VSBA Policy Update (October 2026) December 3, 2026 School Board Meeting (First Review)				
Current CCS Policy (on CCS Website)	**VSBA Revised Policies for Review (Redline Copy)**	**Policy Title**	**Explanation of Revisions**	**Executive Leadership Team Member Responsible**
Section A – Foundations and Basic Commitments				
AC	**AC-RL**	**Nondiscrimination**	Added immigration and citizenship status pursuant to Va. Code § 22.1-2.2. Legal references updated.	ELT
AFA	**AFA-RL**	**Self-Evaluation of School Board Operations and Governance**	Changed to an optional policy as this is not required under the law. Substantially updated to reflect governance best practices and clearly delineate this evaluation from other evaluations, including Superintendent and staff evaluations. Current policy language regarding self-evaluation process highlighted in yellow.	Gurley
Section C – General School Administration				
EC	**EC-RL**	**Buildings and Grounds Management and Maintenance**	Significantly updated to include statutory requirements on building maintenance. Additional legal citations included and updated.	Powell
Section I – Instruction				
	IIA-RL	**Sexually Explicit Instructional Materials**	Removed outdated legal reference and added a citation to the Virginia Department of Education's Model Policies Concerning Instructional Materials with Sexually Explicit Content.	Isley
IIBC	**IIBC-RL**	**Artificial Intelligence**	VSBA shared optional AI policies for divisions to review. ELT reviewed the policies and updated our current IIBC policy to include pertinent VSBA policy language.	Cuomo
Section J – Student Services				
JEG	**JEG-RL**	**Exclusions and Exemptions from School Attendance**	Revised language to clarify that the exemptions do not have to be submitted on an annual basis. Added language to require that requests are forwarded to the school board as required by statute.	Rasnake
NEW	**JOC (NEW) (Optional)-RL**	**Dissemination of Notices of Adjudication of Delinquency or Conviction**	New policy that includes language that was in the previous version of JO, Student Education Records.	Trotter, Powell, Rasnake

VSBA Policy Update (October 2026) December 3, 2026 School Board Meeting (First Review)				
Current CCS Policy (on CCS Website)	**VSBA Revised Policies for Review (Redline Copy)**	**Policy Title**	**Explanation of Revisions**	**Executive Leadership Team Member Responsible**
Section K – Community Relations				
KJ	**KJ-RL (optional)**	**Advertising in the Schools**	No revisions; update only to make this an optional policy as it is not required by law.	Simalchik
KPA	**KPA-RL**	**Parental Notification of Safe Storage of Prescription Drugs and Firearms**	Added a purpose statement; added additional context and information that will be helpful for the required notification in footnotes.	Powell, Rasnake

File: AC-RL

NONDISCRIMINATION

The **Charlottesville City** School Board is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, ethnic or national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information, immigration or citizenship status, or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Adopted: July 16, 1998
Revised: October 16, 2003
Revised: December 20, 2007
Revised: June 25, 2013
Revised: June 19, 2018
Revised: August 6, 2020
Revised: June 17, 2021
Revised: August 4, 2022
Revised: August 1, 2024
Adopted:

Legal Refs.: 20 U.S.C. §§ 1681-~~1688~~.
29 U.S.C. § 701, 794.
42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1.

34 C.F.R. 106.9.

Constitution of Virginia, article I, section 11.

Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3904, 2.2-3905, 2.2-3905.1, 22.1-2.2, 22.1-23.3, 22.1-26.2, 22.1-295.2.

Cross Refs.:

FECBB	Accommodations for Individuals with Disabilities
GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
JB	Equal Educational Opportunities/Nondiscrimination

File: AFA-RL

SELF-EVALUATION OF SCHOOL BOARD OPERATIONS AND GOVERNANCE[1] ~~AL PROCEDURES~~

Purpose

The **Charlottesville City** School Board recognizes the importance of effective governance for the successful operation of the school division. The purpose of this policy is to establish an optional, systematic process for the School Board to evaluate its operations, governance practices, policies,[2] and effectiveness as a governing body. The intent is to ensure improvement, transparency, effectiveness, and compliance with the law.

