the necessity for leave for the birth, adoption or foster placement of a child is foreseeable based on an expected birth or placement, the employee shall provide the school division with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

Leave Because of a Serious Health Condition of Employee

Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- 1) make a reasonable effort to schedule the treatment so as not to

- disrupt unduly the operations of the division; and
- 2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and of the anticipated timing and duration of the leave.

The School Board may require that a request for leave because of the employee's own serious health condition be supported by a certification issued by a health care provider of the employee.

The division may use Form WH-380-E (Attachment 2) for this certification. The division should request that the employee furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at a later date if it later has reason to question the appropriateness of the leave or its duration. The employee must provide a complete and sufficient certification within 15 calendar days after the division's request. When the division requests certification, it advises the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- 1) the name, address, telephone number and fax number of the health care provider and the type of medical practice/specialization;
- 2) the approximate date on which the serious health condition commenced and its probable duration;
- 3) a statement or description of appropriate medical facts regarding the employee's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- 4) information sufficient to establish that the employee is unable to perform the essential functions of the employee's position, the nature of any other work restrictions, and the likely duration of such inability.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of the employee's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates on which such treatment is expected to be given and the duration of such treatment and any period of recovery.

If an employee requests leave on an intermittent or reduced leave schedule because of the employee's own serious health condition that may result in unforeseeable episodes of incapacity, the certification shall include information sufficient to establish the medical necessity for the intermittent leave or leave on a reduced leave schedule, and an estimate of the frequency and duration of the episodes of incapacity.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Leave Because of a Serious Health Condition of a Child, Spouse, or Parent of Employee

Family and medical leave is provided when the employee is needed to care for the employee's spouse, child or parent with a serious health condition, as defined above. Employees are entitled, when medically necessary, to take such leave on an intermittent or reduced leave schedule except as provided below.

If the necessity for leave is foreseeable based on planned medical treatment, the employee shall

- 1) make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the division; and
- 2) provide the division with at least 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave. If the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

The employee's notice should be sufficient to make the division aware that the employee needs FMLA-qualifying leave and the anticipated timing and duration of the leave.

The School Board may require that a request for leave to care for an employee's spouse, parent, or child with a serious health condition be supported by a certification issued by a health care provider of the family member in need of care. The division may use Form WH-380-F (Attachment 3) for this medical certification. The division should ask the employee to furnish certification when the employee gives notice of the need for leave or within five business days thereafter, or, in the case of unforeseen leave, within five business days after the leave begins. The division may request certification at some later date if it has reason to question the appropriateness of the leave or its duration. The employee must provide the requested certification within 15 calendar days after the division's request. When the division requests certification, it advises the employee of the anticipated consequences of the employee's failure to provide adequate certification.

Certification will be sufficient if it states

- 1) the name, address, telephone number, and fax number of the health care provider and type of medical practice/specialization;
- 2) the approximate date on which the serious health condition commenced and its probable duration;
- 3) a statement or description of appropriate medical facts regarding the patient's health condition for which FMLA leave is requested. The medical facts must be sufficient to support the need for leave; and
- 4) information sufficient to establish that the family member is in need of care, and an estimate of the frequency and duration of the leave required to care for the family member.

If an employee requests leave on an intermittent or reduced leave schedule for planned medical treatment of a family member's serious health condition, the certification shall include information sufficient to establish the medical necessity for such intermittent or reduced schedule leave and an estimate of the dates and the duration of such treatments and any periods of recovery.

If an employee requests leave on an intermittent reduced leave schedule in order to care for a family member with a serious health condition, the certification shall include a statement that the employee's intermittent leave or leave on a reduced leave schedule is medically necessary for the care of the son, daughter, parent, or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

If the employee submits a complete and sufficient certification signed by the health care provider, the division may not request additional information from the health care

provider. However, the division may contact the health care provider for purposes of clarification and authentication of the medical certification. To make such contact, the division must use a health care provider, a human resources professional, a leave administrator, or a management official. The employee's direct supervisor may not contact the employee's health care provider.

If the school division doubts the validity of a certification, it may require, at its own expense, that the employee obtain the opinion of a second health care provider designated or approved by the school division concerning any information certified. The health care provider designated or approved by the school division may not be employed by the school division on a regular basis.

If the second opinion differs from the original certification, the school division may require, at its own expense, that the employee obtain the opinion of a third health care provider designated or approved jointly by the school division and the employee concerning the information certified. The opinion of the third health care provider will be binding on both the school division and the employee.

Rules for Spouses Employed by [BLANK] School Division

When both spouses of a qualified marriage are employed by the **Charlottesville City** School Division, and both are eligible for FMLA leave, they are limited to a combined 12 workweeks of leave in a 12-month period when the leave is taken for the birth, foster placement, or adoption of a child or to care for a parent with a serious health condition.

Spouses who are both employed by the division and eligible for FMLA will be granted family and medical leave for a combined total of 26 workweeks in a single 12-month period to care for a covered servicemember.

Benefits During Family and Medical Leave

Employees on family and medical leave will maintain their group health insurance coverage on the same terms and conditions as coverage would have been provided if the employee had been working during the period of leave.⁶

If the employee fails to return to work when the period of leave to which the employee is entitled expires for any reason other than the continuation, recurrence, or

⁶FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

Prior versions of VSBA Sample Policy GCBE included the notices that the FMLA requires employers to give to employees. The description, timing, and substance of specific notices are more appropriate for division regulations.

onset of a serious health condition that entitles the employee to leave, or other circumstances beyond the employee's control, the school division may recover the premiums paid for maintaining the employee's coverage during the period of unpaid leave in accordance with federal and state laws.

Return to Work

When an employee returns from FLMA leave, they must be restored to the same or equivalent position at the end of the family and medical leave unless the division shows that the employee would not otherwise have been employed at the time reinstatement is requested.⁷

If an instructional employee is required to continue leave until the end of an academic term, only the period of leave until the employee is ready and able to return to work will be counted against the family and medical leave entitlement. Group health insurance coverage will be maintained during this period.

Outside Employment

The **Charlottesville City** School Division's non-school employment policy⁸ applies to employees on FMLA leave in the same manner as it applies to employees on other forms of leave, as permitted by law.

Posting and General Notice

The school division will post and distribute notices of employee rights under the FMLA, as required by law.⁹

Posting and General Notice

The school division posts, in conspicuous places, on the premises of the school

⁷ Division regulations may require employee to provide notice of an intent to return to work within a certain number of days. This may be specified in this policy or in a division regulation. If included in this policy, the following language may be used: ***"An employee on family and medical leave must provide the division at least [INSERT NUMBER OF DAYS] workdays' notice of the intent to return to work."***
FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

medical leave must provide the division at least [INSERT NUMBER OF DAYS] workdays' notice of the intent to return to work."

Prior versions of VSBA Sample Policy GCBE included additional return-to-work provisions. The provisions required by the FMLA and any additional local requirements should be included in division policy.

⁸ VSBA Sample Policy GCQA is "Nonschool Employment by Staff Members."

⁹ The posting requirement may be satisfied by electronic posting if every employee has access to a division computer. The division will provide a copy of the notice to each employee by including it in the employee handbook or similar document or by distributing it to each new employee upon hiring.

PERSONNEL

File GCBE-RL

Page: 13 of 13

division, where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.

A copy of Attachment 1 is also given to each employee by including it in the employee handbook or similar document or by distributing it to each new employee upon hiring.

Eligibility Notice

When an employee requests FMLA leave, or the division has knowledge that an employee's leave may be for an FMLA-qualifying reason, the division should notify the employee of the employee's eligibility to take FMLA leave within five business days. The employee is not eligible for FMLA leave, the Notice must state at least one reason why the employee is not eligible (such as, for example, the number of months the employee has worked for the division.) This notice will be provided using Attachment 4.

Other

The policy is intended to be interpreted and applied in a manner consistent with applicable law, including the FMLA, and any term used in his policy has the same meaning as defined in the FMLA and its implementing regulations, unless otherwise expressly stated.

Adopted: February 19, 1998

Revised: April 17, 2008

Revised: June 19, 2008

Revised: June 18, 2009

Reviewed: June 26, 2014

Revised: June 27, 2016

Revised: June 17, 2021

Revised: November 7, 2024

Legal Refs.: 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law), 29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act),

29 C.F.R. 541.303, 29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross Refs.: GCBD Staff Leaves and Absences
GCBEA Leave without Pay
GCQA Nonschool Employment by Staff Members

**PROFESSIONAL STAFF PROBATIONARY TERM
AND CONTINUING CONTRACT****Teachers****Probationary Term**

A probationary term of service of three years in the Charlottesville City School Division is required before a teacher is issued a continuing contract, **consistent with Code of Virginia § 22.1-303**.

A mentor teacher is provided to every first-year probationary teacher to assist such teacher in achieving excellence in instruction. Probationary teachers with prior successful teaching experience, **as determined by the Charlottesville City School Board**, may be exempt from this requirement. ~~with approval from the superintendent.~~

Probationary teachers 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 considers such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such **probationary** teacher's contract.

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. The Charlottesville 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 ~~Virginia 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 **who has attained continuing contract status** separates from service and returns to teaching service in ~~Virginia public schools~~ **a school division in Virginia** by the beginning of the third year **from separation from service**, the person ~~shall~~ **will** be required to begin a new probationary period, not to exceed two years, if made part of the contract **for employment**.

