

VSBA Policies - 1st Reading

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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 district, if any, which ~~they~~ he represents and meet any other criteria set forth in state law. If a board member ~~shall~~ may cease to be a resident of the school division or that district which ~~the board member~~ he represents, ~~the~~ his position on the School Board shall be deemed vacant.

No employee of the School Board ~~shall be eligible to~~ may serve on the Board ~~by whom~~ he/she is employed.

Adopted:

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

Cross Ref.: BBE Unexpired Term Fulfillment

STUDENT LIAISON TO THE SCHOOL BOARD

The opinions and concerns of the students at in BLANK Sschool Division are important to the BLANK School Board. Therefore, the School Board shall select a student liaison.

The principal of each high school shall nominate two students from his the school to serve as the student liaison to the sSchool board. From these nominations, the Superintendent shall select the student liaison subject to final approval by the School Board. The student liaison shall serve a one year term.

The student liaison shall serve in an advisory capacity and shall not vote. The student liaison shall not attend closed meetings. The Sschool Division shall provide the meeting agenda and other public materials to the student liaison in advance of each open meeting. The student liaison shall not have access to confidential information, including student or personnel records. The student liaison is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted:

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

SPECIAL SCHOOL BOARD MEETINGS

The School Board may hold special meetings when necessary. These meetings shall be held when called by the chairman or when requested by two or more members.¹ Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. Notice, reasonable under the circumstances, shall be given contemporaneously with the notice provided to members of the School Board.

Business that does not come within the purposes set forth in the call of the meeting shall not be transacted at any special meeting of the School Board unless the ~~quorum~~ members present ~~is in~~ unanimously ~~agreement~~ to consider additional items of business.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-72.

Cross Refs.: KC Community Involvement in Decision Making
BCA Board Organizational Meetings
BDDA Notification of School Board Meetings

Footnote is for reference only and should be deleted from the Board’s final policy.

¹ Virginia law does not specify who may call a special meeting. Instead, it specifies that each school board shall specify its own procedure for calling and holding such meetings. Thus, if your Board prefers to specify a different method by which special meetings can be called, it may do so.

ADMINISTRATION GOALS

The BLANK School Board places the primary responsibility and authority for the administration of the school division in the superintendent. The ~~division~~ 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. ~~Administration of the schools must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system. Without such a base, the school system will lack that uniting force which makes everybody in the organization feel important regardless of the tasks or duties which he or she is discharging, be they professional or support services.~~

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

1. ~~The processes of d~~Decision-making, and communication.
2. Communication.
3. Planning, organizing, implementing, and evaluating educational programs.
4. ~~The development and maintenance of~~ Developing and maintaining close working relationships and channels of communication within the school system and community.
5. ~~The coordination of various processes of communication within the school system and the community so as to enable people to do the things together for education that they might never be able to do separately.~~
6. ~~The promotion of understanding and development of cooperation toward attaining the educational goals adopted by the board.~~

Adopted:

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

Cross Refs.:	CBA	<u>Qualifications and Duties of the Superintendent</u>
	CBG	<u>Evaluation of the Superintendent</u>

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The BLANK School Board recognizes the right of its employees to engage in political activity. ~~Employees may solicit support for political candidates or political issues outside regular work hours, and off school property.~~

~~School employees engaging in political activity must make it clear that their views and actions are made as individuals and that they do not represent the views of the school division.~~

The Board also recognizes that school time and school property should not be used for partisan political purposes. Thus, in his or her political activities, an employee may not

- use his or her position within the school division to further a political cause;
- engage in any 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 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 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:

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

PROFESSIONAL STAFF SUPPLEMENTARY PAY PLANS

~~The School Board may authorize extra pay for the supervision of activities which require at least some special training or experience by one or more certificated employees and which are of such a nature that, although the school program includes these activities, they cannot feasibly be included in the regular school day. The School Board annually shall establish categories and shall determine compensation.~~

The BLANK School Board will approve all categories of athletic coaching and other extracurricular activity sponsorships for which supplemental pay will be provided. The Board will also establish the amount of compensation for employees who coach or supervise such activities.

