

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BBA

SCHOOL BOARD POWERS AND DUTIES

The School Board:

1. Adopts policy to provide for the day-to-day supervision of schools.
2. Sees that the school laws are properly explained, enforced and observed.
3. 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.
4. 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.
5. Provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure contributes to the efficiency of the school division.
6. 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.
7. Performs such other duties as shall be prescribed by the State Board of Education or are imposed by law.
8. 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 (1) for the consolidation of schools; (2) 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 (3) 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.
9. Surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and report 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.

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10. 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 Virginia Code § 9.1-914
11. Prescribes qualifications of all employees of the Charlottesville City Schools and fix salary schedules for such employees.
12. Employs and evaluates a superintendent.
13. On the recommendation of the Superintendent, employs teachers and other personnel as may be needed for the efficient operation of the schools.
14. Adopts broad goals and objectives for each aspect of the school system's operation based upon the identified needs of the community. Said goals are documented, reviewed and revised periodically in light of changing community needs.
15. Evaluates the performance and progress of the Charlottesville City School Division against the stated goals and objectives
16. Reviews and approves the annual operating budget of the school system prepared by the superintendent and his/her staff to provide prudent utilization of public resources.
17. Provides leadership in presenting needs of the school system to local, regional, state and federal government or agencies, the general public or the media.
18. Communicates with various constituencies to receive input and gather support for public education.

Adopted: August 6, 1998
 Revised: October 16, 2003
 Revised: December 20, 2007
 Revised: June 26, 2014
 Reviewed: June 27, 2019

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

Cross Ref.: KN Sex Offender Registry Notification
 AF Comprehensive Plan

SCHOOL BOARD GOVERNANCE AND OPERATIONS

File: BBD

BOARD MEMBER REMOVAL FROM OFFICE

Any School Board member may be removed from office in accordance with the provisions of Sections 24.2-230 through 24.2-238 of the Code of Virginia.

Adopted: August 6, 1998
Revised: October 16, 2003
Revised: December 20, 2007
Reviewed: June 25, 2013
Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, §§ 24.2-230 through 24.2-238.

GENERAL SCHOOL ADMINISTRATION

File: CBE

SEVERANCE
BENEFITS

Any severance benefits provided to a departing Superintendent will be publicly announced prior to the Superintendent's departure.

Adopted: August 16, 2007
Reviewed: December 20, 2007
Reviewed: June 25, 2013
Reviewed: August 1, 2019

Legal Ref: Code of Virginia, 1950, as amended, § 15.2-1510.1.

FISCAL MANAGEMENT

File: DGD

FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The School Board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person designated by the School Board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted: June 26, 2014
Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Reference: DG Custody and Disbursement of School Funds
DJA Purchasing Authority
DJB Petty Cash Funds
DJF Purchasing Procedures
DJG Vendor Relations
DK Payment Procedures

FISCAL MANAGEMENT

File: DJA

PURCHASING AUTHORITY

The Superintendent, with the Charlottesville City School Board's formal approval, will designate a qualified employee to serve as the purchasing agent for the Charlottesville City School Board. In this capacity, the agent for the Charlottesville City School Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state laws and regulations and Charlottesville City School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act, division policies and regulations.

All personnel in the division who desire to purchase equipment and supplies will follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or his/her designee for approval and processing.

Internal Controls

The Superintendent, or Superintendent's designee, establishes appropriate processes for internal accounting controls.

Purchasing and Contracting

Charlottesville City Schools encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted: May 20, 2004
 Revised: August 16, 2007
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Reviewed: August 1, 2019

Legal References.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq.; 22.1-70, and 22.1-78.

Cross References: DJ Small Purchasing
 DJF Purchasing Procedures
 DGC School Activity Funds
 DGD Funds for Instructional Materials and Office Supplies
 DJB Petty Cash Funds

FISCAL MANAGEMENT

File: DK

PAYMENT PROCEDURES

The Charlottesville City School Board examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization is made in the minutes of the school board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the school board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the school board.

The warrant shall be signed by the Superintendent, and countersigned by the clerk of the Board and the city treasurer, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the school board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the school board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the school board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

Adopted: April 3, 1998
 Revised: April 15, 1999
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123

Cross Reference: DJB Petty Cash Funds
 DG Custody and Disbursement of School Funds
 DGD Funds for Instructional Materials and Office Supplies

File: EBAA

REPORTING OF HAZARDS

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

The Superintendent will 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 are not used in kindergarten through grade 5.