Authority

The Code of Virginia authorizes the School Board to adopt bylaws and regulations for its own government, management of school business, and for the supervision of schools. These bylaws and regulations must remain compliant with existing Federal and state law and regulations of the Virginia Department of Education (VDOE). In addition, school boards must ensure the school division operates according to law and with the utmost efficiency.

Periodic Evaluation

To ensure the proper discharge of its duties in compliance with the law, applicable VDOE regulations, and local policies, the School Board reviews the Board's collective performance and governing operations **[insert ~~The School Board reviews its performance~~ one or more of the following:~~annually~~**

1. **Annually;**
2. **Another interval determined by the board**
3. **At the direction of the Chair or the majority of the board, when warranted.]**

Scope of Evaluation

This policy governs the self-evaluation of the School Board and is not intended to be a performance evaluation of an individual school board member or constitute any other employment evaluation.

---

[1] **FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.**

Virginia Code does not require that a school board conduct an annual evaluation of itself. This is an optional policy. The proposed language is suggested language if a school board wants to have such a process in place to ensure effective governance.

[2] The policy can also include bylaws, regulations, etc. that the school board uses in its governance of the school division and is relevant to this sample optional policy.

~~to ensure its proper discharge of responsibilities to the community.~~ Evaluation is based on a positive approach, identifying the strengths of the School Board~~,~~ and opportunities for improvement.

The following elements are included in the self-evaluation process:

[Insert ~~own~~ areas the local board wants to include in its periodic evaluations. This may include, but is not limited to board meeting and procedures, policy development and review, school board/superintendent relationship, school board/staff relations, school board professional development and training, compliance with standards of conduct, etc.]

~~1. School Board members are involved in the development of an evaluation instrument and procedure.~~

~~2. The School Board evaluation instrument is completed by individual Board members and submitted to the School Board Chairman, or the Chairman's designee, for compilation.~~

~~3. The School Board meets, with all members present, to review and discuss the composite results.~~

~~4. Each conclusion is supported by objective evidence.~~

Current Policy Language highlighted in yellow.

Upon final discussion of this self-evaluation, the School Board develops and/or adjusts the Biennial Board/Superintendent Priorities based on the Strategic Plan as required by the Virginia Standards of Quality, the goals adopted by the School Board, and the results of the Board's self-evaluation. The Strategic Plan coupled with the Division Goals serve as the cornerstone for long-range improvement for the school division. These priorities will ensure continued proficiency in its area of excellence and will strengthen the performance of the School Division.

When the annual Progress Report is provided to the School Board, the data is used to measure the system's progress toward meeting the Biennial Board/Superintendent Priorities.

Mid-Year Review: Each year, the School Board reviews progress toward accomplishing the Biennial Board/Superintendent Priorities. This review will allows any needed mid-year course corrections.

Upon completion of the process annually, the School Board considers revisions to the School Board self-evaluation process.

Guidelines for the Board/Superintendent Evaluation Process

June Meeting/Retreat	Evaluation of priorities includes preliminary development of Board/Superintendent Biennial Priorities for next year.
By August 31st	Revise and finalize Board/Superintendent Priorities.
November/December	Superintendent provides update on Board/Superintendent Biennial Priorities. Have initial discussions of the midyear review. In open session discuss progress on priorities. In closed session, give feedback to the Superintendent on his/her job performance. In closed session the Superintendent provides an overview of performance of key administrators.
May/June	Superintendent provides update on priority progress allowing sufficient time for School Board to fill out evaluation forms for the June Meeting/Retreat. School Board collates evaluations.
June Meeting/Retreat	In open session evaluate school division progress on Board/Superintendent Biennial Priorities. In open session board self-evaluation. In Closed Session evaluate Superintendent.
By June 30th	Board provides Superintendent with a detailed oral evaluation in Closed Meeting. Board Chair, at the direction of the board, provides a summary written evaluation to include any compensation adjustments for the next school year.

Superintendent and Staff Evaluations

Any evaluation conducted in accordance with this policy is not to be considered an individual performance evaluation of the Superintendent or other division employees. The School Board's annual evaluation of the Superintendent, conducted in accordance with Virginia Code § 22.1-60.1, is a separate process from the Board's own evaluation process. The Superintendent develops procedures for the evaluation of division staff in accordance with applicable law, regulations, and School Board policies.