A separate contract in the form prescribed by the State Board of Education shall be executed by the School Board with an employee who ~~is receiving a monetary supplement~~ receives supplemental pay for any athletic coaching assignment or ~~extra-curricular~~ extracurricular activity sponsorship assignment. This contract shall be separate and apart from the contract for teaching. All such contracts will require a party intending to terminate the contract to give reasonable notice to the other party before termination thereof will become effective.

For purposes of this policy, "~~extra-curricular~~ extracurricular activity sponsorship" means an assignment ~~for which a monetary supplement is received~~ requiring responsibility for any student organizations, clubs, or groups, such as service clubs, academic clubs and teams, cheerleading squads, student publication and literary groups, and visual and performing arts organizations except those activities that are conducted in conjunction with regular classroom, curriculum, or instructional programs.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-302, and 22.1-313.

8 VAC 20-440-110.

8 VAC 20-440-120.

Cross Ref.: GCB Professional Staff Contracts

~~PROFESSIONAL~~ STAFF LEAVES AND ABSENCES

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

Adopted:

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

Cross Refs.: GCBE Family and Medical Leave
~~IC/ICA School Year/School Calendar~~
GCBEA Leave Without Pay
GCBEB Military Leave and Benefits
GCQA Nonschool Employment by Staff Members

RESIGNATION OF ~~PROFESSIONAL~~ STAFF MEMBERS

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

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

Other employees who wish to terminate their employment must give notice at least ten school days prior to their desired separation date. Notice should be given to the employee's immediate supervisor, who will inform the superintendent. The superintendent will inform the School Board of the resignation at its next regular meeting.

Adopted:

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

8 VAC 20-440-160.

Cross Refs.:	<u>GCPD</u>	<u>Professional Staff Members: Contract Status and Discipline</u>
	<u>GDB</u>	<u>Support Staff Employment Status</u>
	<u>GDPD</u>	<u>Support Staff Members: Contract Status and Discipline</u>

NONSCHOOL EMPLOYMENT BY ~~PROFESSIONAL~~ STAFF MEMBERS

~~Professional employees are encouraged not to engage in outside employment. Employment in a private business or outside activity could detract from the employee's effectiveness in his/her contractually assigned duties.~~

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

An employee who is on leave from BLANK School Board, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent¹.

The School Board does not endorse, support, or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board.

Adopted:

Legal Ref.: 29 C.F.R. 825.216(e).

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

Cross Refs.:	<u>BBFA</u>	<u>School Board Members Conflict of Interest</u>
	<u>GAA</u>	<u>Staff Time Schedules</u>
	<u>GCBE</u>	<u>Family and Medical Leave</u>
	<u>GCBEA</u>	<u>Leave Without Pay</u>
	<u>GCBEB</u>	<u>Military Leave and Pay</u>
	<u>GCQAB</u>	<u>Tutoring for Pay</u>
	<u>GCQB</u>	<u>Staff Research and Publishing</u>

This footnote is provided for use in policy development only; it should be deleted from the Board's final policy.

¹ The School Board may want to delegate this responsibility to someone else, such as the Director of Human Resources.

TUTORING FOR PAY

~~Professional s~~Staff members may not be paid for tutoring students enrolled in a class under their direction.

Adopted:

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

PROFESSIONAL STAFF RESEARCH AND PUBLISHING

~~In order to encourage employee creativity and to protect the rights of both the creative employee and the public, the~~ The BLANK School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The superintendent shall establish procedures regulations pursuant to which to clearly assign the ownership rights of ownership of employee produced instructional materials to works produced by employees within the scope of their employment may be assigned.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

Adopted:

Legal Ref.: 17 U.S.C. §§ 101, 102, and 201.