If a teacher who has not achieved continuing contract status receives notice of re-employment, ~~he~~ **the teacher** 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 the superintendent's intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period 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 ~~automatically 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~~ will 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 as~~ After June 15, ~~once as~~ the school budget is approved by the appropriating body, the School Board 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, ~~will~~ 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~~ will 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 to them as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, ~~will~~ 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 their position at an informal meeting with the superintendent, the superintendent's designee, or the School Board. Before recommending such reassignment, the superintendent ~~shall~~ will

PERSONNEL

File: GCG-RL

Page: 3 of 3

consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor ~~shall~~ will elect whether such meeting ~~shall~~ will be with the superintendent, the superintendent's designee or the School Board. The School Board, superintendent or superintendent's designee ~~shall~~ will determine what processes are to be followed at the meeting. The decision to reassign and reduce salary ~~shall~~ will 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, the superintendent's designee, or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein ~~shall~~ will be taken to require cause for the salary reduction and reassignment of a principal, assistant principal, or supervisor.

As used in this policy, ~~s"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: October 21, 1999
Revised: March 20, 2008
Revised: June 16, 2011
Revised: July 5, 2012
Revised: June 25, 2013
Revised: June 27, 2016
Revised: June 19, 2018
Revised: August 6, 2020
Revised: August 7, 2025
Adopted:

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 Substitute Teachers
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

REDUCTION IN PROFESSIONAL STAFF WORK FORCE

A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments, or grade levels, and other conditions may cause a reduction in the number of staff needed in a building, program, or department or in the entire school division.

The School Board, upon recommendation of the Superintendent, shall determine the program adjustments to be made and the reduction in force required.

General reduction in total personnel and redistribution of personnel within designated programs is done in accordance with the Reduction in Force (RIF) Guidelines established by the superintendent and reviewed and approved by the School Board. The Guidelines will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers ~~potential~~ potentially affected by the reduction in workforce.

Adopted: February 19, 1998
Revised: March 20, 2008
Revised: June 25, 2013
Reviewed: June 19, 2018
Revised: May 7, 2020
Revised: June 17, 2021
Revised:

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

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

NONSCHOOL EMPLOYMENT BY STAFF MEMBERS

Employees may, during the hours not required of them to fulfill their responsibilities to Charlottesville City School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by Charlottesville City School Board.

The Superintendent may require employees to report all outside employment. An employee who is on leave from the Charlottesville City School Board, in a paid or unpaid status, may not be employed by the Charlottesville City School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent or superintendent's designee.

The Charlottesville City School Board does not endorse, support, or assume liability for any activity conducted by School Board employees **which are not sponsored by the Charlottesville City School Board, regardless of whether in which** ~~in which~~ division students or employees participate. ~~which is not sponsored by the School Board.~~

Adopted: February 19, 1998
Revised: March 20, 2008
Revised: July 5, 2012
Revised: June 17, 2021
Revised:

Legal Ref.: 29 C.F.R. 825.216(e). Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	BBFA	Conflict of Interests and Disclosure of Economic Interests
	GAA	Staff Time Schedules
	GAH	School Employee Conflict of Interests
	GCBE	Family and Medical Leave
	GCBEA	Leave Without Pay
	GCBEB	Military Leave and Benefits
	GCQAB	Tutoring for Pay
	GCQB	Staff Research and Publishing
	IICA	Field Trips

PERSONNEL

File GCQAB

Page: 1

TUTORING FOR PAY

Staff members may not be paid by anyone other than the Charlottesville City School Board for tutoring students enrolled in a class under their direction.

Adopted: February 19, 1998

Reviewed: March 20, 2008

Revised: July 5, 2012

Revised: June 17, 2021

Reviewed:

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

Cross Ref.: GCQA Nonschool Employment by Staff Members

PERSONNEL

File: GD
Page: 1

SUPPORT STAFF

General

The **Charlottesville City** School Board recognizes the essential role of support staff in the operation of the school division and in support of student learning.

Definition of Support Staff

Support staff personnel are ~~those employees whose positions in the district do not~~ ~~hold~~ ~~require~~ a license issued by ~~the Virginia Board of Education in order to obtain their~~ ~~positions~~ as a condition of their employment. This category includes, but is not limited to, non-licensed administrative ~~positions~~ ~~personnel~~,¹ clerical staff, custodial and maintenance employees, transportation ~~personnel~~, food service ~~workers~~, and paraprofessionals. ~~positions~~.

Probationary Period

Support staff may serve a probationary period upon initial employment with the division. The purpose of the probationary period is to allow time to evaluate the performance of the employee to determine suitability for continued employment. The general length of the probationary period for all support staff personnel is **within eighteen (18) months of employment**.¹ The probationary period may be shorter or different depending on the requirements of the position as determined by the School Board.²

Completion of the probationary period does not create a guarantee of continued employment.

Employees who have successfully completed the probationary period for one position will serve another probationary period if they move to another position.

Evaluation of Support Staff

Every employee of the Charlottesville City School Board is evaluated on a regular basis.

The superintendent ensures that cooperatively developed procedures for support staff evaluations are implemented within the division. The evaluation criteria must be job-related and nondiscriminatory. The results of the evaluation shall be in writing, dated

¹FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY

In accordance with Va. Code § 22.1-79, employees must have access to the grievance procedure within eighteen months of employment. The probationary period for support staff may not be set in a manner that would delay grievance access within the statutory limit.

² The length of the probationary period is set by the school board or delegated to the Superintendent and may vary by position.

PERSONNEL

File: GD
Page: 2

and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the employee.

The primary purposes of evaluation are:

- Optimize student learning and growth;
- Contribute to the achievement of the goals and objectives of the division's educational plan;
- Provide a basis for improvement of job performance and professional growth;
- Promote a positive working environment and effective communication between the employee and the evaluator; and
- Enhance overall professional effectiveness and student outcomes.

Adopted: March 20, 2008
Revised: July 5, 2012
Reviewed: June 17, 2021
Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, -22.1-78, 22.1-79;
22.1-293, 22.1-313, 22.1-253.13.7;

8 VAC 20-23, 8 VAC 20-671-330

Cross Ref.: GBMA Support Staff Grievances

INSTRUCTION

File IEA
EA

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance, as established in 4 U.S.C. § 4, is recited daily in each classroom of the Charlottesville City School Division.

During the recitation of the Pledge, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

No student is compelled to recite the Pledge if the student or the student's parent or legal guardian objects on religious, philosophical, or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge ~~shall~~ will quietly stand or sit at their desks while others recite the Pledge and ~~shall~~ must not make ~~no~~ any display that disrupts or distracts those who are reciting the Pledge.

Appropriate accommodations are made for students who are unable to comply with the procedures described herein due to disability.

Adopted: July 16, 1998
Revised: September 20, 2000
Revised: March 18, 2004
Revised: April 17, 2008
Revised: July 5, 2012
Reviewed: June 17, 2021
Adopted:

Legal Refs: 4 U.S.C. § 4.

Code of Virginia, 1950, as amended, § 22.1-202.

Cross Refs.: JFC ~~————~~ Student Conduct

INSTRUCTION

File: IGBH

Page: 1

ALTERNATIVE SCHOOL PROGRAMS

The Charlottesville City School Board **will** establish ~~es~~ alternative educational programs within existing schools or at separate sites as needed. No person of school age meeting the residency requirements of Va. Code § 22.1-3 ~~is~~ **will be** charged tuition for enrollment in **a program preparing students to pass a high school equivalency examination approved by the Board of Education** or an alternative program offered as a regional or division-wide initiative by the School Board.

Adopted: October 21, 1999

Reviewed: April 17, 2008

Reviewed: June 25, 2013

Reviewed: June 17, 2021

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-5, 22.1-253.13:1.

INSTRUCTION

File: IHB
Page: 1 of 2

CLASS SIZE

The Charlottesville City School Board recognizes that new forms of school organizations and innovations will govern the number of students assigned to a group. The basic concern of the Board is that the size of the class be educationally sound and suited to the needs of the students. Other factors that may enter into determining class size are flexibility, available facilities, age of the students, grade level, and the subject to be taught.

The Charlottesville City School Board assigns licensed instructional personnel in a manner that produces division-wide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors, and librarians, that follow the staffing guidelines below:

K-4 Staffing Formula:

- Projected enrollment divided by targeted class size
- Maximum class sizes as established by the Virginia Department of Education Class Size Reduction Requirements for grades K-3 and set by Charlottesville City Schools for grade 4 (class size maximum of 24)

After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by this policy, the school division will notify the parent of each student in such class ~~of such fact~~ no later than 10 days after the date on which the class exceeded the class size limit. The notification ~~shall~~ will state the reason that the class size exceeds the class size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

In addition, the Charlottesville City School Board will assign instructional personnel in a manner that produces schoolwide ratios of students in average daily memberships to full-time equivalent teaching positions of 21 to one in middle schools and high schools.

When determining the assignment of instructional and other licensed personnel for purposes of this policy, full-time students of approved virtual school programs are not included.

Class Size

Average and maximum class sizes will be consistent with the accreditation requirements of the State Board of Education and within staffing formulas approved by the School Board during the annual budget process. School staffing formulas shall establish the number of classroom teaching positions based on school-wide ratios and other positions approved annually during the budget process. The formulas will reflect the needs of the students and the requirements of the instructional program.

