

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

VSBA Policies Updates, February 2014 (continued) – 1st Reading

BACKGROUND: Revisions made to the following policy manual items are based on changes in law or regulations. Some policies have been revised for editorial reasons or to correct technical errors. Policies BCEA and ET are optional*. Changes are designated by underlining new language and striking through deleted language. Changes are also highlighted in yellow. Footnote comments are highlighted in orange and will be removed from adopted policies.

- BBA School Board Powers and Duties
- BCEA *Disciplinary Committee
- BDD Electronic Participation in Meetings from Remote Locations
- BDDC Agenda Preparation and Dissemination
- BDDF Voting Method
- BDDH Public Participation at School Board Meetings
- BG Board-Staff Communications
- EBAA Reporting of Hazards
- EBAB Possible Exposure to Viral Infections
- ECA Inventory and Reporting of Loss or Damage
- ECAB Vandalism
- EDC Authorized Use of School-Owned Materials
- EEA Student Transportation Services
- EF Food Service Management
- EGAA Reproduction and Use of Copyrighted Materials
- EI Insurance Management
- ET * Educational Technology Foundation and Public School Foundations
- IGE Adult Education
- IIA Instructional Materials
- IIAA Textbook Selection, Adoption and Purchase
- IIAB Supplementary Materials Selection and Adoption
- IJ Guidance and Counseling Program
- IKA Parental Assistance with Instruction
- IKB Homework
- IKFA Locally Awarded Verified Credits
- INDC Religion in the Schools

RECOMMENDATION: These policies are presented for a first reading. Since there are no major changes to policies currently in effect, the Board may wish to waive next month’s second reading and adopt the policies, as presented.

SCHOOL BOARD POWERS AND DUTIES

The School Board shall:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the State Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools; and,
- performs such other duties as shall be prescribed by the State Board of Education or as are imposed by law;
- obtains public comment through a public hearing not less than ten days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken. ~~If a public hearing has been held prior to the effective date of this provision on a proposed consolidation, redistricting or pupil assignment plan which is to be implemented after the effective date of this provision, an additional public hearing shall not be required.~~
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the division superintendent to conduct such survey and submit such report to the School Board, the

Superintendent of Public Instruction, and the Virginia Retirement System;
and

- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914.

Adopted:

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

DISCIPLINARY COMMITTEE

A Disciplinary Committee composed of at least three School Board members shall presides over all cases of student suspensions of more than 10 days and expulsions within the BLANK School Division. The decision of the committee, if unanimous, be is the final decision of the School Board. In non-unanimous decisions, the student shall have has the right to appeal his/her case to the full School Board. The School Board shall render a final decision in such cases on the appeal within thirty days of the Committee decision.

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

Membership on the Disciplinary Committee shall be is determined by the School Board.

Adopted:

Legal Ref.: Code of Virginia, §§ 22.1-277.05, 22.1-277.06.

Cross Refs.: BEC School Board Committees
JEC School Admission
JGD/JGE Student Suspensions/Expulsions

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A School Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the School Board member notifies the chair of the School Board that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the School Board
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

Such participation by a School Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or

2. if a School Board member notifies the School Board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A School Board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and
- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

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, 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 address the emergency.

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

- 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 arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG Minutes; and
- record in the minutes votes taken by name in roll-call fashion.

The nature of the emergency, and the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting.

III. Reporting

1. If the School Board meets by electronic means as provided in this section, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- The total number of electronic communication meetings held that year
- The dates and purposes of the meetings
- A copy of the agenda for each meeting
- The number of sites for each meeting
- The types of electronic communication means by which the meetings were held
- The number of participants, including members of the public, at each meeting location
- The identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- A summary of any public comment received about the electronic communication meetings; and

- A summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience

2. At any meeting at which any member of the School Board participates electronically, the School Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes

AGENDA PREPARATION AND DISSEMINATION

The preparation of the agenda is the responsibility of the School Board chairman with the assistance of the superintendent. Any member of the School Board may submit items for inclusion on the agenda.

A copy of the agenda packet and materials ~~shall be~~ made available for inspection by the public at the same time such documents are furnished to the School Board members unless the materials are exempt under the Virginia Freedom of Information Act.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-78.