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

Cross Refs.: EGAAA Reproduction of Copyrighted Materials
GCQA Nonschool Employment by Staff Members

PROFESSIONAL STAFF RESEARCH AND PUBLISHING

Ownership of Materials

~~The Board adopts the "work for hire doctrine," and shall have the copyright of all employees' work produced at the instance and expense of the Board and/or any of its administrative staff.~~

~~Works authored by employees on their own time, without expense to the Board, and without instruction, direction, or control of the employees' superiors are the copyright of the employees.~~

Waiver and Assignment of Proprietary Rights

~~Copyrights of the Board may be waived in favor of or assigned to the author by the Board upon application submitted to the Board through the superintendent.~~

~~The Board authorizes the superintendent to review materials prepared by employees for which the Board has no copyright, and to waive or assign all or part of any interest or proprietary rights therein which is alleged the Board may have, in favor of the employees producing such works.~~

~~Any materials copyrighted under this section shall be made available to BLANK Public Schools at no charge to the system.~~

~~Work made for hire is defined as materials prepared by an employee in connection with his or her job duties, and it includes instructional texts, tests, answer sheets, and materials specifically commissioned.~~

The BLANK School Board encourages employee innovation in creating and developing high-quality materials to improve student achievement and the efficiency of division operations. The School Board is the author of works produced by its employees within the scope of their employment and retains all rights to such works unless those rights are expressly waived or assigned to the employee who produced the work.

Any such assignment of rights will be accomplished in accordance with regulations promulgated by the superintendent. The regulations will provide that the work will remain available for the use of the School Board at no charge.

Employees who develop materials, including instructional materials and computer programs, outside the scope of their employment that have a connection to or are related to the division shall inform the superintendent in writing of their intent to develop such materials prior to commencing work.

Adopted:

Legal Ref.: ~~Title 17, Code (P.L. 94 552, 10/19/76) (Copyright law), 17 U.S.C. §§ 101, 102,~~
and 201.

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

Cross Refs.: EGAAA Reproduction of Copyrighted Materials
GCQA Nonschool Employment by Staff Members

SUPPORT STAFF

Support staff personnel are those employees who need not hold a license issued by ~~state education authorities~~ the Virginia Board of Education in order to obtain their positions. This category includes, but is not limited to, non-licensed administrative ~~positions~~, clerical, maintenance, transportation, food services, and ~~aides~~ paraprofessional positions.

Adopted:

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

SUPPORT STAFF EMPLOYMENT STATUS

Support staff ~~personnel shall be employed on a non-contract basis~~ are not issued written contracts unless otherwise such contracts are required by state law.

The school division ~~offers~~ employs three types of ~~employment~~ to support staff: ~~personnel.~~

- Temporary employees ~~shall be~~ who are hired for short-term needs on a daily basis. These employees ~~shall accrue no~~ do not receive benefits and ~~be~~ are paid only for hours worked.

- Probationary employees ~~shall be~~ who are fully qualified new employees assigned to authorized positions ~~on a month-to-month basis.~~ These employees are eligible for salary increments and ~~shall accrue sick leave benefits at the rate of one day per working month~~ increases and receive benefits.

- Regular employees ~~shall~~ who are those employees who have successfully completed the prescribed probationary period. Regular employees ~~shall be eligible for~~ receive all employment benefits available under School Board policy. ~~Such employees shall maintain regular employment status while serving a probationary period in a new position following a transfer to a new department or a promotion to a higher position.~~

Adopted:

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

Cross Ref.: GDG Support Staff Probationary Period

SUPPORT STAFF PROBATIONARY PERIOD

The probationary period for all support staff positions shall be is **[INSERT PERIOD]**¹.

~~NOTE – In accordance with the Code of Virginia, this period may not exceed 18 months.~~

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

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79:6.

Cross Ref.: GBMA Support Staff ~~Personnel Complaints and~~ Grievances
GBMA-R Procedure for Adjusting Grievances for Support Staff
GDPD Support Staff Members: Contract Status and Discipline

This footnote is provided for use in policy development only; it should be deleted from the Board's final policy.

¹ Va. Code § 22.1-79 specifies that the probationary period cannot exceed 18 months.

ALTERNATIVE SCHOOL PROGRAMS

The BLANK School Board will establish alternative educational programs within existing schools or at separate sites as needed. As special needs are determined, alternative programs may be established by the Board within existing schools or at separate sites that are within the jurisdiction of the BLANK Schools. No person of school age meeting the residency requirements of § 22.1-3 may be charged tuition for enrollment in an alternative program offered as a regional or divisionwide initiative by the School Board.