INSTRUCTION

File: IHB
Page: 2 of 2

Staffing Preschool – Grade 4

Preschool staffing will be based on requirements established by legislative guidelines.

Elementary classroom teaching positions will be determined by establishing building-level class averages and maximum class sizes. The percent of disadvantaged students served in the school, as determined by the free and reduced lunch count, will be used in establishing targeted school-wide ratios and support program staffing, such as Title I.

Other elementary positions will be assigned based on building, student, and instructional needs.

Staffing Grades 5 - 12

Staffing for grades 5 – 12 will include a classroom teacher allotment based on school-wide class size averages and required staffing based on building, student, and instructional needs. The total daily student load of the teacher will be considered in staffing.

Adopted: June 19, 2008
Revised: June 17, 2010
Revised: June 30, 2015
Revised: June 27, 2016
Reviewed: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:2.

FIELD TRIPS

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

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

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

No student ~~will be~~ denied the opportunity to participate in a field trip **that is a required instructional activity** because of a lack of funds.

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

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

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

Adopted: July 16, 1998

Reviewed: April 17, 2008

Revised: July 5, 2012

Reviewed: June 17, 2021

Revised:

INSTRUCTION

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-70, 22.1-78, 22.1-176.

8 VAC 20-70-190. ~~ff~~

~~ff~~

, _____ 8 VAC 20-720-80.

Cross Ref.:	EEA	Student Transportation Services
	JFCB	Sportsmanship, Ethics and Integrity
	JFCC	Student Conduct on School Buses
	JN	Student Fees, Fines and Charges

COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

The **Charlottesville City** School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school directs the activities of parents, volunteers and other community resources at the building level.

Access to school property by certain registered sex offenders is prohibited by Virginia law except as permitted by court order or statute. Potential visitors, including parents, who are registered sex offenders, should consult the Charlottesville City School Board Policy KN on Sex Offender and Crimes Against Minors Registry Information before arriving on school property or at school-sponsored activities.

Although not employees, volunteers must complete a series of steps before engaging in volunteer activities within the division. Volunteers are divided into levels based on the degree of student supervision. All volunteers are expected to adhere to all School Board approved policies.

Definitions

1. Visitor. Any community member who attends events within the division without providing direct support to students.
2. Volunteer. Any community member providing direct support to students in an unpaid capacity.
 - a. Level 1 Volunteer. Level 1 volunteers assist once or in an ongoing manner for CCS events or activities without the requirement or opportunity to supervise students.
 - b. Level 2 Volunteer. Level 2 volunteers may supervise or monitor students without the direct supervision of a CCS staff member.

Requirements for Onboarding

1. Volunteers must satisfy onboarding requirements based on volunteer level.
2. CCS will maintain a Volunteer Handbook with up-to-date requirements for volunteers based on volunteer level.
3. Level 2 Volunteer requirements must include:

INSTRUCTION

File: ~~HGB~~/IICC

Page: 2 of 2

- a. Documented completion of Mandated Reporter training is recommended but optional for recognizing and reporting child abuse and neglect.
 - b. Satisfactory completion of a background check in compliance with Policy GCDA: Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect.
4. Requirements must be satisfied annually.

Supervision of Volunteers

1. CCS will identify a staff member to coordinate volunteer efforts divisionwide.
2. For each event or activity in which volunteers are utilized, a staff member must be designated as the Volunteer Supervisor.
3. It is the responsibility of the Volunteer Supervisor to ensure that volunteers' roles and expectations are defined and adhered to.

Adopted: March 18, 2004
Reviewed: April 17, 2008
Revised: June 25, 2013
Revised: June 20, 2017
Reviewed: June 17, 2021
Revised: June 5, 2025
Revised:

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

8 VAC 20-13~~21~~-2750.

Cross Ref.:	AD	Educational Philosophy
	IGBC	Parent and Family Engagement
	KA	Goals for School-Community Relations
	KK	School Visitors
	KN	Sex Offender and Crimes Against Minors Registry Information
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

TEACHING ABOUT CONTROVERSIAL ISSUES

The **Charlottesville City** School Board recognizes that preparation for effective citizenship is one of the major purposes of education. The preparation for effective citizenship includes the study of issues that are controversial. Such study is carried out in an atmosphere free from bias, prejudice, or coercion. The Superintendent will establish a committee, as needed, to approve the inclusion of issues that may be considered controversial and determine the methods or strategies of the material being taught to students.

In teaching about controversial issues, teachers are expected to

- establish a learning environment where each student can study the issues within a curriculum that is appropriate to the student's knowledge and maturity; and
- provide instruction in an atmosphere that is free from bias, prejudice, or coercion.

Although the instructional program includes study of the political party system in the United States, the Charlottesville City School Board does not endorse any political party or candidate.

Adopted: July 16, 1998
 Revised: November 2, 2000
 Reviewed: April 17, 2008
 Revised: July 5, 2012
 Reviewed: June 17, 2021
 Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79.3.

Cross Ref.: KF ~~—~~ Distribution of Information/Materials
 JOB ~~—~~ Administration of Surveys and Questionnaires

WEAPONS ON SCHOOL PROPERTY**General Application to All Persons**

No person may possess or use ~~Carrying, bringing, using or possessing~~ any firearm, dangerous device, or ~~dangerous or deadly~~ other weapon ~~in any school building, on school grounds~~ on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for, ~~in any school vehicle or at any school-sponsored activity~~ functions or activities when such functions or activities are taking place, at a school sponsored activity, or on any school bus, ~~without the authorization of the school principal or the superintendent or superintendent's designee~~ is prohibited, and grounds for disciplinary action ~~except as expressly authorized by law.~~

~~The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.~~ shall implement this policy in a manner consistent with state law and shall permit possession of a firearm or other weapon on school property or at school functions or activities only by person and in such circumstances as expressly authorized by law.

Consistent with Virginia law, ~~s~~Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade or stiletto knife, ballistic knife, machete, knife or razor,
- slingshots or slingbows,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,

- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.¹

Illegal conduct will be reported to law enforcement officials.

Student Expulsion for Possession of Firearms

A student who has possessed a firearm on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion.² The School Board may 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. The School Board authorizes³ 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. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

Students with Disabilities

¹FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

This list is consistent with Va. Code § 18.2-308 and 308.1.

²FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

Policy JGD/JGE Student Suspension/Expulsion is reference to VSBA sample policy coding. Boards should modify this sentence to identify their division's policy on expulsion and suspension, if different.

³ School boards are permitted, but not required by law, to authorize the superintendent or superintendent's designee, to conduct a preliminary review as described in the policy. A board that does not authorize the superintendent or superintendent's designee to conduct such a review should not adopt this sentence and the following sentence.

- A. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student’s disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.
 - 1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 - 2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a ~~pocket-knife~~ ~~pocketknife~~ with a blade of less than 2 ½ inches in length.”⁴

Adopted: July 16, 1998
 Revised: April 19, 2007
 Revised: June 19, 2008
 Revised: June 16, 2011
 Revised: June 26, 2014
 Revised: June 30, 2015
 Revised: August 6, 2020
 Adopted: August 7, 2025
 Adopted:

⁴FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

This language is taken from the language in the federal definition of “dangerous weapon” in 18 U.S.C. § 930(g)(2). -It is used in the Individuals with Disabilities Education Act (IDEA) and other related U.S Department of Education regulations.

STUDENT SERVICES

File: JFCD
Page 4 of 4

Legal Refs.: 18 U.S.C. § 930.

20 U.S.C. § 1415.

Code of Virginia, 1950, as amended, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:1, 22.1-280.2:4.

Cross Refs.:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	GBEB	Staff Weapons in School
	JFC	Student Conduct
	JFCC	Student Conduct on School Buses
	JFG	Search and Seizure
	JGA	Corporal Punishment
	JGD/JGE	Student Suspension/Expulsion
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

GANG-RELATED ACTIVITY OR ASSOCIATION

The **Charlottesville City** School Board recognizes the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students ~~shall~~**must** not engage in gang-related activity on school grounds, on school buses, or on any school sponsored activity. In addition, students ~~shall~~**must** not engage in gang-related activity using the School Division computer system at any time.

A gang is defined by Va. Code § 18.2-46.1 as “any ongoing organization, association, or group of three or more persons, whether formal or informal,

- which has as one of its primary objectives or activities the commission of one or more criminal activities,
- which has an identifiable name or identifying sign or symbol, **and**
- whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.” ~~whose purpose includes:~~
 - ~~commission of illegal acts~~
 - ~~participation in activities that threaten the safety of persons or property~~
 - ~~disruption of the school environment~~
 - ~~creation of an atmosphere of fear and intimidation.~~

Students are subject to disciplinary action in accordance with Policy JFC Student Conduct and the Standards of Student Conduct issued by the superintendent for participating in gang-related activity. Gang-related activity is defined as:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- committing any act, or using any speech, either verbal or non-verbal (such as gestures or handshakes), showing membership or affiliation in a gang;
- using any speech or committing any act in furtherance of the interests of any gang, including: (a) soliciting, hazing, and initiating others for membership in any gang, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence; **or**

STUDENT SERVICES

File JFCE-RL

Page: 2 of 2

- inappropriate congregating, bullying, cyberbullying, harassment, intimidation, degradation, disgrace, and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors.