Cross Ref.:	BDA	Regular Board Meetings
	BDB	Special Board Meetings
	BDDA	Notification of School Board Meetings

VOTING METHOD

~~The official vote on all decisions that are unanimous shall be recorded in the official minutes.~~ Each School Board member's vote on every decision is recorded in the minutes of the meeting. The minutes of the meeting shall also reflect the method and result of all votes. No votes ~~shall be~~ are taken by secret or written ballot.

In any case in which there shall be a tie vote of the School Board when all members are not present, the question shall be passed by until the next meeting when it shall again be voted upon even though all members are not present. In complying with this procedure or in any case in which there is a tie vote when all the members of the School Board are present, the clerk shall record the vote and immediately notify the tie breaker, if any¹, to vote as provided in the Code of Virginia § 22.1-75. If no tie breaker has been appointed as authorized by state law, any tie vote shall defeat the motion, resolution or issue voted upon.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3710, 22.1-57.3, 22.1-75.

Cross Refs.: BDD Electronic Participation in Meetings from Remote Locations
BDDG Minutes

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

¹ Va. Code §§ 15.2-410, 15.2-531, 15.2-627, 15.2-837, 22.1-40, 22.1-44, and 22.1-47 provide that counties may have tie breakers in certain circumstances. In addition, Va. Code § 22.1-57.3 provides that elected school boards may appoint a tie breaker. School divisions which do not have tie breakers may want to delete this sentence and the first phrase of the final sentence in the text.

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the BLANK School Board to observe its deliberations. Any citizen member of the community may address the Board on matters related to the BLANK public schools at any regular meeting as provided in the accompanying regulation¹. Persons wishing to appear before address the School Board are requested to contact the superintendent, the School Board chairman, or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rule on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for citizens community members to present matters of concern.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL VERSION OF THE POLICY.

¹ The regulation should address matters such as the amount of time available for speakers and placement of public comment on the agenda.

BOARD-STAFF COMMUNICATIONS

The BLANK School Board supports and encourages ~~the concept of two-way~~ communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system ~~shall be~~ is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The School Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard.

~~It is the policy of the~~ The School Board does not to discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

~~Cross Ref.: GBB~~ Staff Involvement in Decision Making

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to ~~his or her~~ the employee's supervisor, the superintendent or ~~his/her~~ the superintendent's designee.

The superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials ~~will not be~~ are not used in kindergarten through grade 5.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1.

8 VAC 20-530-10 et seq.

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification by a School Board employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the School Board employee.

The superintendent and the School Board employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in section 32.1-35 et seq. of the Code of Virginia Va. Code § 32.1-35.

Whenever any School Board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the School Board employee who was exposed. In other than emergency situations, it shall be the responsibility of the School Board employee to inform the person of this provision prior to the contact that creates a risk of such exposure.

If the person whose blood specimen is sought for testing is a minor, and that minor refuses to provide such specimen, consent for obtaining such specimen shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, or is not reasonably available, the person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person may petition the juvenile and domestic relations district court in the county or city where the minor resides or resided or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the minor to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy.

Whenever any person is directly exposed to the body fluids of a School Board employee in a manner that may, according to the then current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the School Board employee whose body fluids were involved in the

exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The School Board employee shall also be deemed to have consented to the release of such test results to the person.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted:

Legal Ref: Code of Virginia, 1950 as amended, §§ 22.1-271.3, 32.1-45.1.

Cross Refs:	EBBB	Personnel Training-Viral Infections
	GBE	Staff Health
	JHCC	Communicable Diseases
	JHCCA	Blood-Borne Contagious or Infectious Diseases

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The superintendent shall devise an adequate system of inventory of school property. ~~Such inventory shall be available to~~ identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the superintendent.

Adopted:

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

Cross Refs.: EC Buildings and Grounds Management and Maintenance
ECAB Vandalism
EI Insurance Management
JFC-R Standards of Student Conduct

VANDALISM

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible.

The School Board may institute action and recover from the parents or either of them of any minor living with such parents or either of them up to (\$2,500) for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

In addition, a student who damages or destroys public property will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.C.3.