Proposals for alternative school programs shall be developed by the superintendent or his/her designee and will be submitted to the Board for review and endorsement prior to implementation. Proposals shall include:

1. ~~A~~a statement of justification for the alternative program explaining how it will meet the special needs or expectations of the target population and the community;
2. ~~A~~a plan which delineates the proposed organizational structure of the program as it relates to staffing and the scope and structure of the total instructional program;
3. ~~A~~a statement of financial impact identifying all costs, including administration, staffing, equipping, supplying, transportation, support services, and maintaining the program;
4. ~~A~~a statement of related impact explaining how the proposed program will affect and interrelate with other programs and populations served in existing programs and facilities;
5. ~~A~~a statement of authentication verifying that all aspects of the program are in compliance with all appropriate applicable federal, state, and local laws and regulations, and ~~there is compliance with all applicable~~ accreditation requirements;
6. ~~If~~if the proposal presents a potential conflict with existing regulations of the State Department of Education, ~~special~~ evidence of authorization from the State Department of Education must accompany the proposal; and
7. ~~A~~a plan for evaluation that defines anticipated outcomes and establishes criteria and procedures for evaluating achieved outcomes.

Adopted:

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

~~8 VAC 20-30-10.~~

GROUPING FOR INSTRUCTION

The BLANK School Board recognizes the different educational needs of students and endorses the use of flexible assignment of students for instruction.

The grouping of students within individual schools for instructional purposes ~~shall~~ will be designed so each student will receive the maximum instructional benefit and will be based solely on:

1. the best interests of the student,
2. the educational level, or achievement level, of the student,
3. the availability of space,
4. the best educational climate for learning, ~~and~~
5. the student's best chance for success,
6. Standards of Learning test scores, where available, or other standardized test scores, and
7. the creation of groups that may be taught effectively.

Grouping ~~shall~~ will remain flexible in order to take advantage of the best educational research currently available. Groups will be created, modified, or disbanded to be responsive to student needs.

Adopted:

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

Cross Ref.: IA Instructional Goals and Objectives

INNOVATIVE OR EXPERIMENTAL ~~PROJECTS~~ PROGRAMS

Experimental and innovative programs that are not consistent with accreditation standards or other regulations promulgated by the Board of Education shall be submitted to the Board of Education for approval prior to implementation.

~~The parent or guardian of a child enrolled or engaged in any research or experimentation program or project which is funded by the United States Department of Education shall be entitled to inspect all instructional materials which will be used in conjunction with such program or project.~~

~~Any complaints arising under this policy may be submitted under Policies KL or KLB, as appropriate.~~

Adopted:

Legal Refs.: ~~20 U.S.C. §1232h.~~

Code of Virginia, 1950, as amended, §§ ~~22.1-70, 22.1-78,~~

~~8 VAC 20-131-10 et seq.~~ 8 VAC 20-131-290.

Cross Ref.: IKF Standards of Learning and Graduation Requirements

FIELD TRIPS

~~The use of field trips to extend the learning opportunities provided in the regular instructional program and to provide opportunities for competition for students in extracurricular programs is a valuable activity. Trips shall be approved by the superintendent or designee. Principals are expected to consider the educational value of the trip, the availability of the learning opportunities and the distance, time and expense involved in the trip. Principals are also responsible for following all procedures for requesting approval of field trips. Only properly insured modes of transportation are to be used for school trips. Principals should insure that no student is denied participation on a field trip because of the expense of the trip.~~

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 will 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
- The availability of transportation

No student will be denied the opportunity to participate in a field trip because of a lack of funds.

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

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 BLANK 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:

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

Cross Ref.: JFCB Sportsmanship, Ethics and Integrity

TEACHING ABOUT CONTROVERSIAL ISSUES

~~The BLANK School Board accepts training for effective citizenship as one of the major purposes of education. This can be done by recognizing that many important areas of study involve issues on which differing positions are held by individuals or groups.~~

~~In considering such issues, it shall be the purpose of the BLANK Schools to allow study of teacher assigned issues as follows:~~

- ~~1. Have free access to all relevant information and materials in the school.~~
- ~~2. Conduct research in an atmosphere of freedom from bias and prejudice.~~
- ~~3. Form and express opinions on assigned issues.~~

~~The role of the teacher in the presentation of assigned issues is vitally important. All sides of the issue should be given the students in a dispassionate manner. The goal is for the students to be taught to think clearly on all matters of importance, and to make decisions in the light of all the material that has been presented or can be researched on the issues. Indoctrination is not the intent or purpose of the school division. Although the instructional program of the school division includes many facets of the political party system in the United States, the School Board does not approve as a part of the school program the involvement of students in activities that imply school endorsement of an individual political party or candidate.~~

The BLANK 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 will be carried out in an atmosphere free from bias, prejudice, or coercion.