The superintendent or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, will develop and regularly update a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes, and symbols.

The superintendent or superintendent's designee will provide in-service training in gang behavior and characteristics to facilitate staff identification of students at-risk of gang involvement and promote membership in authorized school groups and/or activities as an alternative.

Adopted: July 16, 1998
Revised: June 19, 2008
Revised: June 25, 2013
Revised: August 1, 2019
Revised: June 17, 2021
Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-46.1, 22.1-70, 22.1-78, 22.1-79(2), § 22.1-276.01, 22.1-279.6.

Cross Refs.: EB School Crisis, Emergency Management, and Medical
Emergency Response Plan
EBB Threat Assessment Teams
IIBEA/GAB Acceptable Computer System Use
JFC Student Conduct

NOTIFICATION REGARDING PROSECUTION OF JUVENILES AS ADULTS

The **Charlottesville City** School Board annually provides information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.¹

Adopted: July 5, 2012
Revised: June 17, 2021
Reviewed:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-279.4

¹FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

This information may be distributed through such methods as public announcements in the schools, written notification to parents, publication in the student conduct manual, inclusion in materials distributed to parents pursuant to § 22.1-279.3, etc.

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the **Charlottesville City** School Board ~~shall~~ **will** subject a student to corporal punishment. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control, or the use of reasonable and necessary force. **It also does not prevent the use of reasonable and necessary force:**

- to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;
- to prevent a student from **self-inflicting** physical harm ~~on himself~~;
- for self-defense or the defense of others; **or**
- to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within ~~his~~ **the student's** control.

For the purposes of this policy, **"corporal punishment"** means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. "Corporal punishment" does not include physical pain, injury, or discomfort caused by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Revised: July 5, 2012
 Reviewed: June 17, 2021
 Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-279.1.

Cross Ref.: **JFCD** **Weapons in Schools**
 JM Restraint and Seclusion of Students

WELLNESS POLICY

This district-level wellness policy template meets the minimum Federal standards for local school wellness policy implementation under the final rule of the [Health, Hunger-Free Kids Act of 2010](#), the Alliance for a Healthier Generation Healthy Schools Program Bronze-/eve/ award criteria, and minimum best practice standards accepted in the education and public health fields.

Preamble

Charlottesville City Schools (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.^{1,2,3,4,5,6,7} Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.^{8,9,10} In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education and extracurricular activities- do better academically. 11 •12•13•14• Finally, there is evidence that adequate hydration is associated with better cognitive performance. 15•16

¹Bradley, B, Green, AC. *Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents' Academic Achievement and Health Behaviors*, Journal of Adolescent Health. 2013; 52(5):523-532.

²Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. *School breakfast program and school performance*. *American Journal of Diseases of Children*. 1989;143(10):1234-1239.

³Murphy JM. *Breakfast and learning: an updated review*. *Current Nutrition & Food Science*. 2007; 3:3-36.

⁴Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. *The relationship of school breakfast to psychosocial and academic funng: Cross-sectional and longitudinal observations in an inner-city school sample*. *Archives of Pediatrics and Adolescent Mctionedicine*. 1998;152(9):899-907.

⁵Pollitt E, Mathews R *Breakfast and cognition: an integrative summary*. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S-813S.

⁶Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. *Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents*. *Journal of the American Dietetic Association*. 2005;105(5):743-760, quiz 761-762.

⁷Taras, H. *Nutrition and student performance at school*. *Journal of School Health*. 2005;75(6):199-213.

⁸MacLellan D, Taylor J, Wood K. *Food intake and academic performance among adolescents*. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141-144.

⁹Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. *Correlates of inadequate consumption of dairy products among adolescents*. *Journal of Nutrition Education*. 1997;29(1):12-20.

¹⁰Neumark-Sztainer D, Story M, Resnick MD, Blum RW. *Correlates of inadequate fruit and vegetable consumption among adolescents*. *Preventive Medicine*. 1996;25(5):497-505.

STUDENT SERVICES

File: JHCF-RL
Page: 2 of 20

This policy outlines the District's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day- both through reimbursable school meals and other foods available throughout the school campus in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during and after school; Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff and schools in the District Specific measurable goals and outcomes are identified within each section below.

- The District will coordinate the wellness policy with other aspects of school management, including the District's School Improvement Plan, when appropriate.

¹¹ Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010.

¹² Singh A, Uijtdewilligne L, Twisk J, van Mechelen W, China paw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. Arch Pediatr Adolesc Med, 2012; 166(1):49-55.

¹³ Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Veiisto J, Leppanen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills -A follow-up study among primary school children*. PLoS ONE, 2014; 9(9): e107031.

¹⁴ Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, MooreR, Wu C-T, Kamijo K. *Effects of the F/TKids randomized control trial on executive control and brain function*. Pediatrics 2014; 134(4): e1063-1071.

¹⁵ Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

I. School Wellness Committee

Committee Role and Membership

Charlottesville City Schools established a Wellness Policy leadership of one or more school officials who have the authority and responsibility to ensure each school complies with the Wellness Policy. The Wellness Policy committee, the School Health Advisory Board or SHAB, meets every other month during the school year for periodic review and update of the Wellness Policy. The general public and the school community are allowed and encouraged to participate in the Wellness Policy process. This may include parents, students, and representatives of the School Food Authority, teachers, school health professionals, and the School Board and school administrators. Applications are accepted yearly for participation in the School Health Advisory Board as official members. These applications are located on the [SHAB](#) page of the division website. In addition, per the division Wellness Policy rev. 2017, school principals shall ensure that each school has a school wellness team (consisting of the principal, teachers, parents, nurses, counselors, and students in middle and high school) responsible for implementing, monitoring, evaluating and reporting annually on progress towards meeting the division wellness policy goals and regulation. This group must prepare and submit a report for their school to the School Health Advisory Board regarding the progress towards implementation of the policy and recommendations for revisions to the policy as necessary.

The SHAB membership will represent all school levels {elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition director); physical education teachers; health education teachers; school health professionals (e.g., health education teachers, school health services staff [e.g., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff [e.g., school counselors, psychologists, social workers, or psychiatrists]; school administrators (e.g., superintendent, principal, vice principal), school board members; health professionals (e.g., dietitians, doctors, nurses, dentists); and the general public. When possible, membership will also include Supplemental Nutrition Assistance Program Education coordinators (SNAP-EDEDSNAP-Ed). To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community.

- A division wellness committee (SHAB) is ongoing and regular meetings occur at the division level. This committee will meet at least 5 times per year.
- Each school within the District will establish an ongoing School Wellness Committee (SWC) that convenes to review school-level issues, in coordination with SHAB. These committees will meet at least monthly during the academic school year.

Leadership

The responsibility of creating a culture of well-being and supporting every learner is shared among all students, parents, staff, departments, schools, and leaders within Charlottesville City. However, the

STUDENT SERVICES

File: JHCF-RL
Page: 4 of 20

Final Rule requires specific designee(s) be identified to help lead the oversight, implementation, and progress assessments of the wellness policy. Broad oversight in Charlottesville City is provided by the School Health Advisory Board (SHAB), with direct responsibilities overseen by the Health and Physical Education Instructional Coordinator, the Nutrition Coordinator, and the Director of Student Services.

The designated official for oversight is:

Director of Student Services
1562 Dairy Road
Charlottesville, Virginia 22903
(434-245-2400)

Additional Designee(s)

The name(s), and role on the committee of this/these individual(s) is (are):

Title/ Relationship to School or District	Role on Committee
Director of Student Services and Achievement	Designated official for oversight
CCS Nutrition Coordinator	Assists in the evaluation of the wellness policy implement
Health and Physical Education Coordinator	Assists in the evaluation of the wellness policy implementation and facilitates SHAB meeting

**Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school-level wellness policy coordinators.

The Wellness Policy Implementation, monitoring, accountability and community engagement is outlined in the Regulations JHCF-R

Wellness Policy Compliance

Charlottesville City Schools must conduct an assessment of the Wellness Policy every three years, at a minimum. The final rule requires State Agencies to assess compliance with the Wellness Policy requirements as a part of the general areas of the Administrative Review every three years. [2020 Triennial Assessment](#)

Annual Notification of Policy

The District will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The District will make this information available via the district website and/or district-wide communications. The District will provide as much information as possible about the school nutrition environment. This will include a summary of the District's (or schools') events or activities related to wellness policy implementation. Annually, the District will also publicize the name and contact information of the District/school officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy;
- The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is the Health and Physical Education Coordinator. SHAB, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will notify households/families of the availability of the triennial progress report on the school website and social media. [2020 Triennial Assessment Link to 2023-2024 Triennial Assessment should be added:](#)

<https://docs.google.com/document/d/1PFy3QxFdTIhjcN4oEO4Z9q522U9k6AKBIHMvHSNz84w/edit?usp=sharing>

Revisions and Updating the Policy

SHAB will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of SHAB and others can participate in the development, implementation and periodic review and update of the wellness

policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

- Reports will be made available on the division website and notifications will be made on the site as well as through division social media and school announcements.