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009
Revised: June 26, 2014
Reviewed: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, section 22.1-274.1.

8 VAC 20-530-10 et seq.

SUPPORT SERVICES

File: EBBA

EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

In school buildings with an instructional and administrative staff of ten or more, there shall be at least three employees who have current certification or training in emergency first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such school, there shall be at least two employees who have been trained in the administration of insulin and glucagon.

In school buildings with an instructional and administrative staff of fewer than ten, there shall be at least two employees who have current certification or training in emergency first aid, CPR and the use of an AED. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Adopted: February 19, 2004
 Revised: May 15, 2008
 Revised: June 18, 2009
 Revised: July 5, 2012
 Revised: June 25, 2013
 Reviewed: August 1, 2019

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-274, 22.1-274.4.

Cross Ref.: EB School Crisis, Emergency Management, and Medical
 Emergency Response Plan
 JHCD Administering Medicines to Students

File: EEAD

SPECIAL USE OF SCHOOL BUSES

The use of school buses for purposes other than transporting children to and from school for the regular school hours and for extracurricular activities is permitted with prior approval of the superintendent and in accordance with regulations pertaining to field trips.

In addition, the School Board may enter into agreements with its appropriating body, or any state agency or any federal agency established or identified pursuant 42 U.S.C. § 3001 et seq. providing for the use of the school buses of the division by such body or agency for public purposes, including transportation for the elderly. Each such agreement shall provide for reimbursing the school board in full for the proportionate share of any and all costs, both fixed and variable, of such buses incurred by such school board attributable to the use of such buses pursuant to such agreement. The appropriating body, or state or federal agency, shall indemnify and hold harmless the school board from any and all liability of the school board by virtue of use of such buses pursuant to an agreement.

Adopted: April 3, 1998
Reviewed: May 15, 2008
Revised: June 18, 2009
Reviewed: June 26, 2014
Reviewed; August 1, 2019

Legal References: Code of Virginia, 1950, as amended, sections 22.1-176; 22.1-182;

Cross Reference: (IICA), Field Trips

SUPPORT SERVICES

File: EGAA

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 permits 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 Charlottesville City 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 media specialist 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 is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it 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: April 3, 1998
 Revised: May 15, 2008
 Revised: June 19, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Reviewed: August 1, 2019

Legal References: 17 U.S.C §§ 101 et seq.;

Cross References: JFC-R Standards of Student Conduct
 GAB/IIBEA Acceptable Computer System Use
 GCPD Professional Staff Members: Contract Status
 and Discipline
 GDPD Support Staff Members: Contract Status and
 Discipline

(c) 5/14 VSBA

FACILITIES DEVELOPMENT

File: FE

PLAYGROUND EQUIPMENT

When any playground equipment is installed on Charlottesville City School Board property, the Charlottesville City School Board assumes ownership of that equipment unless specifically stated otherwise by agreement. The maintenance of the playground equipment installed by a school or community group is the responsibility of the Parks and Recreation Department of the City of Charlottesville.

Once equipment is installed on Charlottesville City School Board property, the Park and Recreation Department has the responsibility to inspect the equipment on a regular basis and the authority to order its repair or removal from the school property. The principal may also restrict or deny the use of such equipment until such time as, in his/her sole opinion, it is restored to a safe condition.

Consideration should be given to designing the outdoor learning environment to support classroom learning.

Adopted: April 3, 1998
Reviewed: February 21, 2008
Revised: June 17, 2010
Revised: January 8, 2015
Reviewed: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.79, 2.1-293

Guidelines for School Facilities in Virginia's Public Schools (Virginia Department of Education, September 2013)

FACILITIES DEVELOPMENT

File: FECBA

ENERGY-EFFICIENT CONSTRUCTION

Efficient use of energy in construction and operation of school division buildings is a high priority. To the extent permitted by the Public Procurement Act, a proposed project which contains the most energy-efficient plans within an acceptable budget will have priority. Energy efficiency will be considered in the architectural evaluation.

A continuous study of energy use will be maintained by the administration for future planning in new construction.

Adopted: April 3, 1998
 Reviewed: February 21, 2008
 Revised: June 17, 2010
 Reviewed: June 27, 2016
 Reviewed: August 1, 2019

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

Cross References: DJF Purchasing Procedures
 FA Facilities Development
 FEA Educational Facilities Specifications

FACILITIES DEVELOPMENT

File: FECBB

ACCOMMODATIONS FOR THE DISABLED

Plans for new buildings and renovations or alterations of existing buildings will offer such design and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to disabled persons as required by law.

