

# MEETING AGENDA

**Prince George County School Board**  
6410 Courts Drive, Prince George, VA 23875

---

For further information call 733-2700

**TYPE OF MEETING:** Regular

**DATE:** August 2, 2021

**LOCATION:** Board of Supervisors Meeting Room  
County Administration Building

**TIME:** 6:30 P.M.  
5:30 P.M. (Closed Session)

---

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, SPECIFIC STUDENT RESIDENCY MATTERS AND PUBLIC SAFETY MATTER RELATING TO STUDENT SAFETY (pursuant to Section 2.2-3711 of the Code of Virginia)**

A. Personnel Matters – Section 2.2-3711A.1

1. P03/21-22

2. P07/21-22

B. Student Matters – Section 2.2-3711.A.2

1. S04/21-22

2. S05/21-22

C. Public Safety Matters – Section 2.2-3711.A.19

1. PS03/21-22

**IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS**

**V. PLEDGE OF ALLEGIANCE**

**VI. SCHOOL BOARD INVOCATION**

**VII. APPROVAL OF AGENDA**

**VIII. APPROVAL OF MINUTES**

- A. July 14, 2021 Regular School Board Meeting

**IX. SPECIAL RECOGNITIONS**

- A. VSBA 2021 Media Honor Roll Program
- Michael Campbell, Coordinator of Communications and Public Relations
- B. New Faces in New Places
- Patrick Barnes, Chief Support Services Officer – School Board Office
  - Bernard Burwell, Assistant Principal – L.L. Beazley
  - Wendy Wyatt, Assistant Principal – Prince George High School
- C. Familiar Faces in New Places
- Chrissy Carr, Coordinator of Educational Technology and Innovation
  - Wade Kliebenstein, Coordinator of Assessment and Accountability

**X. PRESENTATIONS**

- A. Progress on New Elementary School – Lisa Pennycuff
- B. Employment Trends – Laura Estes
- C. Transgender Policy Information – Lisa Pennycuff
- D. Update on the Use of Masks – Lisa Pennycuff
- E. Annual Report of the Special Education Advisory Committee (SEAC) – Michelle Crist
- F. Hall of Fame Update – Bruce Carroll
- G. African American History Edits to History and Social Science Standards of Learning – Jason Chandler, Robin Germanos, Lisa Pennycuff

**XI. PUBLIC COMMENT – GENERAL**

**XII. INFORMATION ITEMS/SUPERINTENDENT’S REPORT**

- A. Current enrollment as of July 26, 2021
- B. Facility Use Requests for July 2021
- C. Back to School Fair, Drive-thru event @ PGHS – August 7, 2021  
9:00 a.m. – noon
- D. VSBA Creating a Strategic Collective Bargaining Resolution Workshop –  
Charlottesville – August 26, 2021
- E. VSBA Title IX: Best Practices in Training & Compliance – Charlottesville –  
September 14, 2021
- F. VSBA Legislative Advocacy Conference – Richmond Hilton – September 23,  
2021
- G. VSBA 2021 Fall Superintendent Evaluation Workshop – Charlottesville –  
October 6, 2021
- H. PGCPSS Superintendent Messages

**XIII. SCHOOL BOARD MEMBER COMMENT**

**XIV. CONSENT AGENDA**

- A. Personnel Report
- B. Board Requests
- C. Warrants
  - 1. General
  - 2. Title I
  - 3. Food and Nutrition Services
- D. Project Updates
  - 1. Support Services
  - 2. Technology

**XV. ACTION ITEMS**

- A. Approval of 2022-2027 Comprehensive Plan – Betsy Overkamp-Smith
- B. School District Lunch Increase for Adult Meals – Ginger Absher
- C. 2021-22 Student Conduct and Safety Handbook – William Barnes
- D. VSBA May Policy Revisions (Part 1) – Lisa Pennycuff
- E. Request for Approval for Supplemental Appropriation to the 2021-22 Grant  
Fund (0510) Budget for American Rescue Plan Act (ARPA) Elementary and  
Secondary School Emergency Relief (ESSER) III

- F. Request for Approval for Supplemental Appropriation to the 2021-22 Regular Operating Fund (0500) Budget for Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSA) Elementary and Secondary School Emergency Relief (ESSER) II
- G. Tuition Rates for 2021-22 – Monique Barnes

## **XVI. DISCUSSION ITEMS**

- A. American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) Fund III – Monique Barnes
- B. 2021 Summer School Report – Robin Germanos, Jason Chandler
- C. VSBA May Policy Revisions (Part 2) – Lisa Pennycuff
- D. Financial Report for July 2021 – Monique Barnes
- E. Review of School Crisis, Emergency Management, and Medical Emergency Response Plan – Lisa Pennycuff
- F. 2020-21 Professional Development Report – William Barnes
- G. BoardDocs – Lisa Pennycuff/Monique Barnes

## **XVII. ADJOURNMENT**

## **CLOSED SESSION**

- A. Personnel Matters – Section 2.2-3711A.1
  - 1. P03/21-22
  - 2. P07/21-22

- B. Student Matters – Section 2.2-3711.A.2
  - 1. S04/21-22
  - 2. S05/21-22

- C. Public Safety Matters – Section 2.2-3711.A.19
  - 1. PS03/21-22

**DRAFT**  
**PRINCE GEORGE COUNTY SCHOOL BOARD**  
**PRINCE GEORGE, VIRGINIA**  
July 14, 2021

The regular meeting of the Prince George County School Board was held at the Prince George High School Commons on Wednesday, July 14, 2021 at 6:30 p.m.

A closed meeting was held at 5:30 p.m.

Board Members and staff present:

Mrs. Jill A. Andrews, Board Member  
Mr. Robert E. L. Eley, III, Chairman  
Mr. Christopher A. Johnson, Vice Chairman  
Mr. Cecil M. Smith, Board Member  
Ms. Sherry D. Taylor, Board Member  
Dr. Lisa Pennycuff, Superintendent  
Mr. William Barnes, Assistant Superintendent  
Mrs. Rebecca Kirk, Clerk of the Board

**I. CALL TO ORDER**

Mr. Eley, Chairman, called the Prince George County regular school board meeting to order at 5:30 P.M.