II. Nutrition

School Meals

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

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), Summer Food Service Program (SFSP), and the After School Snack Program. The District also operates additional nutrition-related programs and activities including partnering with Cultivate Charlottesville City Schoolyard Garden to host school garden, and Harvest of the Month snacks. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible and culturally relevant all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [IISDA](#)

STUDENT SERVICES

File: JHCF-RL
Page: 7 of 20

- [nutrition standards.](#)) as defined in JHCF-R.
- Offer salad as an option every day at lunch
 - Strategically place nutritious whole, local, or cooked-from-scratch foods
 - Maintain a marketing-free lunch environment
 - Expand menus to include more culturally diverse meals
 - Continue to fund and operate an annual summer food program.
 - Encourage families to participate in school meal programs by:
 - Having a formal marketing campaign that includes, but is not limited to, "cafeteria" sections in school newsletters, e-mail and backpack stuffer updates to teachers and parents, and a monthly Nutrition Services "News" page on the CCS website.
 - Encouraging families to determine eligibility for reduced or free meals by handing out forms at registration, during open houses, and at parent nights. Forms are also available in the main office of each school.
 - Enrolling in Community Eligibility Provision to provide free breakfast and lunch for all students at the approved schools.
 - Providing non-traditional food service options, such as mobile breakfast carts, grab-and-go breakfast, and breakfast in the classroom.
 - Holding periodic food promotions to encourage taste testing of healthy new additions to school menus.
 - Working collaboratively with classroom teachers to maximize the impact of ongoing food programs such as Harvest of the Month and Farm to School Week.
 - Maintaining a "closed campus" policy for K-11 students that does not allow them to leave school grounds during lunch.
 - Schedule lunch between the hours of 10:00 AM and 2:00 PM per Department of Education Policy #CFR210.10 (F) Lunch will be scheduled after recess when possible for grades K-6. Not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities. (WellsAT US16)
 - Provide adequate time for students to eat and enjoy school meals (a minimum of 15 minutes at breakfast and 20 minutes at lunch after being seated).
 - Provide adequate portions for students based on requirements needed for their age, grade level.
 - Provide students access to hand washing or hand sanitizing before they eat meals or snacks, and take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs. Additional strategies to assure high quality staff are located in JHCF-R.

Water

To promote hydration, water is recognized as an essential nutrient, and free, safe, unflavored drinking water will be available to all students throughout the extended school day* and throughout every school campus* ("school campus" and "extended school day" are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. Alternate sources of water will be made available in the cafeteria if a drinking fountain is not present. All water sources and containers are maintained regularly and meet established hygiene and health safety standards. Such sources and containers may include drinking fountains, water containers, hydration stations, water jets, and other methods for delivering drinking water.

To encourage water consumption, Students will be allowed to bring and carry (approved) water bottles throughout the day.

Specifics are outlined in the regulations.

Competitive Foods and Beverages

The District is committed to ensuring that all foods and beverages available to students on the school campus* during the school day* support healthy eating. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at: <https://www.fns.usda.gov/cn/smart-snacks-school> The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at <https://www.healthiergeneration.org/take-action/schools/wellness-topics/smart-snacks>

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

Detailed information for procedures are outlined in the regulations.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including. Specific procedures for implementing the policy for celebrations is included in the regulations.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus* during the school day*.

Requirements and recommendations for fundraising are included in the regulations.

Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff, teachers, parents, students and the community.

Nutrition Education

The Charlottesville City School Division believes that a strong nutrition education program is important. The elements of the sequential and evidence-based program are detailed in the regulations.

Essential Healthy Eating Topics in Health Education

As an integral part of the Health Education program, various topics are identified for inclusion. These topics are included but not limited to the identified topics in the regulations.

Food and Beverage Marketing in Schools

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health and physical activity. These efforts will be weakened if students are subjected to advertising on District property that contains messages inconsistent with the health information the District is imparting through nutrition education and health promotion efforts. It is the intent of the District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy.

Any foods and beverages marketed or promoted to students on the school campus* during the school day* will meet or exceed the USDA Smart Snacks in School nutrition standards. Specific requirements about promotions are included in the regulations.

STUDENT SERVICES

File: JHCF-RL
Page: 10 of 20

Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product.¹⁵ This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors
- Corporate brand, logo, name or trademark on school equipment, such as marquees, message boards, scoreboards or backboards (Note: immediate replacement of these items are not required; however, districts will replace or update scoreboards or other durable equipment when existing contracts are up for renewal or to the extent that is financially possible over time so that items are in compliance with the marketing policy.) Corporate brand, logo, name or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans and other food service equipment; as well as on posters, book covers, pupil assignment books or school supplies displayed, distributed, offered or sold by the District.
- Advertisements in school publications or school mailings.
 - School-based food and beverage marketing will be consistent with nutrition education and health promotion. As such, schools will restrict marketing, during school hours, to the promotion of only those foods and beverages that meet the USDA "Smart Snacks" guidelines.
- Examples of marketing techniques include the following:
 - Brand names, trademarks, logos, or tags, except when placed on a physically present food or beverage product or on its container;
 - Displays, such as on vending machine exteriors;
 - Corporate brand, logo, name, or trademark on cups, posters, book covers, school supplies, or educational materials;
 - Corporate brand, logo, name, or trademark on school equipment, message boards, scoreboards, or uniforms;
 - Advertisements in school publications or school mailings;
 - Sponsorship of school activities, or sports teams;
 - Broadcasts on school radio stations or in-school television;
 - Educational incentive programs such as contests, or programs that provide schools with supplies or funds when families purchase specific food products;
 - Free samples or coupons displaying advertising of a product.
 - Free product samples, taste tests or coupons of a product, or free samples displaying advertising of a product.

As the District school nutrition services/Athletics Department reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the

applicable marketing guidelines established by the District wellness policy.

III. Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, classroom physical activity breaks, time in the school garden or physical education) will not be withheld as punishment for any reason. ["This does not include participation on sports teams that have specific academic requirements]. Teachers and other school personnel will not use physical activity (e.g., running laps, push ups) as punishment. The district will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

- The District will work with schools to ensure that inventories of physical activity supplies and equipment are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage physical activity for as many students as possible.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "Essential Physical Activity Topics in Health Education" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

The Charlottesville City School Division will:

STUDENT SERVICES

File: JHCF-RL
Page: 12 of 20

- Have a goal to provide a minimum of 200 minutes per week of physical activity for all students in grades K-10.
- Not reduce or eliminate time for recess, physical education or physical activity as a punishment.
- Not use physical activity as a punishment.
- Provide a minimum of 30 minutes daily recess for students in grades K-4 and a minimum of 25 minutes daily recess for students in grades 5-6. Recess will be scheduled before lunch when possible. If recess must be held indoors due to weather, teachers are encouraged to promote physical activity during indoor recess. <https://www.gonoodle.com/>
- Provide physical education for all students in K-10.
- Provide students in K-4 with physical education each week, for a minimum of 60 minutes with a goal of 90 minutes or more per week.
- Provide students in 5-6 with physical education each week, for a minimum of 125 minutes on average.
- Provide students in 7-8 with physical education each week, for a minimum of 200 minutes.
- Provide students in 9-10 with a minimum of 180 minutes of physical education weekly for one semester each year. The division standard for graduation from high school requires 2 credits for health/physical education.

- Not allow students to receive a waiver or exemption for physical education class. The only authorized substitution for physical education is virtual PE for students in 9-10.
- Use a written curriculum for physical education that is based on national or state-developed standards, such as the Five 4 Life curriculum. <https://www.focusedfitness.org/curriculum/five-for-life>
- Offer a planned, sequential program of physical education instruction incorporating individual and group activities which are taught in a positive environment by certified teachers endorsed in health and physical education.
- Conduct quality physical education instruction for K-10 that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation based on standards set by VDOE www.virginiaisforlearners.virginia.gov/testing/sol/standards_docs/physical_education/index.shtml and SHAPE America Standards <https://www.shapeamerica.org/standards/pe/>.
- Maintain a teacher-student ratio for physical education classes of no more than 2 students per teacher, with a goal of 20 students.
- Offer professional development to K-12 PE teachers yearly to enhance instructional practices and pedagogy
- Provide safe and adequate equipment, facilities and resources necessary to meet VDOE and SHAPE America standards.

STUDENT SERVICES

File: JHCF-RL
Page: 13 of 20

- Participate in bi-yearly fitness assessment for students in grades 3-8 and yearly for students in 9-10.
- Students in grades K-2 will practice the fitness assessment
- Provide students with 50% of physical education class time for moderate to vigorous activity, with accommodations for students with medical conditions or disabilities. Provide for appropriate professional development for physical education teachers. Support additional physical activity for all students through reduced fees for after school recreation, intramural activities, and sports; tool kits for recess and core classrooms; and education for parents.
- Provide a physical activity component for after school programs such as CATCH (Coordinated Approach to Child Health), Action-Based Learning Lab, and sports clubs and teams.
- Offer electives at the high school in addition to the required physical education courses.
- Promote active transportation to school through programs like Safe Routes to School, Walk to School days, walking school buses, and including pedestrian and bike safety education in physical education classes.
- Encourage family and community engagement in physical activity opportunities at schools through programs like fun runs, walk-a-thons, and field days.
- Share use of physical activity facilities through partnerships with Charlottesville Parks and Rec, the Boys and Girls Club of Central Virginia, SOCA, and VABA. Additionally, outdoor playgrounds and fields are available for community use after school hours and on weekends.
- Provide structured time for students to visit and learn about their school garden including but not limited to classes and clubs.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments using Weinel and Focused Fitness, and will use criterion-based reporting for each student.