Results

~~Based on discussion of the results~~Following completion of the evaluation, the School Board ~~develops~~ may develop both short- and long-range goals and objectives to ensure continued proficiency in its areas of excellence, to strengthen weak areas, and ~~to~~ improve the efficiency in Board's governance. ~~of the Board.~~

File: AFA-RL

Adopted:	July 16, 1998
Revised:	May 4, 2006
Reviewed:	December 20, 2007
Reviewed:	June 25, 2013
Reviewed:	June 26, 2014
Revised:	August 1, 2019
Reviewed	August 1, 2024
Revised:	

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-78, 22.1-79, 22.1-253.13.5.

Cross Refs.:	AE	School Division Goals and Objectives
	AF	Comprehensive Plan
	BBA	School Board Powers and Duties
	CBG	Evaluation of the Superintendent
	GCN	Evaluation of Professional Staff
	GD	Evaluation of Support Staff

File: EC-RL

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

Policy Statement

The **Charlottesville City** School Board is committed to maintaining all school buildings, grounds, and facilities in a safe, secure, and accessibly condition to support student learning.

Care and Maintenance of Property

The Ssuperintendent ~~has the general responsibility~~is responsible for the administration, operation, maintenance, care, custody, and ~~safekeeping~~ preservation of all ~~school~~ property owned by the school division. The principal of each school is responsible for the day-to-day operation, supervision, care of relevant school buildings, facilities, and grounds. ~~and maintenance of the school plant.~~

All division facilities must be maintained in compliance with the Virginia Uniform Statewide Building Code, in addition to all other applicable health, safety, environmental, and accessibility requirements. Division administrators will ensure that all security enhancements to public school buildings are in compliance with the Code.

The division must develop and implement plans for the testing, and when necessary, remediation of mold in public school buildings in accordance with guidance issued by the U.S. Environmental Protection Agency. The School Board must submit each testing plan and report of results to the Department of Health and make the appropriate notifications pursuant to Va. Code 22.1-138D to staff and parents of enrolled students if testing indicates the presence of mold in a public school building.

In addition, the school division will ensure compliance with applicable legal requirements concerning radon testing and water management programs for the prevention of Legionnaires' disease.

School administrators must:

- Maintain a physical plant that is accessible, barrier free, safe, and clean;
- Provide suitable space for classrooms, administrative staff, pupil personnel services, library and medical services, and for the needs and safety of physical education;
- Provide adequate, safe, and properly equipped laboratories to meet the needs of instruction in the sciences, technology, fine arts, career and technical programs;
- Provide facilities for the adequate and safe administration and storage of student medications;
- Equip all exit doors with panic hardware as required by the Virginia Uniform Statewide Building Code;
- Hold required fire, lockdown, and tornado drills, and other emergency preparedness activities in accordance with applicable law and regulations;
- Properly post evacuation routes; and

- Implement school safety and threat assessment responsibilities required by law and School Board policy.

Each school must maintains records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections is determined by the School Board in consultation with the local health and fire departments.

~~In addition, the school administration equips all exit doors with panic hardware as required by the Uniform Statewide Building Code. ¶~~

The school division maintains documentation of any pesticide application that includes the target pest, the formulation applied and the specific location of the application in accordance with applicable law and regulations.

The Superintendent shall develop administrative regulations and procedures to implement this policy.

Adopted: April 3, 1998
Reviewed: May 15, 2008
Revised: June 18, 2009
Revised: June 17, 2010
Reviewed: June 27, 2016
Revised: June 19, 2018
Revised: August 6, 2020
Revised: August 1, 2024
Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79, 22.1-132.2, 22.1-135.1, 22.1-136, 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-137.3, 22.1-137.4, 22.1-138, 22.1-138.1, 22.1-293.