**II. ROLL CALL**

Roll call indicated all School Board members present:

Present: Andrews, Eley, Johnson, Smith, Taylor

**III. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES AND TO DISCUSS SPECIFIC STUDENT MATTERS RELATING TO STUDENT POLICY AND RESIDENCY (pursuant to Va. Code § 2.2-3711)**

- A. Personnel Matters – Section 2.2-3711.A.1
1. P01/21-22
  2. P02/21-22
  3. P03/21-22
  4. **P04/21-22**

**5. P05/21-22**

**6. P06/21-22**

**B. Student Matters – Section 2.2-3711.A.2**

1. S01/21-22

2. S02/21-22

3. S03/21-22

**C. Public Safety Matters – Section 2.2-3711.A.2**

**1. PS01/21-22 [added to agenda]**

Mr. Smith made a motion to go into a closed meeting for the purpose to discuss specific personnel matters relating to non-renewals, employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, student matters relating to student policies, residency, tuition, and public safety matter relating to school projects, and public safety trends relating to student programs pursuant to the personnel, public safety, legal, and student exemptions of the VA Code §§2.2-3711.A.1, 2.2-3711.A.2, and 2.2-3711.A.19. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

#### **IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS**

The School Board returned out of closed session at 6:35 p.m. Mr. Eley stated that the School Board would return into closed session at the end of the meeting to continue with other items that had not been discussed.

Mr. Johnson moved to reconvene in open session and stated:

The Prince George County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

Pursuant to Section 2.2-3712 of the Code of Virginia requires a certification by this school board that such closed meeting was conducted in conformity with Virginia law.

The Prince George County School Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

Ms. Taylor made a motion that in Personnel Matter P01/21-22 to approve the Coordinator of Educational Technology and Innovation as recommended. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

[For the record, Chrissy Carr was approved as the Coordinator of Educational Technology and Innovation].

Ms. Taylor made a motion that in Personnel Matter P02/21-22 to approve the recommendation for Coordinator of Testing and Accountability. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

[For the record, Wade Kliebenstein was approved at the Coordinator of Assessment and Accountability].

No action was taken on Student Matter S01/21-22; information only.

No action was taken on Public Safety PS01/21-22; information only.

The School Board will return to a closed session after the meeting to continue with other closed session items.

**V. PLEDGE OF ALLEGIANCE** – led by Mrs. Jill Andrews

**VI. SCHOOL BOARD INVOCATION** - led by Mr. Chris Johnson

**VII. APPROVAL OF AGENDA**

Mr. Smith made a motion to approve the revised meeting agenda as presented. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

**VIII. APPROVAL OF MINUTES**

- A. June 7, 2021 Regular School Board Meeting
- B. June 16, 2021 Special School Board Meeting

Mr. Smith made a motion to collectively approve the School Board minutes identified above as presented. Ms. Taylor seconded the motion.



VOTE: Ayes: Unanimous

## IX. SPECIAL RECOGNITIONS

### A. New Faces in New Places

- Burke George – Principal, Prince George Education Center
- Abbie Martin – Principal, Prince George High School
- Elizabeth Pell – Principal, L.L. Beazley Elementary School
- Stephanie Thompson – Assistant Principal, J.E.J. Moore Middle School

Dr. Pennycuff introduced and welcomed each new administrator and provided a short summary on each person of their educational background, training, work experiences, leadership roles, and accomplishment that make them a perfect fit with the Prince George School division family. Each brings a unique style and are in alignment to lead, innovate, and inspire the student body and faculty.

### B. Familiar Faces in New Places – Effective July 1, 2021

- Mattie Thweatt – Associate Director of School Administration, SBO
- ***Christina Pope – Student Services Coordinator, SBO***

Mrs. Thweatt served as the principal at Prince George Education Center for the last years. She will now be the division's Associate Director of School Administration. Dr. Pennycuff also summarized Mrs. Thweatt's educational background, training, work experience and leadership roles at the elementary and secondary levels that made her the candidate of choice for this position.

Christina Pope has transferred from Assistant Principal at Prince George High School to a Student Services Coordinator at the School Board Office. Mrs. Pope's educational background and work experiences in the special educational field made her a great candidate for this transition. She made her mark at Prince George High School in just three short years and now she will work with the Student Services Department to continue to make a difference with students.

Congratulations to all our newly appointed and newly reassigned employees.

### C. Retirees (individual years of service in parenthesis)

- Karen Belcher – Office Associate III, South (10)
- Vickie Elliott – Guidance Counselor, North (37)
- Willie Elliott – Director of Gifted and Title 1 (41)
- Bonnie Pendergrass – Office Associate III, Moore (42)
- Lori Poythress – ITRT, Moore (39)
- George Tucker – Head Custodian, Moore (33)

## TOTAL NUMBER OF YEARS EXPERIENCE = 202

Retirees were recognized for their combined years of service, totaling 202 years in education. Retirees were applauded for their dedicated years of service. Each retiree reflected on their years of service in education, and each retiree received a clock with their names and years of service inscribed. Board members expressed their appreciation for the commitment of service provided by these wonderful people. Mrs. Belcher and Mrs. Poythress were unable to attend.

### **X. PUBLIC HEARING (as advertised)**

#### **A. Public Hearing on American Rescue Plan Act (ARPA) – Elementary and Secondary Schools Emergency Relief Fund III**

A Public Hearing that had previously been advertised was held during the meeting to accept public comment on the American Rescue Plan (ARP) Act and Elementary and Secondary School Emergency Relief (ESSER) Fund III allocation to Prince George County Public Schools. The purpose of ARP/ESSER is to help safely reopen and sustain the safe operation of schools and address impacts of COVID-19 on the nation's students. The school division has been awarded \$4,988,272.08 and at least 20% of these funds must be spent to address the academic impact of lost instructional time. Mrs. Barnes provided a list of specific uses of these funds outlined on the attached PowerPoint. The division will post its spending plan by August 1, 2021. The floor was opened for public comment on the use of these funds.