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 his or her 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 School Board does not endorse any political party or candidate.

Adopted:

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

Cross Ref.: KF Distribution of Information/Materials

CORPORAL PUNISHMENT

No teacher, principal or other person employed by the School Board shall 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

- 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 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 control.

For the purposes of this ~~section~~ policy, "corporal punishment" means the infliction of, or causing the infliction of, physical pain on a student as a means of discipline. ~~This definition shall~~ "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.

~~In addition, this definition shall not include physical pain, injury or discomfort caused by 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 as permitted by § 22.1-279.1 of the Code of Virginia, 1950, as amended.~~

Adopted:

Legal Ref.: Code of Virginia, 1950 as amended, §§ ~~22.1-70, 22.1-78, 22.1-279.1,~~
~~63.1-248.4:1.~~

Cross Ref.: JM Restraint and Seclusion of Students

HUMAN RESEARCH

~~Psychiatric or psychological examination, testing or treatment, or s~~Surveys, analysis analyses or evaluations conducted as part of any program which is funded by the United States Department of Education or is otherwise subject to policies and regulations promulgated by any agency of the federal government shall be conducted in accordance with Policy KFB Administration of Surveys and Questionnaires, 20 U.S.C. § 1232h, and the applicable federal regulations. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any such survey, analysis, or evaluation will be available for inspection by the parents or guardians of the students involved.

Any other human research involving students must be approved and conducted under the review of a human research committee established by the school division or the school conducting ~~or authorizing~~ the research. Such research will be conducted or authorized only after the student and the student's parents or legally authorized representative give their informed consent, as evidenced by a signed and witnessed informed consent form in accordance with Va. Code § 32.1-162.18. The human research committee will submit to the Governor, the General Assembly, and the Superintendent of Public Instruction or his designee at least annually a report on the human research projects reviewed and approved by the committee. The report will state any significant deviations from the proposals as approved.

The human research committee will be composed of representatives of varied backgrounds to ensure the competent, complete, and professional review of human research activities. No member of the committee may be directly involved in the proposed human research or have administrative approval authority over the proposed human research except in connection with his responsibilities as a member of the committee. In deciding whether to approve proposed human research, the committee will consider the factors listed in Va. Code § 32.1-162.19.

Research or student learning outcomes assessments conducted in educational settings involving regular or special education instructional strategies, the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods, or the use of educational tests, whether cognitive, diagnostic, aptitude, or achievement, if the data from such tests are recorded in a manner so that subjects cannot be identified, directly or indirectly, are exempt from the requirements of this policy.

Definition: as used in this policy, "human research" means any systematic investigation, including research development, testing and evaluation, utilizing human subjects, that is designed to develop or contribute to generalized knowledge. "Human research" does not include research exempt from federal research regulation pursuant to 45 C.F.R. § 46.101(b).

Adopted:

Legal Refs.: 20 U.S.C. § 1232h.

~~45 C.F.R. Part 46.~~

Code of Virginia, 1950, as amended, §§ 22.1-16.1, ~~32-162.16~~, et seq. 32.1-162.16, 32.1-162.17, 32.1-162.19, 32.1-162.20.

8 VAC 20-565-30.

8 VAC 20-565-40.

8 VAC 20-565-50.

Cross Refs.: ~~IFB~~ ~~Pilot, Research or Experimental Projects~~
KFB Administration of Surveys and Questionnaires
~~LE~~ ~~Relations with Colleges and Universities~~
IIE Innovative or Experimental Program

GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board ~~may~~ will set goals and standards for school-community relations and ~~may~~ regularly evaluate its relationship with the public and its programs for maintaining open channels of communication and good relations with parents, community organizations, the business and industrial sector, and the community at large.