Cross Refs.: ECA Inventory and Reporting of Loss or Damage
 IIBEA/GAB Acceptable Computer System Use
 JFC-R Standards of Student Conduct

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted:

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Cross Refs.:	DN	Disposal of Surplus Items
	GBEC/JFCH	Tobacco-Free School for Staff and Students
	IIBEA/GAB	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGA	Sales and Solicitations in Schools
	KGC	Tobacco Use on School Premises

STUDENT TRANSPORTATION SERVICES

The School Board may provide for the transportation of students as required by state and federal laws and regulations. ~~All conditions regarding the transportation of students stipulated by the Code of Virginia, regulations of the Virginia Board of Education, and policies and regulations of the School Board shall be met.~~

Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety and or welfare of other riders. In such cases the parent or guardian shall be is responsible for transporting the student to school.

Adopted

Legal Ref.: Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

Cross Refs.: EEAB School Bus Scheduling and Routing
 EEAC School Bus Safety Program
 IICA Field Trips
 JCA Transfer Requests by Student Victims of Crime
~~JCC School Choice for Students Enrolled in Schools Identified for Improvement~~
 JEC-R School Admission
 JECA Admission of Homeless Children
 JECB Admission of Nonpublic Students for Part-Time Enrollment
 (Opt. 1)
 JEG Exclusions and Exemptions from School Attendance
 JFCC Student Conduct on School Buses
 JFC-R Standards of Student Conduct
 LC-E Charter School Application Addendum

FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. From time to time the superintendent shall report to the School Board on the financial status of the division's food service operations.

Adopted:

Legal Refs.: 42 U.S.C. § 1751 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-89.1, 22.1-115.

8 VAC 20-290-10.

Cross Refs.: ~~DGC~~ ~~School Activity Funds~~
~~GAA~~ ~~Staff Time Schedules~~
~~GBE~~ ~~Staff Health~~
~~DI~~ ~~Financial Accounting and Reporting~~
~~EFB~~ ~~Free and Reduced Price Food Services~~
~~JHCF~~ ~~Student Wellness~~

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The ~~division~~ BLANK School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the [INSERT POSITION TITLE]¹ who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time ~~will is it be~~ necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time ~~will is it be~~ necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted:

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref:	JFC-R	Standards of Student Conduct
	GAB/IIBEA	Acceptable Computer System Use
	GCPD	Professional Staff Discipline

¹FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM AN INDIVIDUAL DIVISION'S POLICY

¹ Position titles which divisions may wish to include here include superintendent, principal, or librarian.

INSURANCE MANAGEMENT

The School Board shall maintain such insurance on school property, including vehicles, as it deems necessary or as is required by law. The School Board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, shall be is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2700 et seq. through 15.2-2709; 22.1-84; 22.1-188 through 22.1-198.

8 VAC 20-70-120.

EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

The School Board shall may establish an educational technology foundations for the express purpose of implementing a public/private partnership to expand access to and improve the quality of educational technology in the division.¹ The School Board shall may also establish a public school foundations for the express purpose of implementing a public/private partnership to implement public school improvement projects approved by the School Board. Such foundations may be established directly by the School Board or by the School Board and other organizations or persons, on behalf of the School Board by a third party, or through a contract with a corporation as defined by Va. Code § 2.2-212.2:2. The foundations may be established as a cooperative regional effort with other school boards.

I. Requirements

Upon establishing or contracting with a corporation, whether or not other organizations, school boards, or persons are involved, the School Board shall:

- Review and approve the articles of incorporation and bylaws
- Establish a system of accounting to protect public funds
- Establish agreement that, upon dissolution of the corporation, any assets remaining after payment of just debts shall be transferred to and become the property of the School Board or, if a regional effort, the procedure by which the property may be divided among the school boards
- Require, in any instance in which the School Board advances, contributes or loans funds to the corporation, that such contract shall provide for the posting of a bond with surety by the officers of the corporation conditioned to protect the rights of the School Board
- Establish terms for the allocation of any profits or revenues between the School Board and the corporation and
- Take such other steps as may be necessary to comply with applicable law

II. Funding

The School Board may (i) advance, contribute or loan funds to such foundations, and (ii) establish an escrow fund for the purpose of funding various educational technology projects.