Neil Jernigan, 15145 S. Crater Road, South Prince George – stated that with any federal funding of this nature has tons of bills associated with it and questioned if the Board has taken time to review each bill and asked that the board research it before they implement it.

Dr. Pennycuff stated a survey was opened to stakeholders (i.e., students, parents of students, teachers, administrators, other school staff members, residents of the county, etc.) for two weeks, with 1,422 people responding. The results showed the top responses were 1) inspection, testing, maintenance, replacement and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement (895 or 62.98%); 2) school facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards and to support student health needs (874 or 61.51%); and 3) purchasing educational technology for students (777 or 54.68%).

### **XI. PRESENTATIONS**

#### **A. ESS Human Resources Update – ESS / Laura Estes**

Dr. Estes introduced Jamie Marmorale and NuNu Pasic from ESS as an extension of our Human Resources team, and she is very pleased with our relationship with ESS. Ms. Marmorale provided an overview of services provided to the division including key measures and results from August 2020-June 2021. The statistics she provided were broken down by individual positions and absences by location, (filled/unfilled), and ESS's fill rate for the year was 85%, but they feel the pandemic played a toll on the percent fill rate. Their goal rate is 95% or above, and they are actively working on recruitment strategies and incentives to increase the fill rate for the upcoming year. We currently pay more for substitutes than surrounding districts and ESS continues to add incentives to increase the fill rates.

## **XII. PUBLIC COMMENT – GENERAL**

Several people were in attendance to speak out on issues that related to 1) not allowing Critical Race Theory; 2) Transgender policies; 3) COVID-19, masks, and vaccines; 4) Teaching of controversial subject matters and how the schools handled the situations; 5) Teachers displaying controversial flags in classrooms; 6) Safety and education of our children, sexual harassment in the schools, and safeguards in place to protect students; 7) Comprehensive Plan draft and how it relates to recruiting and retaining staff, funding of technology, providing elementary students with hands-on, three dimensional activities; cultural and ethnicity equity; Comprehensive Plan survey; 8) treating all people fairly; 9) Safeguards in place to protect the students.

The following citizens spoke during the Public Comment period:

Marty Baird, 11643 Red Cedar Drive, Disputanta  
Scott Whittle, 1045 Drayton Court, South Prince George  
Mary Jo Tison, 15303 Arwood Road, Disputanta  
Neil Jernigan, 15145 S. Crater Road, South Prince George  
Leyla Myers, 8711 Second Court, Disputanta  
William Steele, 9921 County Line, Disputanta  
Cindy Hasley, 12707 Chester Drive, Disputanta  
Jennifer Matthews, 10006 Easy Street, Disputanta  
Jason Chimera, 22150 Rowanty Road, Carson  
Isis Costa, 9740 Robin Court, Disputanta

## **XIII. CLOSED SESSION (pursuant to Va. Code §2.2-3711.A.2 and A.19) [added to agenda]**

Mr. Johnson made a motion to go into closed session to specifically discuss public safety and specific student matter pursuant to Va. Code §2.2-3711.A.2 and A.19. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

#### **XIV. CERTIFICATION OF CLOSED MEETING AND ACTIONS [added to agenda]**

Ms. Taylor made a motion to return to an open meeting and certified nothing was disclosed other than what was stated in the original motion. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

#### **XV. ACTION ITEM [added to agenda]**

Mr. Johnson made a motion to add an action item on Critical Race Theory. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

Mr. Johnson made a motion that Prince George County not implement Critical Race Theory. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

Board members made additional comments:

Mr. Johnson stated that there are things within legislation that have been passed that come with requirements for teachers. He requested that Dr. Pennycuff bring back a presentation to the Board in August to further explain these requirements and options the School Board might have.

Mr. Smith stated it was important to stay on top of this matter. Who would have thought we would be addressing conflicts like this in a school board meeting? Certainly, as a teacher years ago, he never would have.

Ms. Taylor opposed CRT and stated, "We are all one people" and we should use our God-given talents to achieve as much as we can, no matter the color of your skin. We should be focused on reading, writing, and arithmetic and bringing our scores up to be competitive in the world like we should.

Mr. Eley stated that this is a hot topic in Prince George and all over the state. This Board is committed to the children of Prince George and what is best for children. He thanked the Board for their stance on this issue, and he thanked the parents for coming out to speak and advocating for their children. This Board is committed to doing what is right for children, and children are treated the way they deserve to be treated regardless of their skin color, their background, or where they are from. Thank you for coming out and we appreciate your input.

Mrs. Andrews reiterated that she also agrees with the Board. She grew up here and the color of one's skin did not matter then, and it should not matter now.

Dr. Pennycuff stated that our efforts in the school division are focused on personalized learning through the Tiered System of Supports to ensure that all our children are getting the very best educational foundation they can have for their futures. Our district operates on a belief that a strong educational foundation where the children learn to become effective communicators, critical thinkers, contributing members of collaborative work groups, and positive citizens of their school and local community is the best preparation we can provide our children with, so they have many choices available to choose from as they transition out of K-12 education and into the world.

Prince George County Public Schools has not adopted Critical Race Theory as part of the school division's educational curriculum, nor does the district plan to do so.

### **XIII. INFORMATION ITEMS/SUPERINTENDENT'S REPORT**

- A. Current enrollment as of July 2, 2021
- B. Facility Use Requests for June/July 2021
- C. VSBA Conference on Education – July 20, 2021 (Virtual)
- D. Back to School Fair, Drive-thru event @ PGHS – August 7, 2021  
9:00 a.m. - noon
- E. VSBA Title IX: Best Practices in Training & Compliance – Charlottesville – September 14, 2021
- F. VSBA Legislative Advocacy Conference – Richmond Hilton – September 23, 2021
- G. PGCPS Superintendent Messages
  - 1. Media Release: 2021-22 Student Registration Appointments – June 8, 2021
  - 2. Back to School Fair – Drive Thru event at PGHS, 9:00 a.m. – 12:00 p.m. August 7, 2021
  - 3. In Pictures: PGHS Grads Celebrate Accomplishments During Commencement Exercises
  - 4. American Rescue Plan Act Funding Survey of School Community

Dr. Pennycuff spoke about the upcoming Back-to-School Fair on August 7 at Prince George High School. She also stated that Board Members were registered for various VSBA training to earn the School Board Distinction Award. The VSBA Legislative Advocacy Conference is an important conference that board members do not want to miss, and she is glad our Board has a voice at the state. She spoke about the summer academy and thankful that we had teachers and paraprofessionals willing to extend themselves into the summer. We are blessed to have these wonderful people working with our children.