Essential Physical Activity Topics in Health Education

Health education will be required in all grades (elementary) and the district will require middle and high school students to take and pass at least one health education course. The District will include in the health education curriculum a minimum of 12 the following essential topics on physical activity. The topics are provided in the regulations

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease

STUDENT SERVICES

File: JHCF-RL
Page: 14 of 20

- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise and fitness
- Phases of an exercise session, that is, warm up, workout and cool down
- Overcoming barriers to physical activity
- Decreasing sedentary activities, such as TV watching
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time and type of physical activity
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity.

Recess (Elementary)

All Elementary Schools will provide a daily recess during the regular school year as determined appropriate by the Charlottesville City School Board.

Classroom Physical Activity Breaks (Elementary and Secondary)

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered periodic opportunities to be active or to stretch throughout the day on all or most days during a typical school week.

Active Academics

Teachers will incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible (e.g., science, math, language arts, social studies and others) and do their part to limit sedentary behavior during the school day.

STUDENT SERVICES

File: JHCF-RL
Page: 15 of 20

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active and modeling healthy eating and drinking behaviors alongside the students whenever feasible.

Before and After School Activities

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: offering after-school clubs, physical activity in after care, intramurals, and interscholastic sports at the middle and high school level.

Active Transport

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in six or more of the activities below; including but not limited to:

- Designate safe or preferred routes to school
- Promote activities such as participation in International Walk to School Week, National Walk~ and Bike to School Week
- Instruction on walking/bicycling safety provided to students
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Promote safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Use crossing guards
- Use crosswalks on streets leading to schools
- Use walking school buses
- Document the number of children walking and or biking to and from school
- Create and distribute maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks school garden)

IV. Other Activities that Promote Student Wellness

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Schools in the District are encouraged to, with the leadership of the school wellness committees, coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of SHAB and school wellness committee.

All school-sponsored events will adhere to the wellness policy guidelines. All school-sponsored wellness events will include physical activity and healthy eating opportunities when appropriate.

Community Partnerships

The District will continue relationships with community partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, Cultivate Charlottesville City Schoolyard Garden and other non-profit partners) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

SHAB will communicate with human resources staff to identify and disseminate wellness resources and perform other functions to support staff wellness.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.

- Support, encourage and allow staff to use their lunch to be physically active. Establish and enhance physical activity and mindfulness opportunities for staff, such as the Hike/Bike program that offers a financial incentive for staff to walk or bike 30 minutes

STUDENT SERVICES

File: JHCF-RL
Page: 17 of 20

- a week
- Continue to support the Employee Assistance Program for staff.
- Continue to support access to fitness clubs, recreation and well-being centers through discounts.
- Provide flu shots and other inoculations for employees and at minimal cost for their families.
- Support enhancement of medical coverage to include nutrition counseling and smoking cessation.

The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

Counseling and Mental Health Services

The Charlottesville City School Division does support and encourage efforts for ongoing counseling and mental health for staff, students, and their families. Proposed activities are included in the regulations will:

- Provide access to a comprehensive counseling program for students and staff to address a range of mental health and psychological issues (i.e., emotional concerns, substance abuse, school adjustment, disordered eating, attendance problems, and physical and sexual violence).
- Provide access to quality and ongoing mindfulness, counseling and crisis intervention for all students and staff to promote positive social and emotional development. Provide access to prevention and early intervention services and referrals for treatment programs for mental health.
- Provide support groups for students from diverse social and economic backgrounds as needed.
- Employ appropriately credentialed and qualified therapists/counselors based on individual school needs.

Healthy School Environment

The Charlottesville City School Division strives to offer a healthy school environment to all students and staff. Various possibilities for achieving this goal are described in the regulations will:

- Foster relationships within the greater Charlottesville community.
- Provide school resource officers responsible for security issues at each school. Provide curriculum as a part of a school-wide sustainable effort to increase staff and student awareness about violence prevention and bystander behavior.
- Have a school safety audit conducted periodically as mandated by the Virginia

STUDENT SERVICES

File: JHCF-RL
Page: 18 of 20

Department of Education and include representatives from the school's administration, teaching staff, custodial staff and student body.

- Establish a school safety committee to implement and update the Division Safety Plan.
- Employ a maintenance staff to ensure the school buildings and surrounding areas are maintained in good condition with respect to structure, temperature, noise, and lighting.
- Prioritize student and staff physical, emotional and social wellness when planning any renovation or new construction, with a specific focus on design elements that directly affect nutrition and physical activity.
 - Kitchen facilities for cooking-from-scratch
 - Optimized lunch-line design
 - Sustainability (e.g., composting, reusable dishes, recycling)
 - Dining facilities that enhance the eating experience and take developmental stage into consideration
 - Space for school gardens
 - Varied and well-maintained playground structures
 - Field space for physical activity

Communication, Promotion, and Implementation

The Charlottesville City School Division will:

- Continue to involve parents, students, representatives of the school food authority, the School Board, school administrators, the School Health Advisory Board (SHAB) and the public in the development of the school wellness policy; and, will increase outreach to the public. The wellness policy and the triennial assessment will be made available to the public.
- Possible activities are included in the regulations.

Evaluation

- The SHAB will be responsible for monitoring the implementation of the Wellness Policy and working with Central Administration for the status and/or update of the regulations.
- Evaluation procedures at the division and school levels are outlined in the regulations.
- A division-wide Wellness Committee (the Chief Academic or Chief Operations Officer, Director of Student Services, Principals, Coordinator of Health/PE, SHAB representatives, Nutrition Services, Head Nurse and H.S. Head Counselor) shall be established for the purpose of monitoring the implementation of the division's

STUDENT SERVICES

File: JHCF-RL
Page: 19 of 20

Wellness Policy and Regulations; reporting to the Superintendent, and providing guidance for the school wellness teams.

- School principals shall ensure that each school has a school wellness team (consisting of the principal, teachers, parents, nurses, counselors and students in middle and high school) responsible for implementing, monitoring, evaluating and reporting annually on progress towards meeting the division wellness policy goals and regulations.
- The division Wellness Committee shall, at least every 3 years:
 - Conduct a division-wide review of the wellness policy to determine compliance with the wellness policy, how the wellness policy compares to model wellness policies, and progress made in attaining the goals of the wellness policy.
 - Prepare and submit a report to the School Board and School Health Advisory Board regarding the progress toward implementation of the school wellness policy and recommendations for any revisions to the policy as necessary. This report will also include a copy of the current wellness policy, documentation on how the policy and assessments are made available to the public, the most recent assessment of implementation of the policy, and documentation of efforts to review and update the policy.
 - In addition to the funding currently allocated to each school for wellness activities for staff, a priority will be placed on locating additional funds that support both student and staff wellness initiatives. These will be incremental and evolve over time and will focus on more creative use of existing funds from local, state, and federal sources.

Professional Learning

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

SHAB Goals

Charlottesville City Schools recognizes the importance of health and well-being for students' academic and future success. The division also recognizes that staff well-being should be supported as part of maintaining a healthy and productive school environment. A copy of the findings of the assessment and goals for the current SHAB are included in the regulations.

STUDENT SERVICES

File: JHCF-RL
Page: **20** of **20**

A list of members recommended to serve on SHAB will be presented to the School Board annually for approval. A current list of members is included in the regulations.

Adopted: June 15, 2006
Reviewed: June 19, 2008
Revised: October 6, 2011
Revised: September 7, 2017
Reviewed: June 19, 2018
Revised: August 1, 2019
Revised: October 7, 2021
Revised: August 1, 2024
Revised:

Legal Refs.: 42 U.S.C. § 1758b.

7 C.F.R. 210.31.

Code of Virginia, 1950, as amended, § 22.1-207.4.

~~8 VAC 20-740-10 through 8 VAC 20-740-30~~

ff

~~8 VAC 20-740-40.~~

Cross Refs.: EF Food Service Management
EFD Food Sanitation Program
EFB Food Services
IGAE/IGAF Health Education/Physical Education
JL Fund Raising and Solicitation
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

STUDENT SERVICES

File: JHCF-RL
Page: 21 of 21

and future success. The division also recognizes that staff well-being should be supported as part of maintaining a healthy and productive school environment. A copy of the findings of the assessment and goals for the current SHAB are included in the regulations.

A list of members recommended to serve on SHAB will be presented to the School Board annually for approval. A current list of members is included in the regulations.

Adopted: June 15, 2006
Reviewed: June 19, 2008
Revised: October 6, 2011
Revised: September 7, 2017
Reviewed: June 19, 2018
Revised: August 1, 2019
Revised: October 7, 2021
Revised: August 1, 2024
Revised:

Legal Refs.: 42 U.S.C. § 1758b.

7 C.F.R. 210.31.

Code of Virginia, 1950, as amended, § 22.1-207.4.

~~8 VAC 20-740-10 through 8 VAC 20-740-30~~

~~ff~~

~~8 VAC 20-740-40.~~

Cross Refs.: EF Food Service Management
EFD Food Sanitation Program
EFB Food Services
IGAE/IGAF Health Education/Physical Education
JL Fund Raising and Solicitation
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

SUICIDE PREVENTION

The Charlottesville City Schools Division is committed to protecting its students from the risk of suicide.