III. Procurement

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

¹ School boards may establish an Educational Technology Foundation, a Public School Foundation, both types of foundations or no foundation. If the school board chooses to establish one type of Foundation but not the other, it should amend the policy as necessary to reflect that choice.

In making purchases through its public school foundation or purchasing educational technology through its educational technology foundation, the School Board is exempt from the Virginia Public Procurement Act, except, relative to such purchases, the School Board shall comply with the provisions of sections 2.2-4311 and 2.2-4367 through 2.2-4377 of the Act.

Adopted:

Legal Ref: Code of Virginia, §§ 2.2-4311, 2.2-4343, 2.2-4367 through 2.2-4377, 22.1-212.2:2.

Cross Refs.:

<u>KH</u>	<u>Public Gifts to the Schools</u>
<u>KM</u>	<u>Relations with Community Organizations</u>
<u>KQ</u>	<u>Commercial, Promotional and Corporate Sponsorships and Partnerships</u>

ADULT EDUCATION

Adult education programs ~~shall be~~ are offered to those residents of the school division over the age of compulsory school attendance who are not enrolled in the regular public school program and who are functioning below the high school completion level. The School Board ~~shall seek~~ s to ensure that every adult participating in such a program has the opportunity to earn a general educational development (GED) certificate or a high school diploma. Such programs may be conducted solely by the School Board or through a collaborative arrangement between the School Board and other school boards or agencies. Additional educational programs for adults also may be offered. Tuition and fees ~~shall be~~ are established by the School Board.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-210, ~~22.1-223 through 22.1-226.4~~ 22.1-225, 22.1-253.13:1.D.7 22.1-253.13:1.

~~8 VAC 20-30-10,~~

~~8 VAC 20-360-10.~~

Cross Refs.: JEA Compulsory Attendance
 JEG Exclusions and Exemptions from School Attendance
 IKF Standards of Learning Tests and Graduation Requirements

INSTRUCTIONAL MATERIALS

The BLANK School Board is responsible for the selection, ~~evaluation, approval,~~ and use of instructional materials. ~~The superintendent or his/her designee will periodically review guidelines and procedures for the selection of instructional materials and bring recommendations for changes to the Board.~~

~~The procedures for selection and evaluation of instructional materials shall offer a thorough and efficient approach which ensures~~ The superintendent or superintendent's designee creates and updates, as necessary, guidelines and procedures for the selection of instructional materials. ~~The guidelines and procedures are designed to ensure~~ that appropriate instructional materials are selected, and provide an opportunity for the professional staff and community to participate and be informed on the selection and use of instructional materials. ~~The procedures will include~~

- ~~• local criteria for selection of instructional materials;~~
- ~~• evaluation of materials in relation to instructional goals and objectives;~~
- ~~• an evaluation committee which should include, when appropriate, parents, students, teachers, supervisors, and nonparent patrons;~~
- ~~• opportunity for the examination of materials by appropriate committees and individuals;~~
- ~~• notice to parents that materials under consideration for approval will be available at designated locations for review by any interested citizens. Provisions should be made for those reviewing such materials to present their comments and observations, if any, to the school board;~~
- ~~• procedures for the reconsideration of challenged materials; and~~
- ~~• special emphasis on the thorough evaluation of materials related to controversial or sensitive topics such as Family Life Education.~~

Parents may inspect, on request, any instructional material used as part of their student's curriculum.

Adopted:

Legal Refs.: 20 U.S.C. § 1232h.

Code of Virginia, 1950, as amended, § 22.1-238.

~~8 VAC 20-170-10.~~

~~8 VAC 20-230-10.~~

8 VAC 20-720-160.

Cross Ref.: IGAH Family Life Education
 IIAA Textbook Adoption, Selection and Purchase

IIAB	Supplementary Materials Selection and Adoption
<u>KLB</u>	<u>Public Complaints About Learning Resources</u>
<u>INB</u>	<u>Teaching About Controversial Issues</u>

TEXTBOOK SELECTION, ADOPTION AND PURCHASE

The School Board ~~shall~~ may adopt textbooks, including print or electronic media, for student use that serves as the primary curriculum basis for a grade-level subject or course from the list of textbooks approved by the Board of Education. The School Board may also adopt books which are not on the state-adopted list in accordance with the Board of Education regulations.