#### **XIV. SCHOOL BOARD MEMBER COMMENT**

Mr. Smith restated he never thought he would be facing anything like this and that a school's decision of what kids would be taught other than reading, writing, and arithmetic, science, technology, engineering, and mathematics. Who would have thought we would be discussing critical race theory and transgender items? It was very simple when we were kids.

Ms. Taylor reiterated that it is challenging for our students to contend with such contentious topics such as critical race theory and transgender. There are so many things going on and these topics should not be something children should have to worry about. She does not care about other's sexual orientation; she just wants the children to be safe and have privacy in the bathrooms and locker rooms. The world is scary, and they will deal with these issues soon enough. Kids grow up so fast and we need to train them now to be understanding, cautious, and compassionate for others. We should hold onto and protect our children.

Mrs. Andrews congratulated all the retirees and stated they would be missed. She also welcomed new staff members. She agrees with Mr. Smith's and Ms. Taylor's comments and appreciates the parents for coming out tonight and voicing their concerns about issues. She has lived in the county most of her life and Prince George Schools matter to her. If the public gives the Board a chance, we will do what is right for the students and we are not hiding things. There is a perception that is what some think, but the board is gathering all the information to make the right decision for our students.

Mr. Johnson congratulated the retirees and thanked the new people in new places for joining our team. As he reflected about tonight's comments, he thought about his time in Prince George and his many friends. One of the things he likes about the county is the diversity it offers and hearing about other's experiences and cultures through soldiers from Fort Lee. He searched the Bible and only found one race, the human race. Our skin color may be different, but our blood is the same and unites all of us. The only policies the Board will approve are the policies that unite our county. We are all in agreement and our Board opposes what is going on. Some decisions are being held until after the election, which is unacceptable, but we will review the options to oppose. There is no substitute what you can teach your children at home, and he is encouraged we have people that will give those children hope.

Mr. Eley congratulated all the retirees and thanked Mr. Elliott for his dedicated years of service. He welcomed the new faces to the Prince George family. He reflected on three great graduation ceremonies and comparisons of the 2020 and 2021 events. Now our children have an uphill battle to something they have no control over again. Our children have suffered enough, and it is time to let our children be children, it is time to learn life lessons the right way. Dr. Pennycuff will be presenting on August 2 options from legislation. Legislators should be listening to the people of the state, and he

encouraged all people to send their comments to their state legislators and let their voices be heard like was displayed here tonight. These decisions are being made from the top level and trickle down to the local localities. On November 2 think about these people who are making these laws and let your voice be heard. Each board member has looked at these issues all have spoken about tonight. If you have a problem, please contact our senior staff members. "We care, we have big hearts, we have kids in the school system!" He also mentioned the Girls Dixie World Series would take place in the county with opening ceremonies on July 23 and games July 24-27. He also thanked the audience for being refrained and dignified for the public comment period.

## **XV. CONSENT AGENDA**

- A. Personnel Report**
- B. Board Requests
- C. Warrants
  - 1. General
  - 2. Title 1
  - 3. Food and Nutrition Services
- D. Project Updates
  - 1. Support Services
  - 2. Technology

Ms. Taylor made a motion to approve the Consent Agenda as amended. Mr. Smith seconded the motion.

### Appointments (Effective August 16, 2021 unless otherwise noted)

Odette Wilkins – Café Manager, Moore – September 1, 2021  
Tiffany McGee – Café Manager, Walton – September 1, 2021  
Victory Harper – Café Assistant Manager, Moore – September 1, 2021  
Gloria Williams – Café Assistant Manager, Clements – September 1, 2021  
Jessica Alter – Health & PE Teacher, Clements  
Jon Neblett – School Counselor, Clements  
Sierra Moore – Teacher, Beazley  
Rhonda Hannuksela – Office Associate III, Moore – July 6, 2021  
Ann Audrey Kirk – Teacher, North  
Axel Camacho – Custodian, North – July 12, 2021  
Maria Martinez – Custodian, PGHS – July 12, 2021  
Dr. Abbie Martin – Principal, PGHS – July 12, 2021  
Stephanie Thompson – Assistant Principal, Moore – July 6, 2021

### Resignations

Odette Wilkins – Assistant Café Manager, Moore – September 1, 2021  
Tiffany McGee – Food Service Worker, Walton – September 1, 2021  
Victory Harper – Food Service Worker, Moore – September 1,  
Gloria Williams – Food Service Worker, Clements – September 1, 2021

Rhonda Hannuksela – Office Associate I, PGHS – July 6, 2021  
Elizabeth Johnson – Teacher, Walton – June 18, 2021  
Paul Hayes – Fleet Technician II, Transportation – July 12, 2021  
Stephanie Kliebenstein – Math Interventionist, Harrison – **July 1, 2021**  
Emma Schneider – Teacher, PGHS  
**Edward Williams – Custodian, South – July 20, 2021**

Reappointments for 2021-22 School Year

Sarah Montgomery – Teacher, North – August 24, 2021

Reassignment

Burke George – Principal, PGEC – July 1, 2021 (reassignment from PGHS to PGEC)

Retirements

Willie Elliott – Director of Gifted and Title I, SBO – August 1, 2021

Vickie Elliott – Guidance Counselor, North – **June 30, 2021**

Board Requests – Facility Use

Anthony Martin/Prince George Police Department request permission for use of school facilities (Clements JROTC Hallway/Tech & English Hallway) to conduct police in-service/active shooter training on September 25, October 9, 16, 23, 30, 2021.