8 VAC 20-132~~1~~-246~~6~~0.

Cross Refs.:

CF	School Building Administration
EA	Support Services
EB	School Crisis, Emergency Management and Medical Emergency Response Plan
EBCB	Safety Drills
FE	Playground Equipment
GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
KF	Distribution of Information/Materials
KG	Community Use of School Facilities
KGB	Public Conduct on School Property

File: EC-RL

KJ Advertising in the Schools
KL Public Complaints
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

SEXUALLY EXPLICIT INSTRUCTIONAL MATERIALS

Purpose[1]

This policy establishes clear procedures for (i) the identification of instructional materials with sexually explicit content, (ii) parental notifications of any instructional materials with sexually explicit content, (iii) parental review of instructional materials with sexually explicit content, and (iv) the provision in a non-punitive manner of alternative instructional materials that do not include sexually explicit content for any student whose parent so requests.

Definitions

"Instructional material" and "instructional materials" mean any content used by one or more students for an educational purpose in connection with **Charlottesville City** Public Schools regardless of (a) its format, whether printed, representational, audiovisual, electronic, or digital (such as materials, social media content, and software applications accessible through the internet), or (b) the time, place and manner in which the content is used. Library materials are considered instructional materials when used (a) for completion of an assignment from **Charlottesville City** Public Schools, or (b) as part of an academic or extracurricular education program conducted by **Charlottesville City** Public Schools.[2] They include any division, school, and/or classroom purchased or created assessments. They do not include standardized national or state assessments, such as ACT, SAT, NAEP (National Assessment of Educational Progress), AP (Advanced Placement) or SOL (Standards of Learning) exams.

"Parent" or "parents" means any parent, guardian, legal custodian, or other person having control or charge of a child.

"Sexually explicit content," as defined by Va. Code § 2.2-2827, means (a) any description of or (b) any picture, photograph, drawing, motion picture film, digital image or similar visual representation depicting sexual bestiality, a lewd exhibition of nudity, as defined in this policy, sexual excitement, sexual conduct or sadomasochistic abuse, as defined in this policy, coprophilia, urophilia, or fetishism. Instructional materials shall not be designated as sexually explicit based solely on the sexual orientation of the characters therein.

Sexually Explicit Instructional Materials

Charlottesville City School Board ensures that at least thirty (30) days prior to the use of any instructional materials with sexually explicit content, written notice is provided to parents that (i) specifically identifies the instructional materials with sexually explicit content, (ii) informs parents of their right to review such instructional materials, and (iii) informs parents of their

---

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

This model policy is drafted in compliance with the Virginia Department of Education's Model Policies Concerning Instructional Materials with Sexually Explicit Content.

[2] Nothing in this policy shall be (i) construed to permit the censoring of books in any public elementary or secondary school or (ii) utilized as a rationale or basis for the removal of books from any public elementary or secondary school.

right to have their child use, in a non-punitive manner, alternative, instructional materials that do not include sexually explicit content.

The Superintendent is responsible for creating, implementing, and periodically updating procedures for implementing this policy. Those procedures will include

- a process for identifying instructional materials, including supplementary materials, with sexually explicit content;
- a process for identifying, prior to the start of each school year, any instructional material that includes sexually explicit content that may be used during the upcoming school year;
- a process by which principals will provide written notice to parents at least 30 days prior to the use of any instructional materials with sexually explicit content, that (a) specifically identifies the instructional materials with sexually explicit content, (b) informs parents of their right to review such instructional materials, and (c) informs parents of their right to have their child use, upon request, in a non-punitive manner, alternative instructional materials that do not include sexually explicit content;
- a process by which parents may change their decision with respect to the use of alternative instructional materials by providing written notice;
- a process for maintaining a current list of instructional materials with sexually explicit content by grade and subject matter on the division's website; and
- a process for online access for parental review of instructional materials that include sexually explicit content unless such review is not technically feasible or is prohibited by copyright protection. The process shall include provisions requiring schools to have instructional materials including sexually explicit content available for review by parents.

Adopted: July 16, 1998
Revised: April 17, 2008
Revised: June 19, 2008
Reviewed: June 25, 2013
Revised: June 26, 2014
Revised: August 1, 2019
Revised: February 2, 2023
Adopted: August 6, 2026
Adopted:

Legal Ref.: 20 U.S.C. § 1232h.

~~34 CFR Part 9~~¶

¶

Code of Virginia, 1950, as amended, §§ 2.2-2827, 18.2-390, 22.1-1, 22.1-16.8.