Through its school-community relations program, the Board will encourage the community to:

1. ~~T~~take an active interest in the schools and participate in ~~planning~~ school activities.,
2. ~~P~~place a high priority on education and make funds available for an educational system that supports learning for all children, and
3. ~~E~~establish partnerships with the schools to enhance learning opportunities.

~~School-community relations are essential to securing public input and public support for educational programs.~~

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~22.1-29.1, 22.1-79(8), 22.1-253.13:6.B,~~ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :	<u>AF</u>	<u>Comprehensive Plan</u>
	<u>KBC</u>	<u>Media Relations</u>
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
	IGBC	Parental Involvement

PUBLIC INFORMATION PROGRAM

~~The community shall be kept informed regarding the educational program through the use of available media of communication.~~

~~Since school publications are one means by which the public evaluates the schools, publications shall receive careful faculty supervision as well as approval of the principal to ensure acceptable standards of content and journalism.~~

The BLANK School Board recognizes the importance of providing information regarding the school division to the community. The Board will utilize all appropriate means and media in order to

- explain the programs, achievements, and needs of the school division;
- keep students, parents/guardians, and staff members fully informed about Board policies and procedures as well as their own rights and responsibilities;
- communicate factual information regarding the school division: and
- involve students, parents/guardians, and the community in discussions regarding education programs, student activities, and Board policy.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, ~~2-2-3700~~ et seq.

Cross Refs.: KA Goals for School Community Relations
KBA Requests for Information
KBC Media Relations

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.

News and information concerning ~~school events, personnel, and students, and programs~~ shall be released to the press only with the approval of the principal and in accordance with ~~S~~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 his/her designee prior to release to the press.~~

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~22.1-70, 22.1-253.13:7.C.4, 22.1-293,~~
22.1-287, 22.1-287.1.

Cross Ref.: JO Student Records
KB Public Information Program

COMMUNITY INVOLVEMENT IN DECISION MAKING

~~The School Board recognizes that the community resources and experience can be useful to schools. The Board may involve citizens both as individuals and as groups to act as advisors and resource people.~~

~~Public input will be carefully considered by the Board in light of division goals, current practices, and financial feasibility. All final decisions rest solely with the Board.~~

The BLANK 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 shall serve without compensation.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-86, 22.1-253.13:7.C.4.

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

PARENTAL RIGHTS AND RESPONSIBILITIES

- A. When parents of a student are estranged, separated, or divorced, ~~building~~ all personnel will ~~uphold~~ respect the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:
1. view the child’s school records, in accordance with Policy JO Student Records;
 2. receive school progress reports, the school calendar, and notices of major school events;
 3. visit the school in accordance with ~~Policy~~ Policies KK School Visitors, KN Sex Offender Registry Notification, and KNA Violent Sex Offenders on School Property;
 4. participate in parent-teacher conferences; in the case of the noncustodial parent, after a timely request is made; ~~and~~
 5. receive all notifications in accordance with the Individuals with Disabilities Education Act; and
 6. receive notice of the student’s extended absence, as defined in and pursuant to Policy JED Student Absences/Excuses/Dismissals, if both parents have joint physical custody.

B. Parent Responsibilities

The custodial parent has the responsibility to:

1. keep the school office informed ~~as to the~~ of his address ~~of residence~~ and how he or she may be contacted at all times;
2. ~~on the BLANK schools registration form, list~~ provide the current address and phone number of the noncustodial parent; at registration unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent; and
3. provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school office apprised of changes in his or her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences. At the request of a noncustodial parent, such parent will be included as an emergency contact for the student’s activities unless a court order has been issued to the contrary.

Adopted:

Legal Refs: 20 U.S.C. §1232g.

34 C.F.R. § ~~99.1 et seq.~~ 99.4.

Code of Virginia, 1950, as amended, §§ ~~22.1-3~~, 22.1-4.3, 22.1-78, ~~22.1-279.4~~, 22.1-287 ~~et seq.~~

Cross Refs: JED Student Absences/Excuses/Dismissals
JO Student Records
KK School Visitors
KN Sex Offender Registry Notification
KNA Violent Sex Offenders on School Property

EDUCATION AGENCY RELATIONS GOALS

The BLANK School Board ~~generally supports~~ will support the educational endeavors of other educational institutions whose goals are compatible with those of the division.