Religious Exemptions - Section 22.1-254.B.1 of the Code of Virginia

Mr. and Mrs. Jacob Lowery request permission for their children, Alissa Lowery and Jacob Lowery, Jr., to be exempt from compulsory attendance.

Other

Mr. Dhiren Patel requests permission for his child, Diya Patel, to complete her senior year at Prince George High School for the 2021-22 school year. They have relocated to Chester, VA.

**Bold indicates amendments to Consent Agenda.**

VOTE: Ayes: Unanimous

**XVI. ACTION ITEMS**

A. Uniform Service & Related Supplies Renewal – Ron Rhodes

Mr. Rhodes recommended uniform service and related supplies be awarded to Cintas for July 1, 2021 – June 30, 2022. Cintas was the only bidder and 95% cheaper than three years ago.

Mr. Smith made a motion to approve uniform service and related supplies to Cintas for July 1, 2021- June 30, 2022. Mr. Johnson seconded the motion.



VOTE: Ayes: Unanimous

- B. Request for Approval for Supplemental Appropriation to the 2021-22 Grant Fund (0510) Budget – Monique Barnes

Prince George County Public Schools has received an approval for a grant that falls under the Coronavirus Response and Relief Supplemental Appropriations Act Elementary and Secondary School Emergency Relief fund II to be used for the extended school year and additional learning opportunities. The combined award was in the amount of \$676,163.68.

Mr. Smith made a motion to make a request to the Board of Supervisors for a Supplemental Appropriation of \$676,163.66 to be included in the FY22 Grant Fund Budget for the division in Fund 0510. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

- C. Appointment of Superintendent as Special Agent for Public Law 89-10 and Other Federal Projects – Lisa Pennycuff

Ms. Taylor made a motion to appoint and authorize Dr. Pennycuff as special agent for Public 89-10 and other federal projects. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

- D. VSBA Policy Services Agreement – Lisa Pennycuff

Mr. Johnson made a motion to approve the VSBA Policy Services subscription contract for one year, August 1, 2021 – July 31, 2022). Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

- E. VSBA Media Honor Roll – Lisa Pennycuff

The VSBA has a program to allow school districts to recognize reporters through its VSBA Media Honor Roll. This is a way for school districts to recognize reporters via print, radio, or television) who deserve recognition by 1) making an effort to get to know the superintendent and board chairman; 2) understanding the division's mission and goals; 3) reporting school news in a manner that is fair, accurate, and balanced; 4) gives a high-profile position to good news; 5) regularly visits the schools, attends board meetings; and 6) maintains a policy of "no surprises" by sharing information with school representatives. Dr. Pennycuff Michael Campbell and any other the Board choses. Mr. Campbell is a great resource for our division and always an advocate for Prince George.

Mr. Johnson made a motion to approve Michael Campbell as the school division's 2021 VSBA Media Honor Roll submission. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

**F. VPSA Technology Funds Reimbursement Resolution – Monique Barnes**

Prince George County Public Schools has received \$432,800 in State Technology Funds for FY22, with a required local match of \$86,560. The funds are to be used for specific technology purchases that relate to Standards of Learning (SOL) testing. To make qualified purchases throughout the year, the Board must adopt a Reimbursement Resolution.

Mr. Johnson made a motion to approve the Reimbursement Resolution as presented. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

**G. Request for Approval for Supplemental Appropriation to the 2021-22 Grant Fund (0510) Budget for IDEA Flow-Through Grants – Monique Barnes**

Prince George County Public Schools has received a Superintendent's memo advising that the division will receive additional federal funding through the American Rescue Plan Act for the IDEA Part B flow-through 611 and 619 grants for special education and pre-school special education, in the amounts of \$303,086.04 and \$22,047, respectively.

Mr. Smith made a motion to request the Board of Supervisors for a Supplemental Appropriation of \$325,133.04 to be included in the FY22 Grant Fund Budget for the division in Fund 0510. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

**H. FY22 Supplemental Appropriation – “Rolled” Purchase Orders – Monique Barnes**

The school division tries to avoid rolling purchase orders from one fiscal year to the next. However, the division still had five purchase orders open that had not been completed or items had not been received. These included domestic and fire water tank repairs at North and Harrison, high school generator and HVAC/cooling tower/chiller replacement, and Clements's chiller replacement construction.

Ms. Taylor made a motion to approve the re-appropriation of funds from the FY21 Regular/Operating Fund to the FY 22 Regular/Operating Fund budget in the amount of \$354,367.32 into the Facilities Category. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

## **XVII. DISCUSSION ITEMS**

### **A. 2022-2027 Comprehensive Plan – Betsy Overkamp-Smith (moved from action)**

The Steering Committee met and made suggestions for changes to objectives and strategies. The committee and leadership developed tasks and measures for each objective. As a result, several changes were made to the draft that was presented at the June 14, 2021 meeting, and we felt the 2022-2027 Comprehensive Plan needed to be re-visited by the School Board with the changes before final approval. Mrs. Overkamp-Smith reviewed the goals again with the Board. Next steps include making additional revisions based on School Board discussions, present the Comprehensive Plan to the School Board for a vote on August 2, and release the final plan after School Board approval. The Plan has been posted to the division's website throughout the entire process for review by the community. We had three town hall meetings, meetings were made available to all employees at different times, a survey was sent to community members, employees, and parents for input. The 2022-27 Comprehensive Plan is the divisions guide over the next five years, and it will be reviewed annually as we measure our efforts.

### **B. VSBA May 2021 Policy Revisions (Part 1) – Lisa Pennycuff**

VSBA May policy revisions were made available to the Board for review. These policies will be presented at the August 2, 2021 meeting for approval.

### **C. 2021-22 Student Conduct and Safety Handbook – William Barnes**

A copy of the 2021-22 Student Conduct and Safety Handbook was provided to Board members for review. The Handbook has been updated with policy changes as presented by new laws. Approval will be requested at the August 2, 2021 meeting.