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the **Charlottesville City** School Board who, in the scope of ~~his~~ employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, **must** ~~contact~~, as soon as practicable, at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student. The superintendent is responsible for developing procedures for such contact that are in accordance with the guidelines developed by the Board of Education in cooperation with the Department of Behavioral Health and Developmental Services and the Department of Health as required by Va. Code § 22.1-272.1.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, contact is not made with the parent. Instead, the staff ~~person-member~~ notifies, as soon as practicable, the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by School Board Policy GAE Child Abuse and Neglect Reporting Child Abuse and Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the ~~person-staff member~~ **must** ~~stress~~ the need to take immediate action to protect the child from harm.

Parental Review of Materials

Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying or suicide prevention program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

Adopted: April 15, 2004
Reviewed: June 19, 2008
Reviewed: June 25, 20013
Revised: August 1, 2019
Revised: June 17, 2021
Revised:

STUDENT SERVICES

File: JHH-RL

Page: 2 of 2

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-207.1:1, **22.1-207.2:1**,
22.1-272.1 and 63.2-1509.

Cross Refs.: ~~GAE~~ ~~Child Abuse and Neglect Reporting~~
EB School Crisis, Emergency Management and Medical
Emergency Response Plan
EBB Threat Assessment Teams
GAE **Child Abuse and Neglect Reporting**
JHC **Student Health Services**
KP **Parental Rights and Responsibilities**

STUDENT-ATHLETE SUDDEN CARDIAC ARREST

In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian must review, on an annual basis, information provided by the school division on symptoms that may lead to sudden cardiac arrest. After reviewing the materials, each student-athlete and the student-athlete's parent or guardian must sign a statement acknowledging receipt of such information, in a manner approved by the Virginia Board of Education.

A student-athlete who is experiencing symptoms that may lead to sudden cardiac arrest must be immediately removed from play. A student-athlete who is removed from play ~~shall~~**must** not return to play until the student-athlete is evaluated by and receives written clearance to return to physical activity by an appropriate licensed health care provider as determined by the Virginia Board of Education. The licensed health care provider evaluating student-athletes may be a volunteer.

The superintendent is responsible for developing, biennially reviewing, and updating procedures to implement this policy.

Adopted: August 4, 2022
Revised: August 1, 2024
Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-271.8.

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

FUNDRAISING AND SOLICITATION

All **school-sponsored** fundraising activities conducted for the benefit of the school division must provide an educational **or co-curricular** benefit to students and must not interfere with the instructional program. ~~All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal.~~ Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in **school-sponsored** fundraising activities provided such activities are approved in writing **in advance** and carefully monitored and regulated by the school principal or principal's designee. ~~Elementary school~~ **S**tudents may not participate in door-to-door solicitation. Students are not excused from class to participate in fundraising activities. No grade is affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal develops and maintains a list of all approved fundraising activities and reports all activities to the superintendent pursuant **this policy and regulations**. ~~to procedures issued by the superintendent.~~

The superintendent periodically furnishes the School Board with an up-to-date listing of all fundraising activities being conducted in the school division.

Adopted: July 16, 1998
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019
 Revised: June 17, 2021
 Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.
8VAC20-671-250, 8VAC20-780-240

Cross Refs.: **DGC** **School Activity Fund**
 IIBEA/GAB Acceptable Computer System Use
 IICA Field Trips
 JHCF ~~Student Wellness~~ **Policy**
~~KJ Advertising in the Schools~~
 KGA Sales and Solicitations in Schools
KJ Advertising in the Schools
 KMA Relations with Parent Organizations

STUDENT SERVICES

File: JL

Page: 2

KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

RESTRAINT AND SECLUSION OF STUDENTS

Physical restraint and seclusion may only be used by **Charlottesville City** School Board staff for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The **Charlottesville City** School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion.

The superintendent is responsible for developing procedures to address the requirements of the Board of Education Regulations. Those procedures shall include:

- examples of the positive behavioral interventions and support strategies consistent with the student's rights to be treated with dignity and to be free from abuse that the school division uses to address student behavior, including the appropriate use of effective alternatives to physical restraint and seclusion;¶
- a description of initial and advanced training for school personnel that addresses appropriate use of effective alternatives to physical restraint and seclusion and the proper use of restraint and seclusion;
- a statement of the circumstances in which physical restraint and seclusion may be employed, which shall be no less restrictive than that set forth in 8 VAC 20-750-40 and 8 VAC 20-750-50;
- provisions addressing the
 - notification of parents regarding incidents of physical restraint or seclusion, including the manner of such notification;
 - documentation of the use of physical restraint and seclusion;
 - continuous visual monitoring of the use of any physical restraint or seclusion to ensure the appropriateness of such use and the safety of the student being physically restrained or secluded, other students, school personnel, and others. These provisions shall include exceptions for emergency situations in which securing visual monitoring before implementing the physical restraint or seclusion would, in the reasonable judgment of the school personnel implementing the physical restraint or seclusion, result in serious physical harm or injury to persons;
 - securing of any room in which a student is placed in seclusion. These provisions shall ensure that any seclusion room or area meet specifications for size and viewing panels that ensure the student's safety at all times, including during a fire or other emergency; and
 - the appropriate use and duration of seclusion based on the age and development of the student.▪

STUDENT SERVICES

File: JM
Page: 2 of 2

The School Board reviews this policy at least annually and updates it as appropriate. The superintendent reviews the procedures at least annually and updates them as appropriate.

Adopted: June 26, 2014
Revised: January 7, 2021
Revised: August 4, 2022
Revised: August 1, 2024
Revised: June 5, 2025
Reviewed:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-279.1, 22.1-279.1:1.

8 VAC 20-750-40, ~~8 VAC 20-750-50~~, 8 VAC 20-750-70.¶

¶

~~8 VAC 20-750-50.~~ ¶

¶

~~8 VAC 20-750-70.~~

Cross Refs.:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBB	Threat Assessment Teams
	IGBA	Programs for Students with Disabilities
	JFC	Student Conduct
	JGA	Corporal Punishment
	JGDA	Disciplining Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	KNAJ	Relations with Law Enforcement Authorities

COMMUNITY RELATIONS

File: KBC-RL

Page: 1

MEDIA RELATIONS

Media releases by the schools are encouraged as a means of informing the public of programs, activities, and accomplishments. Staff members are encouraged to participate in activities that inform the public about school programs and activities. The **Supervisor of Community Relations Specialist Coordinator** will be responsible for coordinating the media relations efforts for the school division.

News and information concerning school events, personnel, students, and programs is released only with the approval of the principal or Superintendent and in accordance with state and federal laws regarding confidentiality. All other matters representing the official position of the Board, prepared for publication by any of its employees, shall be approved by the superintendent or a designee prior to release to the press.

Adopted: August 6, 1998
Revised: January 8, 2004
Revised: September 20, 2007
Reviewed: February 21, 2008
Revised: July 5, 2012
Revised: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-287, 22.1-287.1.

Cross Ref.: JO Student Records
KA Goals for School-Community Relations
KB Public Information Program

COMMUNITY INVOLVEMENT IN DECISION MAKING

The School Board recognizes that the public has vast resources of training and experience useful to schools. The Board may involve citizens, both as individuals and as groups, to act in an advisory capacity.

Public opinion given is carefully considered by the Board in light of division goals, current practices, and financial feasibility. Decision making, however, rests solely with the Board.

Advice of the public is given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects all pupils. The final decision may depart from this advice when, in the judgment of the staff and the Board, such advice is not consistent with goals adopted by the Board, current educational practices, or within the reach of the financial resources available.

The **Charlottesville City** School Board will call meetings of the people of the school division for consultation in regard to school interests thereof when it deems such meetings to be necessary.

The Board may appoint a committee of not less than three nor more than seven members for each public school in the school division. The committee's duty will be to advise the members of the School Board with reference to matters pertaining to the school and to cooperate with the School Board in the care of the school property and in the successful operation of the school. Such committees serve without compensation.

Adopted: August 6, 1998
Revised: January 8, 2004
Revised: February 21, 2008
Revised: July 5, 2012
Revised: June 17, 2021
Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-86, 22.1-253.13:7.

Cross Ref.: AF Comprehensive Plan
BCF Advisory Committees to the School Board
BDDH/KD Public Participation at Board Meetings
CA Administration Goals

PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors must register at the school office on arrival.

No ~~person or organization~~ ~~one~~ may possess, ~~or consume, or serve~~ any alcoholic beverage ~~in or on the grounds of any public school on school property or during school hours or school or student activities.~~ ~~at school or student-sponsored activities.~~ In addition, ~~no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, both during and after school hours,~~ except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Products and Nicotine Vapor Products, use of tobacco products and nicotine vapor products is not permitted ~~in schools,~~ ~~on school property,~~ ~~at school-sponsored activities or events,~~ or in school vehicles.

~~The principal will report a~~ Any person found to be engaged in or advocating illegal activity while on school property, including school buses, ~~is reported by the principal~~ to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys, or defaces any school district building, or damages or removes any school property from a school building, is required to compensate the school division and may be prosecuted.