Textbooks Approved by the Board of Education

~~The BLANK School Board will adopt textbooks for use in the local division based upon recommendations presented by the superintendent following the procedures described in Policy IIA Instructional Materials.~~

The BLANK School Board may either enter into written term contracts or issue purchase orders with publishers of textbooks approved by the Board of Education. Such written contracts or purchase orders are exempt from the Virginia Public Procurement Act (Va. Code § 2.2-4300 et seq.) The contract price shall not exceed the lowest wholesale price at which the textbook or textbooks involved in the contract are currently bid under contract anywhere in the United States. If, subsequent to the date of any contract entered into by the School Board, the prices of textbooks named in the contract are reduced or the terms of the contract are made more favorable to purchase anywhere in the United States or a special or other edition of any book named in the contract is sold outside of Virginia at a lower price than contracted in Virginia, the publisher shall grant the same reduction or terms to the School Board and give the School Board the option of using such special or other edition adapted for use in Virginia and at the lowest price at which such special edition is sold elsewhere and the contract shall so state.

Contracts and purchase orders with publishers of textbooks approved by the Board of Education shall require the publisher to furnish an electronic file of the textbook in the National Instructional Materials Accessibility Standards (NIMAS) format that will then be deposited in the National Instructional Materials Access Center (NIMAC) from which accessible versions of the particular textbook may be produced for students with print disabilities, as defined in 20 U.S.C. § 1474. Publishers shall deliver the NIMAS file of the textbook on or before the date of delivery of the regular text version.

Contracts and purchase orders with publishers of textbooks approved by the Board of Education for use in grades 6-12 shall allow for the purchase of printed textbooks, printed textbooks with electronic files, or electronic textbooks separate and apart from printed versions of the same textbook. The School Board may purchase an assortment of textbooks in any of the three forms listed above.

The School Board shall order directly from the respective publishers the textbooks needed to supply the public schools in the school division. The publishers shall ship the textbooks to the School Board. The purchase price of such textbooks shall be paid directly to the publishers by the School Board.

Locally-Approved Textbooks

In approving textbooks that have not been approved by the Board of Education, the School Board will

- appoint evaluation committees to review and evaluate textbooks,
- give notice to parents that textbooks under consideration will be listed on the division's website and made available at designated locations for review by any interested citizens,
- create opportunities for persons reviewing such textbooks to present their comments and observations to the School Board,
- create procedures to ensure appropriate consideration of citizen comments and observations and
- establish and make known selection criteria.

Adopted:

Legal Refs.: Constitution of Virginia, Art. VIII, § 3.

Code of Virginia, 1950, as amended, §§ 22.1-238, 22.1-241.

~~8 VAC 20-230-10.~~

8 VAC 20-720-170.

Cross Refs.:	DJF	Purchasing Procedures
	IIA	Instructional Materials
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

SUPPLEMENTARY MATERIALS SELECTION AND ADOPTION

~~The School Board delegates the responsibility for the selection and use of supplemental materials to the individual schools. Selection and use shall be in accordance with policies and regulations of the State Board of Education. The same care shall be exercised in the selection of supplemental materials as in the selection of other types of instructional materials.~~

Materials used by students under the guidance of teachers to extend, expand, and supplement basal materials constitute an integral part of the instructional program. Supplemental materials are those items which are used to assist the teaching and learning process and include such items as magazines, newspapers, charts, pictures, certain workbooks, kits, videos, film strips, and games. Materials selected for supplemental use must relate directly to the established objectives of the course or content area in which they are used.

The School Board delegates the responsibility for the selection and use of supplemental materials to the individual schools. Teachers must carefully review materials prior to use and exercise a high degree of professional judgment in their selection and use of supplemental materials to ensure that the use of such materials serves to both support and complement the basic educational objectives within the specific subject areas and classrooms.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-238.