### **D. Online Payment for Schools – Monique Barnes**

To reduce the amount of cash flowing through the school buildings and to provide a contactless means for parents, students, and faculty to purchase tickets, pay for fund raising activities field trips, activity fees, etc., we recently viewed a web demonstration provided by Edlio, the division's website provider. She explained security of the site, bookkeeper's role, processing of payments and fees associated with this that are passed onto the purchaser.

### **E. Financial Report for June 2021 – Monique Barnes**

Mrs. Barnes provided an overview of the June 2021 Financial Report to the School Board.

**XVII. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL MATTERS RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES AND TO DISCUSS SPECIFIC STUDENT MATTERS RELATING TO STUDENT POLICY AND RESIDENCY (pursuant to Va. Code § 2.2-3711)**

- A. Personnel Matters – Section 2.2-3711.A.1
  - 3. 03/21-22
  - 4. P04/21-22**
  - 5. P05/21-22**
  - 6. P06/21-22**
- B. Student Matters – Section 2.2-3711.A.2
  - 2. S02/21-22
  - 3. S03/21-22
- C. Public Safety Matters – Section 2.2-3711.A.19**
  - 1. PS01/21-22 [added to agenda]**

Mr. Smith made a motion to go back into a closed meeting for the purpose to discuss specific personnel matters relating to non-renewals, employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees, and to discuss specific student matters relating to student policy and residency to the personnel and student exemptions of the VA Code §§2.2-3711.A.1 and 2.2-3711.A.2. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

**XVIII. CERTIFICATION OF CLOSED MEETING AND ACTIONS**

Mr. Johnson made a motion to return to an open meeting and certified nothing was disclosed other than what was stated in the original motion. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P03/21-22; information only.

Ms. Taylor made a motion in Personnel Matter P04/21-22 to approve a Student Services Coordinator position with the support of the IDEA Funds. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matters P05/21-22 or P06/21-22; information only.  
No action was taken on Student Matters S02/21-22 or S03/21-22; information only.  
No action was taken on Public Safety Matter PS01/21-22; information only.

## **XIX. ADJOURNMENT**

Mr. Smith made a motion to adjourn the meeting at 11:23 p.m. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 11:23 p.m.

IN WITNESS WHEREOF, we set our signatures this \_\_\_\_ day of August, 2021.

Approved:

\_\_\_\_\_  
Robert E. L. Eley, III - Chairman of the Board

Attest:

\_\_\_\_\_  
Rebecca B. Kirk, Clerk of the Board

## **CERTIFICATION OF CLOSED MEETINGS**

WHEREAS, the Prince George County School Board has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by this school board that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE, BE IT RESOLVED that the Prince George County School Board hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered.

## **VOTE**

Ayes: 5

Rebecca B. Kirk - Clerk of the Board  
July 14, 2021  
Meeting Date

## SPECIAL RECOGNITIONS

- A. *VSBA 2021 Media Honor Roll Program*
  - *Michael Campbell, Coordinator of Communications and Public Relations*
  
- B. *New Faces in New Places*
  - *Patrick Barnes, Chief Support Services Officer*
  - *Bernard Burwell, Assistant Principal – L.L. Beazley*
  - *Wendy Wyatt, Assistant Principal – Prince George High School*
  
- C. *Familiar Faces in New Places*
  - *Chrissy Carr, Coordinator of Educational Technology and Innovation*
  - *Wade Kliebenstein, Coordinator of Assessment and Accountability*

## Active Enrollment Summary

School Name	School ID	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	Total
Prince George High School	0020											484	523	377	437	1821
William A. Walton Elementary	0280	10	69	82	82	100	82	78								503
North Elementary	0290	20	103	122	118	106	118	117								704
South Elementary	0300	9	79	87	68	67	72	71								453
L. L. Beazley Elementary	0310	6	76	87	96	110	105	98								578
J. E. J. Moore Middle School	0320								459	446	519					1424
David A. Harrison Elementary	0340	16	50	92	76	77	83	80								474
Student Special Services	8000				2	1	4		2	1	4	4	2	1	3	24
Appomattox Regional Governor's School	ARGS												3	2	4	9
Maggie L Walker Governor's School	MWGS												1	3	4	8
<b>Total</b>		<b>61</b>	<b>377</b>	<b>470</b>	<b>442</b>	<b>461</b>	<b>464</b>	<b>444</b>	<b>461</b>	<b>447</b>	<b>523</b>	<b>488</b>	<b>529</b>	<b>383</b>	<b>448</b>	<b>5998</b>

**2021-22**  
**REQUESTS FOR USE OF SCHOOL FACILITIES**

July 12, 2021 – July 26, 2021

	<b>PERSON/ADDRESS REQUESTING</b>	<b>ORGANIZATION NAME</b>	<b>FACILITY REQUESTED (reason)</b>	<b>DATES/TIMES OF REQUEST</b>	<b>ACTION TAKEN BY BOARD</b>	<b>FEE WAIVED</b>
13	In house: Mayes Marks	Boys Volleyball	Moore auxiliary gym (JV & Varsity volleyball practices)	July 12, 13, 15, 19, 20, 22, 26, 27, 29, Aug. 2-5, 9-12, 16-19, 2021 6:00 – 8:30 p.m.	n/a	n/a
14	In house: Wanda Gilbert	Girls Volleyball	Moore gym (JV & Varsity volley practices)	Aug. 2-6, 9-13, 16-20 8:00 a.m. – 2:00 p.m	n/a	n/a
15	In house: Kenya Grissett	Girls Basketball	PGHS Driving Range (Auto Show)	July 2, 2022 (July 9 rain date) 9:00 – 2:00	n/a	n/a
16	In house: Julia Ellison	PG Field Hockey	PGHS auxiliary gym, field house and field (pre-season conditioning)	July 13-22 (Tues/Thur) July 26-28 (M-W) 7:00 a.m. – 10:30 a.m.	n/a	n/a
17	In house: JoAnne Moyer	Food Service	Moore cafeteria (annual managers meeting)	Aug. 19, 2021 7:00 a.m. – 5:00 p.m.	n/a	n/a
18	Valeria Mann P.O. Box 68 Prince George, VA 23875	Prince George County	Moore ball fields (Dixie World Series – softball)	July 23-27 8:00 a.m. – 6:00 p.m.		WAIVED
19	Lt. Paul Burroughs 6600 Courthouse Road Prince George, VA 23875	PG Police Dept.	PGHS bus loading area (National Night Out)	Aug. 2, 2021 3:00 – 7:00 p.m.	n/a	n/a
20	In house: Bill Barnes	SBO	PGHS commons/ auditorium (convocation and lunch)	Aug. 26, 2021 8:00 a.m – 2:00 p.m	n/a	n/a
21	In house: Bruce Carroll	PG Athletics	PGHS Commons (State Championship Ring Ceremony)	July 27, 2021 4:00 – 5:00 p.m.	n/a	n/a