8 VAC 20-720-160.

Cross Ref.:	IGAH	Family Life Education
	IGBC	Parent and Family Engagement
	IIAA	Textbook Selection, Adoption, and Purchase
	IIAB	Supplementary Materials Selection and Adoption
	IIBD	School Libraries/Media Centers
	IIBEA/GAB	Acceptable Computer System Use
	INB	Teaching About Controversial Issues
	JOB	Administration of Surveys and Questionnaires
	KLB	Public Complaints About Learning Resources

~~USE OF GENERATIVE~~ ARTIFICIAL INTELLIGENCE

Purpose: To establish responsible and effective guidelines for the integration of ~~generative~~ artificial intelligence (AI) within Charlottesville City Schools.

The Charlottesville City School Board recognizes that artificial intelligence (AI) can support teaching, learning, accessibility, and school operations. AI shall be used responsibly, ethically, equitably, and in accordance with applicable federal and Virginia law, Virginia Department of Education guidance, and all relevant School Board policies.

"Artificial intelligence system" or "AIS" means any machine learning-based system that, for any explicit or implicit objective, infers from the inputs such system receives how to generate outputs, including content, decisions, predictions, and recommendations, that can influence physical or virtual environments.

The utilization of AI systems in the school division shall:

- Support legitimate education or operational purposes in alignment with the school division's goals;
- Protect privacy and security by safeguarding student and employee information.
- Be done in a manner that ensures humans are responsible for decisions affecting students and that AI is not the sole basis for those decisions;
- Ensure equity and accessibility to all students and staff;
- Promote academic integrity by establishing clear expectations for student AI use;
- Ensure accuracy and fairness by reviewing AI-generated information for errors, bias, and potential harm;
- Comply with copyright and intellectual property requirements;
- Provide AI education and training for students and employees;
- Approve and monitor AI systems used for school purposes and maintain appropriate safeguards.

Data Privacy and Management

The division recognizes the importance of effective data privacy and management, including the protection of division data and information. The division will ensure that confidential data and other sensitive information is protected while using AI systems.

~~Charlottesville City Schools recognizes the transformative potential of generative AI to enhance teaching and learning, as well as streamline school division operations. For the purposes of this policy, generative AI refers to any technology capable of producing content, including but not limited to text, images, audio, and simulated data. We acknowledge that AI tools can be valuable resources for educators, enabling personalized instruction, expanding access to educational materials, and fostering innovative learning experiences.~~

~~However, we also recognize the importance of addressing the potential challenges associated with AI, such as inherent biases, concerns regarding academic integrity, and the need to ensure responsible and developmentally appropriate use.~~

Procurement

All procurement for AI products must comply with the Virginia Public Procurement Act, the Information Technology Access Act, and all other applicable federal and state laws.

The Superintendent or their designee will provide clear guidance on the appropriate use of AI in the classroom. The role of AI will be emphasized as a tool to augment, not replace either teacher-led instruction or student skill development. This guidance will be implemented through Regulation IIBCR, which will prioritize:

- **Staff and Student Privacy:** Safeguarding the confidentiality of personal information
- **Academic Integrity:** Promoting ethical practices and preventing plagiarism
- **Developmentally Appropriate Instruction:** Ensuring students receive age-appropriate education on the ethical and responsible use of generative AI

Existing Charlottesville City Schools policies, including the **Acceptable Use of Technology Policy** and the **Student Rights and Responsibilities**, apply to staff and student use of generative AI.

This policy and all implementing regulations and procedures shall be reviewed annually to remain consistent with Federal and Virginia law and Virginia Department of Education guidance.

~~Given the rapid evolution of AI technology, this policy and its associated regulation will be reviewed and updated annually to reflect best practices and emerging ethical considerations.~~

Adopted: June 5, 2025
Revised:

Legal Refs.: 15 U.S.C. §§ 6501-6506 (Children's Online Privacy Protection Act).
15 U.S.C. § 6551-6555 (Protecting Children in the 21st Century Act).
18 U.S.C. §§ 2510-2523 (Electronic Communications Privacy Act).
18 U.S.C. §§ 2701-2713 (Stored Communications Act).
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act).
20 U.S.C. § 1232h (Protection of Pupil Rights Amendment).
20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act).