Any person who willfully ~~disrupts~~ ~~interrupts or disturbs~~ the operation of any school, ~~school activity, or school-sponsored event, or who is intoxicated from self-administered alcohol or drugs and disrupts the same,~~ ~~or, being intoxicated, disturbs the same,~~ ~~whether willfully or not,~~ may be ~~ejected~~ ~~removed from school property~~ and/or prosecuted.

Adopted: August 6, 1998
 Revised: January 8, 2004
 Revised: February 21, 2008
 Revised: June 19, 2008
 Revised: June 25, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019
 Revised: June 17, 2021
 Adopted:

Legal Refs.: 20 U.S.C. §§ 6083, 7973.

COMMUNITY RELATIONS

File: KGB-RL

Page: 2

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78, 22.1-79.5.

Cross Refs.:	ECAB	Vandalism
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	KK	School Visitors
	KN	Sex Offender and Crimes Against Minors Registry Information

SCHOOL VISITORS

Generally

The Charlottesville City School Board welcomes visits by citizens of the city to their public schools. Visitors are welcome ~~in the schools on school property as long as~~ ~~provided~~ their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office ~~and comply with visitor registration and identification procedures established by the school.~~

~~Access to school property by certain registered sex offenders is prohibited by Virginia law except as permitted by court order or statute.~~ Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender and Crimes Against Minors Registry Information before arriving ~~on~~ school property or ~~at school-~~sponsored activities.

The school division expects mutual respect, civility, and orderly conduct from all individuals on school property, ~~including school buses, and at school-~~sponsored ~~events. events.~~ Unauthorized persons, including suspended and expelled students, ~~will be requested to~~ ~~who fail to leave school~~ property, including school buses, or a school-sponsored activity upon the direction of ~~grounds~~ the Superintendent, the principal, a designee, a school security or resource officer, or any other authorized school official¹ ~~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~~ school property or at school division-sponsored activities. Law enforcement may be called to enforce this policy.

Any ~~person~~ ~~one~~, including ~~a student~~ ~~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~~ ~~any~~ direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information ~~and reasonably visible, , posted at a place~~ ~~where it reasonably may be seen~~ may be prosecuted ~~in accordance with Virginia law.:~~

Visitors planning to use the grounds of Charlottesville City Schools for recreational purposes during school hours are expected to register in the office during the first visit. Visitors will be given a Guest Pass to be worn during all subsequent visits. School personnel will monitor the grounds and may ask visitors not wearing Guest Passes to register to obtain a Guest Pass.

¹ School Boards can also add school resources officers, school security officers, etc.

Parents

Unless restricted by law, pParents 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~~ student activity that ~~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 assist in fulfilling their responsibilities and increase understanding of actual educational practices. When visiting a school, School Board members will follow the same procedures applicable to all other visitors. ~~when visiting a school.~~

- Adopted: August 6, 1998
- Revised: January 8, 2004
- Reviewed: February 21, 2008
- Revised: June 19, 2008
- Revised: May 2, 2013
- Reviewed: June 19, 2018
- Revised: June 17, 2021
- Revised:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-119, 18.2-128,† 18.2-370.5, 18.2-415, 22.1-4.3, ~~22.1-79.~~

Cross Refs.:	DJG	Vendor Relations
	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	ECA	Inventory and Reporting of Loss or Damage
	GAB/IIBEA	Acceptable Computer System Use
	IGBC	Parental Involvement
	KGB	Public Conduct on School Property
	KN	Sex Offender and Crimes Against Minors Registry
		Notification Information
	KP	Parental Rights and Responsibilities

SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY INFORMATION

Generally

Each school in the **Charlottesville City school** division **must** registers with the Department of State Police to receive electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

The superintendent notifies the parent of each student enrolled in the school division of the availability of information in the Registry and the location of the website.

Visitors to Schools

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that **the parent he or she** is barred from being present ~~at school or at school functions~~ **on school property or at school sponsored activities** without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that ~~he or she~~ **the parent** does not come into contact with any children other than the parent's own children.

When the school division learns that any ~~person-individual~~ other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the ~~person-individual~~ is notified in writing that **the individual he or she** is barred from being present at school or school functions without the express written approval of the principal of the school the ~~person-individual~~ seeks to visit or which sponsors the event the ~~person-individual~~ seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the ~~person-individual~~ may be present. One of the conditions will be that the ~~person-individual~~ will be monitored to ensure the safety of students, staff, and others.

Principals consider requests to be present at school or at school sponsored activities from all ~~persons-individuals~~ who are required to register with the Registry but have not

COMMUNITY RELATIONS

File: KN-RL

Page: 2 of 2

been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent.

Visitors to Schools – Conviction of Tier III Offenses

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
- the person is a student enrolled at the school; **or**
- the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

Adopted: August 6, 1998
Revised: January 8, 2004
Revised: September 20, 2007
Reviewed: February 21, 2008
Revised: June 19, 2008
Revised: June 16, 2011
Revised: June 17, 2021
Adopted:

Legal Ref: Code of Virginia, 1950, as amended, §§ 22.1-79, 22.1-79.3, 9.1-902, 9.1-914, 9.1-918 and 18.2-370.5.

Commonwealth v. Doe, 278 Va. 223 (2009).

Cross Ref: BBA School Board Powers and Duties
DJF Purchasing Procedures
KK School Visitors
KNAJ Relations with Law Enforcement Authorities
KP Parental Rights and Responsibilities

PARENTAL RIGHTS AND RESPONSIBILITIES

The **Charlottesville City** School Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education and care of their children and that parents have responsibilities in supporting their child’s education. The **Charlottesville City** School Board is committed to partnering with parents to promote student success and respecting parental rights in accordance with applicable state and federal laws.

Parental Rights

All staff members will respect the ~~parental rights of both parents~~ rights of all parents and legal guardians. The School Board recognizes the following rights of both custodial and noncustodial parents ~~unless there is a law, legally binding document, or court order to the contrary~~ provides otherwise, both parents have the right to:

- ~~inspect and review their child’s school~~ education records, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Virginia law; ~~Policy JO Student Records;~~
- Inspect instructional materials used as part of their child’s curriculum;
- ~~Visit~~ visit the school in accordance with School Board policies governing visitors and school safety to include Policies KK School Visitors and KN Sex Offender and Crimes against Minors Registry Information; ~~;~~
- ~~Receive~~ all notifications required by law to include, but not limited to, their child’s academic progress, promotion and retention, attendance, behavior, and progress towards graduation; ~~;~~
- ~~Participate~~ in conferences, Individualized Education Program (IEP) meetings, 504 plan meetings, and other processes affecting their child’s education as required by law;
- Receive notification in accordance with Virginia Code § 22.1-272.1 if a School Board employee has reason to believe, as a result of direct communication with their child, that their child is in imminent risk of suicide;
- Receive notification in accordance with Virginia Code § 22.1-272.1:1 if there is a confirmed school-connected student overdose or if the school principal has knowledge of a suspected school- connected student overdose;
- ~~Exercise~~ legally required opt-out rights and receive advance notice and inspect materials for certain curricula;

COMMUNITY RELATIONS

File: KP-RL

Page: 2 of 3

- Inspect surveys or questionnaires administered to their child and exercise applicable opt-out rights

-Parent Responsibilities

The custodial parent has the responsibility to:

- Provide accurate and up-to-date contact, medical, and emergency contact information and ~~keep the school office informed information on of the parent's address and~~ how the parent may be contacted at all times;
- Provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; ~~and~~
- Provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent; ~~and~~
- Ensure their child attends school in compliance with compulsory attendance laws.
- ¶

The noncustodial parent has the responsibility to:

- ~~Keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, such parent they will~~ may be included as an emergency contact for the student's activities unless a court order ~~has been issued to the contrary~~ provides otherwise.

Adopted: January 8, 2004
Revised: February 21, 2008
Revised: July 5, 2012
Revised: June 17, 2021
Adopted:

Legal Refs.: 20 U.S.C. §1232g-1232h.

— 34 C.F.R. § 99.4.

Code of Virginia, 1950, as amended, §§ 1-240.1, 20-124.6, 22.1-4.3, 22.1-78, 22.1-207.1, 22.1-254, 22.1-272.1, 22.1-272.1:1, 22.1-287.

COMMUNITY RELATIONS

File: KP-RL
Page: 3 of 3

Cross Refs.:	IAA	Notification of Learning Objectives
	IGBA	Programs for Students with Disabilities
	IGAH	Family Life Education (optional)
	IIA	Instructional Materials
	JOB	Administration of Surveys and Questionnaires
	JED	Student Absences/Excuses/Dismissals
	JHH	Suicide Prevention
	JO	Student Records
	KGD	Notification of School-Connected Student Overdose
	KK	School Visitors
	KN	Sex Offender and Crimes Against Minors Registry Notification

SCHOOL COMMUNITY RELATIONS

File: LB-RL

Page: 1

RELATIONS WITH PRIVATE SCHOOLS

The **Charlottesville City** School Board and superintendent ~~shall~~ work cooperatively with private schools that serve the community and students in matters of common interest, unless expressly prohibited by state statutes or local school board policy. The superintendent is authorized to consult with officials of these schools to determine areas of mutual concern and interest and to make recommendations to the Board.

Adopted: June 21, 2007

Revised: June 19, 2008

Revised: July 25, 2013

Revised: June 17, 2021

Reviewed:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78; 22.1-176.1.