

File: BBBB

STUDENT REPRESENTATIVE TO THE SCHOOL BOARD

The opinions and concerns of the students in the Charlottesville City school division are important to the Charlottesville City School Board. Therefore, the School Board selects a student representative.

The Student Government Association, through an application process, will select three students who can serve as student representatives to the School Board. These names will be given to the Principal of Charlottesville High School who will review and approve the names and submit them to the Superintendent. The Superintendent will nominate these students to the School Board for approval.

Each student representative serves in an advisory capacity and does not vote. The student representative does not attend closed meetings. The school division provides the meeting agenda and other public materials to the student representative in advance of each open meeting. The student representative does not have access to confidential information, including student or personnel records. The student representative is expected to attend all regular, open meetings, including work sessions and complete assignments for research and data collection when requested by the School Board. Although all student representatives may attend any meetings, only one student will sit with the School Board at any meeting.

Adopted: May 5, 2016
Reviewed:

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

File: BCC

SCHOOL BOARD CLERK

On recommendation of the Superintendent, a clerk and a deputy clerk shall be appointed annually at the organizational meeting of the School Board.

The clerk and deputy clerk shall each be bonded in an amount no less than ten thousand dollars (\$10,000), and the School Board shall pay the premiums for each bond. The clerk and deputy clerk shall discharge under the general direction of the division superintendent all duties as required by law and such other duties as may be required by the School Board or the State Board of Education.

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

Legal References: Code of Virginia, 1950, as amended, sections 22.1-76, 22.1-77.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BCG

SCHOOL BOARD ATTORNEY

The Board may retain an attorney for legal counsel and services. The attorney, upon request by the School Board, may attend meetings of the Board and its committees.

Adopted: August 6, 1998
Revised: December 20, 2007
Reviewed: June 25, 2013
Revised: June 30, 2015
Reviewed:

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-82.

SCHOOL BOARD GOVERNANCE AND OPERTIONS

File: BDDD

QUORUM

A. Quorum

At any meeting of the Charlottesville City School Board a majority of the members of the Board shall constitute a quorum.

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

Legal Reference: Code of Virginia,§ 22.1-73

SCHOOL BOARD GOVERNANCE AND OPERATIONS

RULES OF ORDER

FILE: BDDE

The School Board shall establish its own rules of order and shall adopt policies, bylaws, and regulations. In the absence of any specific rule, *Roberts Rules of Order Revised* shall be considered the authority on parliamentary law.

Adopted: August 6, 1998
Revised: December 20, 2007
Revised: June 16, 2011
Reviewed:

Legal Reference: Code of Virginia, as amended, section 22.1-78.

File: BFE/CHD

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the School Division and the School Board has provided no guidelines for administrative action, the Superintendent shall have the power to act, but his/her decisions shall be subject to review by the School Board at its next regular meeting. It shall be the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.

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

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78.

GENERAL SCHOOL ADMINISTRATION

File: CM

SCHOOL DIVISION ANNUAL REPORT

The School Board, with the assistance of the Superintendent, shall make a report on or before September 15 of each year covering the work of the schools for the year ending June 30 to the State Board of Education on forms supplied by the Superintendent of Public Instruction.

Adopted: April 3, 1998
Revised: December 11, 2003
Reviewed: December 20, 2007
Reviewed: June 25, 2013
Reviewed: _____

Legal Reference: Code of Virginia, 1950, as amended, § 22.1-81.

FISCAL MANAGEMENT

File: DG

CUSTODY AND DISBURSEMENT OF SCHOOL FUNDS

All School Board funds except 1) money generated by school activities, and classified "school activity fund accounts," and 2) petty cash funds must be deposited with the Charlottesville City treasurer, who shall be in charge of the receipts, custody and disbursement of School Board funds and who must keep such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Charlottesville City Treasurer, Charlottesville, Virginia.

Disbursement of School Board funds shall be approved as provided in Policy DK Payment Procedures.

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

Legal References.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-116, and 22.1-122.1, and 22.1-123

8 VAC 20-240-10

Cross References.: DGC School Activity Funds
 DGD Funds for Instructional Materials and Office Supplies
 DJB Petty Cash Funds
 DK Payment Procedures

File: GAD

ACCESS TO EMPLOYEE SOCIAL MEDIA ACCOUNTS

The Charlottesville City School Board does not require current or prospective employees to disclose the username or password to the employee's personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee's personal social media account.

If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information nor will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.

This policy does not prohibit the School Board from requesting an employee to disclose the employee's username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the employee agrees and allows access, the information will only be used for the investigation. If the employee does not agree or allow access, the administrator may consult with legal counsel to determine what action should be followed for access to their needed account. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding.

Adopted: June 30, 2015

Reviewed:

Legal Reference: Code of Virginia, 1950, as amended, § 40.1-28.7:5.