Adopted: February 21, 2008

Revised: June 17, 2010

Reviewed: June 27, 2016

Revised: August 1, 2019

Legal References: 29 U.S.C. § 794

42 U.S.C. §§ 12182, 12183

Cross Reference: AC Nondiscrimination

(c) 5/10 VSBA

FACILITIES DEVELOPMENT

File: FF

PUBLIC DEDICATION OF NEW FACILITIES

The School Board may have a public dedication ceremony following completion of major building projects.

Adopted: February 21, 2008
Revised: January 8, 2015
Reviewed: August 1, 2019

Legal Reference. Code of Virginia, 1950, as amended, section 22.1-78.

Cross Reference: FFA Naming School Facilities

FACILITIES DEVELOPMENT

Charlottesville City Schools

FACILITIES DEVELOPMENT

File: FG

RETIREMENT OF
FACILITIES

School division buildings may become unsuitable for their present use, but may be used to benefit the school division or public in other ways. The Superintendent reviews division schools and facilities on a continuing basis. The Superintendent may recommend to the School Board that a particular school or school facility should be retired or its use changed. In determining whether a facility is to be retired, the School Board may consider the following of factors, among others:

1. The adaptability of the building for continued use for its present purpose;
2. The suitability of the site of the building;
3. The maintenance and upkeep costs of the building costs; and,
4. The historic value of the building to the community.

The School Board shall invite the viewpoints of community residents and staff in making its decision to retire a school building.

If the School Board determines to close a facility, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

Adopted: February 21, 2008
 Revised: June 17, 2010
 Revised: January 8, 2015
 Reviewed: August 1, 2019

Legal References:: Code of Virginia, 1950, as amended, sections 22.1-79, 22.1-129, 22.1-135, 22.1-136.

Cross Reference: KG Community Use of School Facilities

(c) 10/14 VSBA

File: GBEF/JHCL

LACTATION SUPPORT

The Superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Charlottesville City School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Any student needing a location to express milk shall use the room designated by the Superintendent for this purpose.

Adopted: June 26, 2014
Revised: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, § 22.1-79.6

File: GCE

PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Substitute Teachers

Persons who meet the requirements of the School Board shall be eligible for substitute teaching. All substitute teachers must have completed a minimum of two years of college study (60 semester hours of course work) and be on the current list approved by the Superintendent.

A written contract shall be required for a substitute teacher who fills a teacher vacancy for longer than ninety days in one school year.

Homebound Teachers

Homebound teachers shall be employed on a part-time, hourly basis. They shall be selected from the active file of applicants in the Human Resources office or from the approved substitute teacher list and shall hold, or be eligible for, a valid teaching certificate.

Part-Time Teachers

An employee working less than 180 days or less than seven (7) hours per day or who is restricted to temporary or interim employment is considered part-time.

Part-time teachers shall meet the certification requirements of the State Board of Education.

Summer School Teachers

Summer school teachers shall meet all certification requirements.

Interns

Arrangements for the utilization of interns in the school division should be initiated through the Superintendent.

Student Teachers

The school division shall accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The Superintendent shall have the responsibility for the assignment and placement of student teachers in the school system.

Adopted: February 19, 1998

Revised: May 17, 2001

Revised: March 4, 2004

Revised: March 20, 2008

File: GCE
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Revised: July 5, 2012
Revised: June 26, 2014
Reviewed: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302

Cross References: GCB Professional Staff Contracts
GCPD Professional Staff Discipline
GCDF Suspension of Staff Members

File: GDI

SUPPORT STAFF ASSIGNMENTS AND TRANSFERS

Support staff shall be assigned to positions for which their qualifications meet the needs of the school division's operations.

Support staff personnel are entitled to initiate a transfer request for a position within their area of competence and for which they are qualified. Support staff personnel may be transferred to positions for which their qualifications best meet the needs of the school division.

Adopted: March 20, 2008
Revised: July 5, 2012
Reviewed: June 20, 2017
Reviewed: August 1, 2019

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

Cross References: GA Personnel Policies Goals
GD Support Staff
GDB Support Staff Employment Status
GDG Support Staff Probationary Period

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INSTRUCTION

File: IGBA

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Charlottesville City School Board provides a free, appropriate education for all children and youth from ages 2 to 21 who are identified as students with disabilities inclusive who are residents of Charlottesville or who are not residents of Charlottesville but are residents of Virginia and who are enrolled in a full-time virtual school program provided by the Board. To the maximum extent appropriate, students with disabilities are educated with children who are not disabled.