8 VAC 20-720-160.

Cross Refs.:	IIA	<u>Supplementary Instructional</u> Materials
	IIAA	Textbook Selection, Adoption and Purchase
	<u>KLB</u>	<u>Public Complaints About Learning Resources</u>
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

GUIDANCE AND COUNSELING PROGRAM

School Guidance and Counseling Services

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

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists a student to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling.
- ~~employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the school board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.~~

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

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

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

about the procedures by which parents may limit their child's participation in such programs.

Employment Counseling and Placement Services

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

Adopted:

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

8 VAC 20-620-10.

Cross Ref.: IJ ~~Guidance and Counseling Program~~
IGAD Career and Technical Education
JO Student Records

PARENTAL ASSISTANCE WITH INSTRUCTION

The BLANK School Board encourages parents to provide instructional assistance to their children in the home. The school division may offer a voluntary training program to the parents of children in kindergarten through third grade to assist them in developing the skills necessary to provide effective instructional assistance to their children. ~~Information regarding parent training on instructional assistance shall be available in every elementary school within the division.~~

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.5.

Cross Ref.: IGBC Parental Involvement
IKB Homework

HOMework

Homework ~~can~~ provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her the student's family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It ~~can~~ assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Adopted:

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

Cross Ref.: IB Academic Freedom

IGBC Parental Involvement
IKA Parental Assistance with Instruction

LOCALLY AWARDED VERIFIED CREDITS

Generally

The BLANK School Board awards verified credits toward a standard diploma in science and history/social sciences in accordance with this policy.

No student may earn more than four locally awarded verified credits except as noted below.

To be eligible to earn locally awarded verified credits, a student must

- pass the high school course and not pass the related Standards of Learning test
- take the Standards of Learning test at least twice
- score within a 375-399 scale score range on any administration of the Standards of Learning test
- demonstrate achievement in the academic content through the appeal process described below

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. To be eligible for such credit accommodations, students with disabilities must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education **Plan Program** (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The BLANK School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, divisionwide exams, course grades and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the review panel may:

- award the verified credit;

- deny the verified credit;
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The School Board must choose one of the following statements:

The decision of the review panel will be final.

OR

The decision of the review panel may be appealed to the School Board in accordance with regulations developed by the Board.

Adopted:

Legal Refs.: 8 VAC 20-131-110.B.3.

8 VAC 20-131-5 (Virginia Register of Regulations May 6, 2013)

8 VAC 20-131-50 (Virginia Register of Regulations May 6, 2013)

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, 2013) (attachment to Virginia Department of Education Superintendent's Memo No. 105-13 (Apr. 19, 2013)).

Additional Guidance on Credit Accommodations for Students with Disabilities July 2013 (Attachment A to Superintendent's Memo No. 191-13 issued July 26, 2013)

Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (attachment to Virginia Department of Education Superintendent's Memo No. 52 (Aug. 9, 2002)), as amended by the Board of Education October 25, 2006.

RELIGION IN THE SCHOOLS

~~In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion, the The BLANK Schools Board shall be is~~ neutral in matters of religion. This means that the BLANK schools

- assume no role or responsibility for the religious training of any student and
- do not become involved in the religious belief, disbelief or doubt of any student.

This ~~requirement of~~ neutrality ~~need does~~ not preclude nor hinder the BLANK Schools ~~school division~~ in fulfilling ~~their its~~ responsibility to educate students to be tolerant and respectful of religious diversity. The division ~~also~~ recognizes that one of its educational responsibilities is to advance the students' knowledge and appreciation of the role that religion has played in the social, cultural and historical development of civilization.

Therefore, the division ~~shall approaches~~ religion from an objective, curriculum-related perspective, encouraging all students and staff members to be aware of the diversity of beliefs and respectful of each other's religious and/or non-religious views. In that spirit of respect, students and staff members may be excused from participating in activities that are contrary to their religious beliefs ~~unless there are clear issues of compelling public interest that would prevent it.~~

The School Board may authorize, as an elective in grades nine through 12 with appropriate credits toward graduation, a comparative religion class that focuses on the basic tenets, history, and religious observances and rites of world religions.

Adopted:

Legal Refs.: U.S. Const. amend. I.

Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-202.1.