Cross Reference: GAB/IIBEA Acceptable Computer System Use

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Report of Harassment

Name of Complainant:

For Students, School Attending:

For Employees, Position:

Address and Phone Number:

Date(s) of Alleged Incident(s) of Harassment:

Name of person(s) you believe harassed you or others.

If the alleged harassment was toward another, please identify that person:

Please describe in detail the incident(s) of alleged harassment, including where and when the incident(s) occurred. Please note any witnesses that may have observed the incident(s). Attach additional pages if necessary.

Please describe any past incidents that may be related to this complaint.

I certify that the information provided in this report is true, correct and complete to the best of my knowledge:

Signature of Complainant Date

Complaint Received By: _____
(Principal or Compliance Officer) Date

File: GBR

VOLUNTARY RETIREMENT SAVINGS PROGRAM

The Charlottesville City Schools Division offers its employees the opportunity to participate in a defined contribution retirement plan, also known as a tax sheltered annuity or 403 (b) program. This program will be maintained and operated pursuant to a written plan.

The written plan will contain all the material terms and conditions for eligibility, benefits, applicable limitations, the contracts available under the plan, and the time and form under which benefit distributions may be made.

The written plan will also address any optional features, including hardship withdrawal distributions, loans, plan-to-loan or annuity contract-to-annuity contract transfers, and acceptance of rollovers to plan, which are included in the division's program.

The written plan may allocate responsibility for administrative functions, including functions to comply with the requirements of 26 U.S.C. § 403 (b) and other tax requirements. The written plan may assign such responsibilities to parties other than the school division, but not to participants unless the administration of the plan is a substantial portion of the duties of the participant. The written plan may incorporate by reference other documents which thereupon become part of the written plan. The written plan may address termination of the program.

Every employee of the school division will annually be notified about the program.

Adopted: November 2008
Revised: July 5, 2012
Reviewed:

Legal References: 26 U.S.C. §403 (b)
26 CFR 1.403(b)-1 et seq.
Code of Virginia, 1950, as amended, §§ 51.1-603, 51.1-603.1

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PERSONNEL

File: GEA/JOH

ACCEPTANCE OF ELECTRONIC SIGNATURES AND RECORDS

Policy Statement

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The Charlottesville City School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in this division.

Definitions

“Attribution” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable.

“Electronic Signature”- An electronic sound, symbol or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Electronic Record” – any record created, generated, sent, communicated, received or stored by electronic means.

Applicability

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled in the Charlottesville City Schools; and also to individuals affiliated with the division, whether paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

Electronic Records

Electronic records created or received by the division shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The division shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the division may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the Charlottesville City School Board agrees to accept or send such communication electronically; and

PERSONNEL

File: GEA/JOH

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2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signatures.

Electronic Signatures

An electronic signature may be used if the law requires a signature unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the School Board may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
3. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
4. The electronic signature conforms to all other provisions of this policy.

Acceptance, Use and Issuance of Electronic Records and Signatures

The School Board shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the School Board can (a) verify the attribution of a signature to a specific individual, (b) detect changes or errors in the information contained in a record submitted electronically, (c) protect and prevent access, alteration, manipulation or use by an unauthorized person, and (d) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.

The School Board shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference and retained until such time as all legally mandated retention requirements are satisfied. The School Board shall maintain a log of the PIN/password or actual signature of any individual authorized by the School Board or designee to provide an electronic signature in connection with School Board business.

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The School Board may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic.

Adopted: June 25, 2013
Revised: June 30, 2015
Reviewed:

Legal Reference: Code of Virginia, 1950, as amended, 22.1-79.3,
§59.1-479 et seq
Cross Reference: JO Student Records

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STUDENT SERVICES

File: JCA

TRANSFERS BY STUDENT VICTIMS OF CRIME

Whenever any student has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia including crimes by mobs, crimes by gangs, terrorism offenses, kidnapping and related offenses, assaults and bodily woundings, robbery, extortion or other threats, or sexual assault, and such crime was committed:

- by another student attending classes in the school, or
- by any employee of the School Board, or
- by any volunteer, contract worker or other person who regularly performs services in the school, or
- if the crime was committed upon the school property or on any school bus owned or operated by the school division,

the student upon whom the crime was committed shall, upon written request from the student's parents, or the student, if such student is an emancipated minor, be permitted to transfer to another comparable school within the division if available. Any transportation services for such students shall be provided in accordance with School Board policies.

For purposes of this policy, "victim" means any students who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.

Adopted: June 19, 2008
 Revised: June 25, 2013
 Revised: June 30, 2015
 Reviewed:

Legal References: 20 U.S.C. § 7912

Code of Virginia, §§ 22.1-3, 22.1-3.3

Cross References: JC Student Attendance Areas
 JCB Transfers by Students in persistently Dangerous Schools

File: JCB

TRANSFERS BY STUDENTS IN PERSISTENTLY
DANGEROUS SCHOOLS

Any student attending a school which has been designated as a persistently dangerous school by the Virginia Department of Education will be offered the opportunity to transfer to another school in the division which is not so designated. If there is not another school in the division to which students may transfer, the division may explore other appropriate options such as an agreement with a neighboring division to accept transfer students.