~~In its relationship to other educational institutions, the School Board will strive to stand as a partner and colleague in such ways as described below.~~

~~1. Post high school institutions~~

~~a. Within its resources and according to abilities and efforts of each student, the school division will seek to prepare students for successful experiences in post high school institutions.~~

~~b. To the extent appropriate and applicable, the school division will seek to utilize the resources of post high school other educational institutions for the benefit of its students and the development of its own staff.~~

The school division will cooperate with ~~post high school~~ educational institutions and agencies in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparation or staff development and/or which directly improve the local instructional program. To protect students and teachers from unnecessary intrusions that may disrupt instruction and regular school activities, requests for college students and professors to observe classes or otherwise utilize division students shall be submitted directly to the superintendent.

~~2. Other Institutions and Organizations~~

~~a. The school division will work cooperatively with other school divisions in selected programs when it is beneficial to do so.~~

~~b. The school division will assume appropriate responsibility for improving~~ strive to improve the climate for education, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to division goals.

~~3. The school division will cooperate with professional educational organizations recognized by the division as important forces for the improvement of education whose goals are compatible with those of the division.~~

~~4. The school division will cooperate with institutions such as educational service units and regional laboratories when their programs are consistent with the goals of the division.~~

Adopted:

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

Cross Refs.: JHDA Human Research
 KFB Administration of Surveys and Questionnaires
 LEA Student Teachers

STUDENT TEACHING AND INTERNSHIPS TEACHERS

The BLANK School Board shall cooperate with approved accredited colleges and universities in providing laboratory to provide opportunities for student teaching in accordance with the following guidelines. The conditions and policies that shall pertain in governing the administration of the student teaching program in the BLANK Schools are as follows:

1. The first responsibility of the supervising teacher is the education of the students for whom he is responsible.
2. Student teachers will be under the administrative direction of the principal of the school to which they are assigned.
3. Teachers who serve as supervising teachers shall will have a ~~minimum~~ of at least ~~two~~ three years of teaching experience, with at least one of these those years having been in the school to which the student teacher is assigned.
4. All teachers who serve as supervising teachers shall will be recommended by the principal of the school to the superintendent or designee for approval.
5. ~~All supervising teachers shall take a course in supervision of student teaching as soon as possible to improve their competence as supervisors.~~
- 6.5. A class shall will have no more than one student teacher during the regular school year session. ~~Only with the approval of the superintendent shall any class have a student teacher assigned to it for more than one semester.~~
- 7.6. No supervising teacher shall will have a student teacher assigned to him for more than one semester during the regular school session year. ~~Any exception to this limitation must be approved by the superintendent.~~
8. ~~All administrative personnel and supervising teachers shall make certain that student teachers acquire the required number of teaching hours necessary for state certification.~~
9. ~~The first responsibility of the supervising teacher shall be the educational welfare of the students for whom he is responsible.~~
10. ~~Participation in teaching, planning of lessons as units, and involvement in school activities by the student teacher shall be under the supervision and administrative supervision of the principal and the supervising teachers.~~
- 11.7. ~~The administrative and supervisory officers in the school division shall have complete authority to~~ A principal may reject or ~~to~~ terminate any student teacher whose professional or ethical behavior who has a negative effect on the ~~ongoing instructional program~~ instruction or welfare of students.
- 12.8. Information concerning students may be available to student teachers at the discretion of the supervising teacher and/or principal. ~~In all cases, the s~~ Student teachers shall will respect the confidential nature of information provided.

~~13. The structure and administration of the student teaching program in the school division shall be that of the superintendent or his/her designee, subject to the approval of the Board.~~

14.9. Student teachers will follow all the policies and regulations of the BLANK School Board that apply to teachers.

Adopted:

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

Cross Refs.: JO Student Records
KN Sex Offender Registry Notification
LE ~~Relations with Colleges and Universities~~