**MITIGATION PLANS REQUIRED FOR ALL EVENTS**



	<b>PERSON/ADDRESS REQUESTING</b>	<b>ORGANIZATION NAME</b>	<b>FACILITY REQUESTED (reason)</b>	<b>DATES/TIMES OF REQUEST</b>	<b>ACTION TAKEN BY BOARD</b>	<b>FEE WAIVED</b>
22	In house: Bill Barnes	SBO	Clements Library / cafeteria (new teacher orientation)	Aug. 17-18, 2021 8:00 – 3:00 p.m.	n/a	n/a
23	In house: Bill Barnes	SBO	Clements Library / Cafeteria (new teacher orientation)	Aug. 16, 2021 8:00 a.m. – 11:00 a.m.	n/a	n/a
24	In house: Lisa Pennycuff	SBO	PGHS Commons (community breakfast)	Nov. 3, 2021 7:00 – 10:30 a.m.	n/a	n/a
25	In house: Marc Stefaniak	Transportation	PGHS Commons (bus driver training)	Aug. 18, 2021 9:00 a.m. – 2:00 p.m.	n/a	n/a
26	In house: Marc Stefaniak	Transportation	PGHS Commons (bus driver in-service training)	Aug. 11, 2021 8:00 – 2:00 p.m.	n/a	n/a
27	In house: Marc Stefaniak	Transportation	PGHS Driving Range (school bus rodeo)	August 6-10, 2021 7:00 – 5:00 p.m	n/a	n/a

**MITIGATION PLANS REQUIRED FOR ALL EVENTS**

# BACK TO SCHOOL FAIR



## WHEN

**Saturday, August 7, 2021  
9am - 12pm**

## WHERE

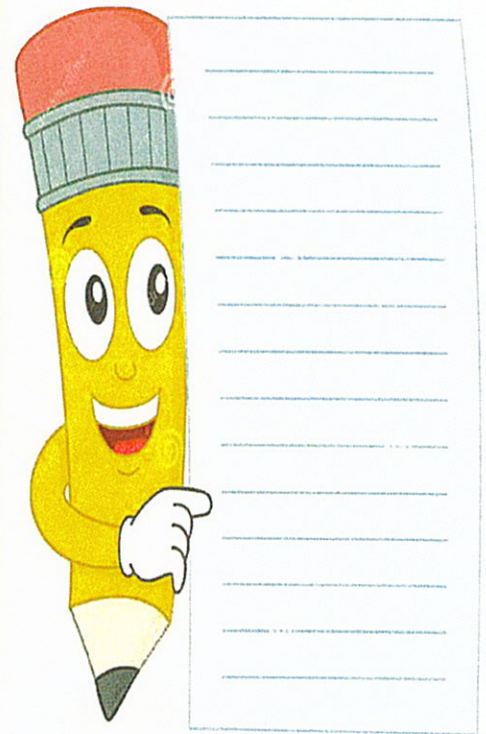
**Prince George High School  
7801 Laurel Spring Rd  
Prince George, VA 23875**