29 U.S.C. § 701 et seq. (Rehabilitation Act of 1973).
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act).
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act).
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act).

Code of Virginia, 1950, as amended, §§ 2.2-3500 through 2.2-3505, 22.1-20.2:1, 22.1-20.2, 22.1-70.2, 22.1-253.13:1 22.1-253.13:5, and 22.1-289.01.

Cross Refs.:		
	AC	Nondiscrimination
	AH	Digital Accessibility
	DJF	Procurement
	DJG	Vendor Relations
	EGAA	Reproduction and Use of Copyrighted Materials
	GAB/IIBEA	Acceptable Computer System Use
	GBA/JHFA	Prohibition Against Harassment and Retaliation
	GCL	Professional Staff Development
	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JO	Student Education Records
	JRCA	School Providers' Use of Personal Information
	KBE	Internet Privacy

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

The School Board **shall** excuse the following from attendance at school:

1. Any student who, together with the student's parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.[1]

2. On the recommendation of the juvenile and domestic relations court of the city or county in which the student resides, and for such period of time as the court determines appropriate, any student who, together with the student's parents, is opposed to attendance at a school by reason of concern for the student's health as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

The School Board **may** excuse the following from attendance at school:

1. On recommendation of the principal and the superintendent and with the written consent of the parent or guardian, any student who the School Board determines, in accordance with regulations of the Board of Education, cannot benefit from education at school; or

2. On recommendation of the juvenile and domestic relations district court of the city or county in which the student resides, any student who, in the judgment of the court, cannot benefit from education at school.

Any request for exemption from attendance is to be provided or forwarded ~~annually~~ in writing to the ~~s~~Superintendent or ~~s~~Superintendent's designee. The Superintendent is responsible for providing all requests for exemption from attendance to the school board for review and approval.[2]

The compulsory education requirements do not apply to

---

[1] **FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.**

VDOE notes that "Parents who wish to seek a religious exemption to compulsory attendance must petition their local school board and show that, by reason of bona fide religious training or belief, the pupil, together with his parents, is conscientiously opposed to attendance at school in accordance with § 22.1-254(B)(1) of the Code." See https://www.doe.virginia.gov/parents-students/for-parents/enrollment-in-virginia-public-schools#religious.

[2] School divisions should amend this language to reflect local division practices for receiving these types of requests.

- children suffering from contagious or infectious diseases while suffering from such diseases;
- children whose immunizations against communicable diseases have not been completed;
- children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live; and
- children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live.

In addition, a child's attendance from school may be delayed for one year, when such child will not have reached the age of 6 years old on or before September 30 of such school year and whose parent or guardian notifies the School Board that the parent does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school.

Adopted: October 21, 1999
Revised: June 19, 2008
Revised: June 16, 2011
Reviewed: June 17, 2021
Adopted: August 7, 2025
Adopted:

_____

_____

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-254, 22.1-271.2.

Cross Refs.: JEA Compulsory Attendance
JHCB Immunization of Students
JHCC Communicable Diseases
LBD Home Instruction

DISSEMINATION OF NOTICES OF ADJUDICATION OF DELINQUENCY OR CONVICTION

The Superintendent or Superintendent's designee shall disseminate a notice or information received pursuant to Va. Code § 16.1-305.1[1] to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

If a division takes disciplinary action based on an incident resulting in an adjudication of delinquency or conviction, the division shall notify the parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order from the court in which the disposition was rendered. The notice shall be in writing and include the reasons for taking such disciplinary action. The division shall also notify the parent or guardian of the parent's right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction received by the Superintendent, including any information contained in such notice, is maintained in accordance with **POLICY JO**.

If the child is not enrolled in the division when notification is received pursuant to Va. Code § 16.1-305.1, the Superintendent forwards the notification to the Superintendent of the school division where the child is enrolled or where the child intends to enroll, as evidenced by the division's receipt of a request from another division for the child's scholastic record.