In the event that a student elects to transfer, the transfer may remain in effect as long as the student's original school is identified as persistently dangerous.

Adopted: April 15, 2004
 Reviewed: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 30, 2015
 Reviewed:

Legal references: 20 U.S.C. § 7912

Attachment A (No Child Left Behind Act of 2001 Unsafe School Choice
Option Persistently Dangerous Schools Identification process and
Criteria) to Superintendent's Memo No. 86 (May 9, 2003).

Cross References: JC Student Attendance Areas
 JCA Transfers by Student Victims of Crime

STUDENT SERVICES

File: JCJ

CLASSROOM ASSIGNMENTS FOR TWINS

A parent of twins or higher order multiples in the same grade level may request that the children be placed in the same classroom or in separate classrooms if they are at the same elementary school. A parent must request the classroom placement no later than 3 days after the first day of each school year or 3 days after the first day of attendance of the children during a school year. Schools may recommend classroom placement to the parent.

Schools must provide the placement requested by the children's parent, unless the division Superintendent or designee makes a classroom placement determination following the school principal's request, at the end of the initial grading period, and in consultation with the children's classroom teacher, based upon a determination that the requested classroom placement is disruptive to the school or is harmful to the children's educational progress.

Adopted: June 18, 2009
 Reviewed: July 5, 2012
 Revised: June 30, 2015
 Reviewed: _____

Legal References: Code of Virginia, as amended, § 22.1-79.3

STUDENT SERVICES

File: JHCC

COMMUNICABLE DISEASES

The Charlottesville City School Board recognizes the importance of protecting its students and employees from the transmission of communicable diseases which present a threat to their health and safety, while also protecting the legitimate interests and rights of students and employees with communicable diseases. The Board directs the Superintendent to act in compliance with applicable law to exclude from school attendance or work in the school setting any person who has a communicable disease. Both the decision to remove the student or employee and the decision to readmit the student or to permit the employee to return to work shall be made by the Superintendent based upon consultation with the local health department, the student's or employee's physician, physician, assistant, nurse practitioner, and/or other medical authorities. (See Policy JHCCA Blood Borne Contagious or Infectious Diseases).

The identity of a student who has a communicable disease will be kept confidential and will be revealed only in accordance with state law. An alternative educational program should be made available to any student whose removal pursuant to this policy is expected to result in a prolonged absence from school or where otherwise required by law.

Administrative procedures concerning the exclusion of employees and students with communicable diseases will be consistent with the requirements of law, including the policies of the Virginia Department of Education, and should reflect current medical knowledge and research.

Adopted: June 19, 2008
 Revised: June 16, 2011
 Revised: June 30, 2015
 Reviewed:

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-271.3, 22.1-272, 32.1-36.1, 54.1-2952.2, 54.1-2957.02

VAC 20-131-180

Cross References: EBAB Possible Exposure to Viral Infections
 EBBB Personnel Training-Viral Infections
 IGBG Homebound, Correspondence and Alternative Means of Instruction
 JHCCA Blood Borne Contagious or Infectious Diseases

STUDENT SERVICES

File : JOD

RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student enrolled in Charlottesville City School Division may authorize the release of their student’s data/records to any individual or Agency upon completion and execution of the Consent for Release of Student Data/Records form accompanying this policy.

This form may be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services.

Adopted: June 25, 2013

Revised: June 30, 2015

Reviewed:

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

SCHOOL COMMUNITY RELATIONS

File: KA

GOALS FOR SCHOOL-COMMUNITY RELATIONS

A school-community relations program is essential in order to secure participation in and support for public schools. The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board sets goals and standards for school-community relations. It evaluates its relationship with the public and assess its programs for maintaining effective communication and good relations with parents, community organizations, business and industry, and the community at large.

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

1. Take an active interest in the schools and participate in school activities.
2. Place a high priority on education and make funds available for an exemplary educational system that supports learning for all children.
3. Establish partnerships with the schools in order to enhance learning opportunities for students.

The Board believes that school-community relations begin with the student, the parents, and the staff and extend to other community persons, agencies and organizations. The school must help the home know the student's progress. The home must help the school understand the student's strengths and problems. School-community relations are essential at the citizen level, so that the concerns and knowledge of the community can bear upon educational decisions and, further, so that community support for educational programs can be secured.

Adopted: August 6, 1998
 Revised: January 8, 2004
 Revised: February 21, 2008
 Revised: July 5, 2012
 Revised: June 26, 2014
 Reviewed:

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

Cross References: KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships
 IGBC Parental Involvement
 AF Comprehensive Plan
 KBC Media Relations
 KB Public Information Program
 KF Distribution of Information/Materials
 KG Community Use of School Facilities
 KMA Relations with Parent Organizations
 KNAJ Relations with Law Enforcement Authorities