An Individualized Education Program (IEP) is developed and maintained for each child eligible for special education under the Individuals with Disabilities Education Act. The program is developed in a meeting with the child's teachers, parent(s)/guardians(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services, an individual who can interpret the instructional implications of evaluation results and other individuals at the discretion of the parents/guardians or school division in accordance with state and federal law. This IEP is reviewed at least annually. The IEP includes areas specified by state and federal statutes and regulations.

Explanation of Procedural Safeguards

A copy of the procedural safeguards available to the parent(s) of a child with a disability is given to the parent(s). The procedural safeguards notice includes a full explanation of all the procedural safeguards available.

Child Find

The Charlottesville City School Board maintains an active and continuing child find program designed to identify, locate and evaluate those children residing in the division who are birth to 21 inclusive who are in need of special education and related services

The School Board provides all applicable procedural safeguards including written notice to the parents of any scheduled screening. If the child fails the screening, the results of the screening, are maintained in the student's scholastic record.

Adopted: March 18, 2004
 Revised: April 17, 2008
 Revised: June 16, 2011
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal References: 20 U.S.C. § 1400 et seq.
 29 U.S.C. § 701 et seq.
 42 U.S.C. § 12101 et seq.

Code of Virginia, 1950, as amended, sections 22.1-213, 22.1-215

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- 8 VAC 20-81-50.
- 8 VAC 20-81-80.
- 8 VAC 20-81-100.
- 8 VAC 20-81-110.
- 8 VAC 20-81-130.
- 8 VAC 20-81-170.

INSTRUCTION

File: IKA

PARENTAL ASSISTANCE WITH INSTRUCTION

The Charlottesville City School Board encourages parents to provide instructional assistance to their children in the home. Annually, each school shall offer a voluntary program to the parents of children in kindergarten through fourth grade, to assist them in developing the skills necessary to provide effective instructional assistance to their children.

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

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

Cross Reference: IGBC Parental Involvement
IKB Homework

INSTRUCTION

File: IKB

HOMEWORK

A major goal of the instructional program is to assist students in becoming committed to the process of learning. Learning is not restricted to the classroom, but is a continuous process. Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension. The basic objectives of homework are to reinforce the application of previously taught concepts, principles, and skills; extend student learning; and promote creative thinking and independent research.

Practice assignments reinforce newly acquired skills and previously introduced skills that students may need to review. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own. Preparation assignments help students get ready for activities that will occur in the classroom. Homework assignments may also prepare students for the introduction of new information and may include reading assignments and book reports. Students may, for example, be required to do background research on a topic to be discussed later in class. Extension assignments are frequently long-term continuing projects that parallel classwork. Students must apply previous learning to complete these assignments, which include science fair projects and term papers.

Assigning homework serves various educational needs. It serves as an intellectual discipline, establishes study habits, eases time constraints on the amount of curricular material that can be covered in class, and supplements and reinforces work done in school. In addition, it fosters student initiative, independence, and responsibility and brings home and school closer together.

Homework 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 may be enhanced by a sound program of homework. In addition, homework should be a tool in developing independent thought, self-direction, and self-discipline. It may assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after an introduction and thorough explanation of the skills necessary to complete the assignment successfully.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to current classroom activities.
4. A student's access to resource materials should be considered when making homework assignments.
5. Homework should be evaluated promptly and returned to the student. Appropriate recognition should be given to those students who successfully complete assigned work. Effort and competency should be recognized.

INSTRUCTION

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6. Teachers should seek to determine the causes if a student regularly fails to do assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
7. Excessive homework and the absence of homework should be avoided.
8. Homework should not be used for disciplinary purposes.
9. Principal and teachers should take appropriate steps to communicate with parents regarding the school's homework policy and solicit their support.

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

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

Cross Reference: IB Academic Freedom
IGBC Parental Involvement
IKA Parental Assistance with Instruction

INSTRUCTION

File: INDC

RELIGION IN THE SCHOOLS

In accordance with the mandate of the Constitution of the United States prohibiting the establishment of religion, it is the policy of the Charlottesville City School Board that the Charlottesville City Schools is neutral in matters of religion. This means the Charlottesville City 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 neutrality does not preclude or hinder the Charlottesville City Schools in fulfilling its responsibility to educate students to be tolerant and respectful of religious diversity.

The Division 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.

The Division 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 the spirit of respect, students and staff members may be excused from participating in activities that are contrary to their religious beliefs.