Any notice of disposition received pursuant to Va. Code § 16.1-305.1 shall not be retained after the student has been awarded a diploma or a certificate as provided in Va. Code § 22.1-253.13:4.[2]

The Superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as provided by law.[3]

Adopted:

_____

_____

[1]**FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.**

Relating to an adjudication of delinquency or conviction of an offense listed in Va. Code § 16.1-260(G).

[2] Va. Code § 22.1-289.

[3] See Va. Code § 16.1-305.2.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-253.13:4, 22.1-287, 22.1-287.02, 22.1-288.2, 22.1-289, 66-25.2:1.

Cross Refs.:		
	JFC	Student Conduct
	JGD/JGE	Student Suspension/Expulsion
	JO	Student Education Records
	JOD (Optional)	Release of Student Data/Records

ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement must be directed to the superintendent or superintendent's designee.

School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal consults with the superintendent.

Adopted: August 8, 1998
Revised: January 8, 2004
Revised: February 21, 2008
Reviewed: June 25, 2013
Revised: June 26, 2014
Revised: August 1, 2019
Adopted: August 1, 2024
Adopted:

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

Cross Refs.:		
	DJG	Vendor Relations
	JP	Student Publications
	KF	Distribution of Information/Materials
	KGA	Sales and Solicitations in Schools
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

PARENTAL NOTIFICATION OF SAFE STORAGE OF PRESCRIPTION DRUGS AND FIREARMS

As part of the **Charlottesville City** School Board's commitment to the safety and well-being of every student, parents are provided with an annual notification as required by Va. Code § 22.1-79.3(F) regarding the safe storage of prescription medications and firearms in the home.[1]

~~As required by Va. Code § 22.1-79.3(F), t~~The Superintendent is responsible for developing a process to notify[2] parents or guardians within 30 calendar days of the first day of each school year, the importance of securely storing any prescription drug[3] as well as the responsibility to safely store any firearm in the household.[4] ~~The parental notification will be posted on the school division's website in multiple languages.~~

The parental notification must also include information on:

- ~~(a)~~ relevant state laws and regulations relating to safe firearm storage and child access to firearms,[5] ~~and (b)~~
- firearm-related accidents, injuries, and deaths, including the role of firearms in suicides, including youth suicides,[6]
- tips and resources for seeking help for a child that may be a danger to himself or others,[7] **and**
- current statistics published by the Centers for Disease Control and Prevention or an equivalent nationally recognized entity or organization on youth firearm fatality rates.[8]

---

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

VSBA developed a sample parental notification, which is located here: https://policyservices.vsba.org/wp-content/uploads/2026/08/KPA-Safe-Storage-of-Prescription-Drugs-and-Firearms-Sample-Notification.docx.

[2] The notification must be sent by email and, if applicable, SMS text message.

[3] Virginia law defines "prescription drug" in Va. Code § 54.1-3401. For additional information and resources on the safe storage of prescription drugs, see the Virginia Department of Education's webpage on Parent & Caregiver Resources for Self-Harm, Suicide, & Violence Prevention.

[4] Virginia law places responsibility on firearm owners and others who possess firearms to take appropriate precautions to prevent children from accessing firearms. Under Virginia Code § 18.2-56.2, a person who recklessly leaves a loaded firearm where it could endanger a child under 14 years of age may be subject to criminal penalties when the firearm is not properly secured and the statutory requirements are met.

[5] See Virginia Code § 18.2-56.2.

[6] See the Virginia Department of Education's webpage on Parent & Caregiver Resources for Self-Harm, Suicide, & Violence Prevention, Johns Hopkins: Center for Gun Violence Solutions, and Center for Disease Control's Web-based Injury Statistics Query and Reporting System.

[7] See the Virginia Department of Education's webpage on Parent & Caregiver Resources for Self-Harm, Suicide, & Violence Prevention.

[8] For example, see Johns Hopkins: Center for Gun Violence Solutions and Center for Disease Control's Web-based Injury Statistics Query and Reporting System.

The parental notification will be posted on the school division's website in multiple languages.

Adopted: August 6, 2026
Adopted:

_____

_____

Legal Ref.: Code of Virginia, 1950, as amended, § 18.2-56.2, 22.1-79.3, 54.1-3401.

Cross Ref.: KP Parental Rights and Responsibilities