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: March 18, 2004
 Revised: April 17, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Revised: August 1, 2019

Legal Reference: U.S. Constitution, Amend. I

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

STUDENT SERVICES

File: JFCJ

WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY
STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board shall require written notification of an offense to the parent, guardian, or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when:

- a pupil commits an offense in violation of School Board policies, and school officials determine the offense was committed with the willful intent to violate such policies, or
- when the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board shall require the principal of the school the child attends, or other appropriate school personnel to develop appropriate measures, in conjunction with the pupil's parent of guardian, for correcting such behavior.

Adopted: June 19, 2008
 Reviewed: June 25, 2013
 Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, § 22.1-209.1:2(D)

STUDENT SERVICES

File: JGDB

DISCIPLINE OF STUDENTS WITH DISABILITIES FOR
INFLECTION OF SERIOUS BODILY INJURY

A student with a disability may be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

In addition, the applicable procedures of Policies JGDA and JGD/JGE will be followed.

The term serious bodily injury has the same meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of Section 1365 of Title 18 of the United States Code.

Adopted: June 19, 2008
 Reviewed: June 25, 2013
 Reviewed: August 1, 2019

Legal References: 18 U.S.C. § 1365 (h)(3)
 20 U.S.C. § 1415 (k)(1)(G)(iii)

Cross References: JFCD Weapons in School
 JFCF Drugs in School
 JGD/JGE Student Suspension/Expulsion
 JGDA Disciplining Students with Disabilities

STUDENT SERVICES

File: JHCL/GBEF

LACTATION SUPPORT

The Superintendent shall designate a non-restroom location in each school as an area in which any mother who is employed by the Charlottesville City School Board or enrolled as a student in the division may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The area must be shielded from public view.

Any student needing a location to express milk shall use the room designated by the Superintendent for this purpose.

Adopted: June 26, 2014
Revised: August 1, 2019

Legal References: Code of Virginia, 1950, as amended, § 22.1-79.6

SCHOOL-COMMUNITY RELATIONS

File: KL

PUBLIC COMPLAINTS

Complaints involving a particular school are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it is referred to the Superintendent or superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular Board meeting.

Any parent, custodian, or legal guardian of a pupil attending the Charlottesville City Public Schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the school board unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

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

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-87,
 22.1-253.13:7.

Cross Reference: GBLA Third Party Complaints Against Employees
 GB Equal Employment Opportunity/Nondiscrimination
 GBA/JFHA Prohibition Against Harassment and Retaliation
 JB Equal Educational Opportunity/Nondiscrimination

SCHOOL-COMMUNITY RELATIONS

File: KLB

PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

It is the responsibility of the School Board to establish and apply the curriculum of the Charlottesville City School Division. The selection of learning resources is delegated to the professionally trained personnel employed by the Division. Despite the care taken to select valuable and educationally suitable learning resources for student and teacher use, and despite the qualifications and expertise of persons involved in that selection process, it is recognized that occasional objections to materials will be made by the public. It is, therefore, the policy of the School Board to provide channels of communication and a fair procedure for citizens to follow in expressing and resolving concerns about learning resources, including instructional materials, used in teaching the curriculum.

Complaints about learning resources are presented in writing in accordance with the supportive regulations of this policy. The standards and procedures for review are consistently applied in recognition of the respective rights and responsibilities of all concerned. Materials are considered for their educational suitability and are not proscribed or removed because of partisan or doctrinal disapproval. Challenges which are not resolved at the building level are submitted to the Superintendent or superintendent's designee. The decision of the superintendent may be appealed to the School Board or reviewed at the Board's request. The decision of the Board will be final.

Adopted: August 6, 1998
 Revised: February 21, 2008
 Reviewed: June 25, 2013
 Revised: June 26, 2014
 Reviewed: August 1, 2019

Legal Reference: Code of Virginia, 1950, as amended, §§ 22.1-253.13.7.C.2.

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Cross References: IIA Instructional Materials
 INB Teaching About Controversial Issues/
 Controversial Speakers
 KL Public Complaints
 IGAH Family Life Education
 KQ Commercial, Promotional and Corporate Sponsorships and
 Partnerships

SCHOOL-COMMUNITY RELATIONS

File: KMA

RELATIONS WITH PARENT ORGANIZATIONS

The School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state and federal law. The School Board requests that parent-teacher organizations maintain a close working relationship with the Board, administration, and staff, and that they plan their actions in accordance with established Board and school policies when planning activities.

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

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4..

Cross References: IGBC Parental Involvement
 KF Distribution of Information/Materials