**Sponsored by: Prince George County**

**PRINCE GEORGE  
COUNTY  
RESIDENTS ONLY**

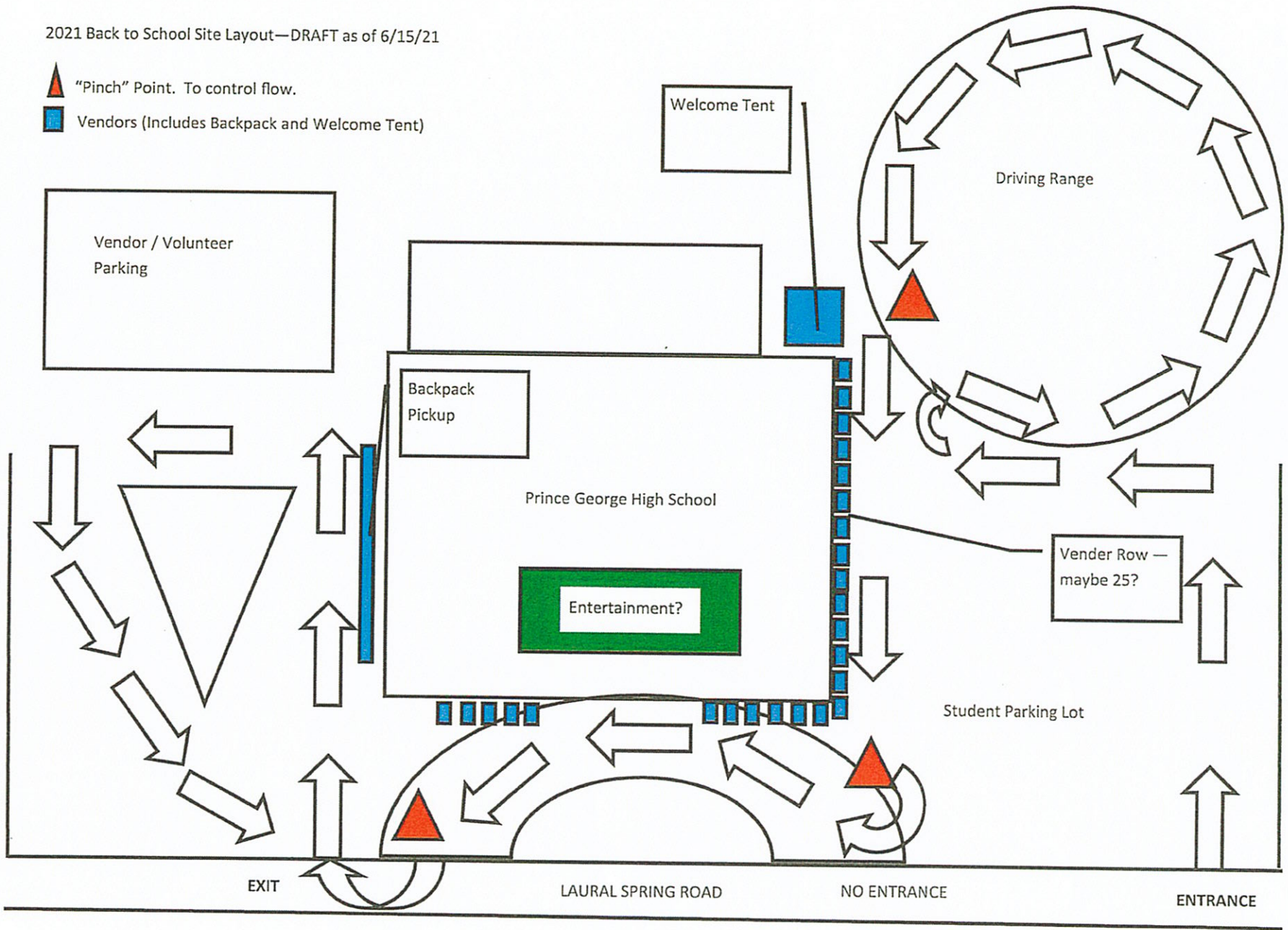
## DRIVE UP EVENT

- ◆ One backpack per child
- ◆ Child must be present



2021 Back to School Site Layout—DRAFT as of 6/15/21

- ▲ "Pinch" Point. To control flow.
- Vendors (Includes Backpack and Welcome Tent)



Becky Kirk

---

**From:** Virginia School Boards Association <mikaela@vsba.org>  
**Sent:** Tuesday, July 13, 2021 2:30 PM  
**To:** Becky Kirk  
**Subject:** EXTERNAL - Register for the NEW VSBA Collective Bargaining Workshop: Crafting a Strategic Bargaining Resolution



**BRAND NEW!!**

You're Invited to Join  
**Creating a Strategic  
Collective Bargaining Resolution**  
August 26, 2021  
VSBA Offices in Charlottesville

**VSBA**  
Virginia School Boards Association  
Leadership • Advocacy • Support

Earn 1 VSBA Academy Credit

Join Stacy Haney, VSBA Chief Lobbyist and School Board Attorney for a workshop on collective bargaining and learn how you and your school division can craft your own strategic collective bargaining resolution. This workshop will be an in-depth review of the resolutions required to authorize collective bargaining for those who already have a basic understanding of Virginia's new collective bargaining law.

The workshop will include reviewing the following:

- The required elements of any collective bargaining resolution

- Additional considerations and recommended provisions for your collective bargaining resolution
- Pitfalls to avoid
- A sample collective bargaining resolution implementing best practices

School Board Members and Superintendents who are considering or preparing to voluntarily authorize collective bargaining for their school divisions OR who plan to receive a certification from a majority of employees in a unit, which will require the School Board to vote on the issue of collective bargaining are highly encouraged to attend! Any school division that has one or more members in attendance will receive a no-cost one-hour consultation with Stacy Haney, VSBA Chief Lobbyist, to review division specific issues or a draft of your resolution.

## Event Information

Registration for VSBA meetings is only open to VSBA members and affiliate members. Please reach out to your school division clerk to register for this event. For affiliate members, please reach out to Mikaela Coffey for registration at [mikaela@vsba.org](mailto:mikaela@vsba.org).

Cost: \$170 per registration

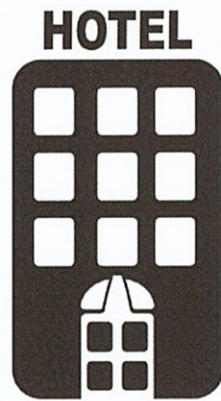
Please mail payment to:

VSBA 200 Hansen Road, Suite 2 Charlottesville, VA 22911



## Academy Credit Information

This event earns 1 VSBA Academy Credit point. For more information on the VSBA Academy Credits and Awards please [click here](#). More information on the meeting can be found in the meeting brochure and on the VSBA website. If you have any questions, please contact Mikaela Coffey, Coordinator of Board Development, at [mikaela@vsba.org](mailto:mikaela@vsba.org).



## Hotel Information

Overnight lodging is available at the Hilton Garden Inn Charlottesville by calling 434-979-4442 and letting them know you are with VSBA. If you need assistance making room reservations, please contact VSBA at 434-295-8722 opt. 5.

## Attending In Person Events

Your health and well-being are our number one priority. Mask-wearing, social distancing, and room capacity restrictions will help ensure a safe and healthy event for all. The following guidelines are required protocols and procedures for attendee participation throughout events. VSBA asks all in-person attendees, including registrants and sponsors to:

- Wear a mask or other appropriate face covering while in public spaces of the hotel or event space.
- Practice social distancing.
- Wash hands often.
- If you start to feel sick or display COVID-19 symptoms, do not attend any conference activities or come within six feet of others. Please remain in your hotel room and notify the VSBA registrar at [mikaela@vsba.org](mailto:mikaela@vsba.org).

### Disclaimer:

Your health and well-being are our number one priority. Mask-wearing, social distancing, and room capacity restrictions will help ensure a safe and healthy event for all. Please be advised that the Virginia School Boards Association events are open to individuals in Virginia who are associated with a public school division unless prior permission has been granted.

Virginia School Boards Association  
200 Hansen Road  
Charlottesville, VA 22911  
Tel: 434-295-8722  
Fax: 434-295-8785



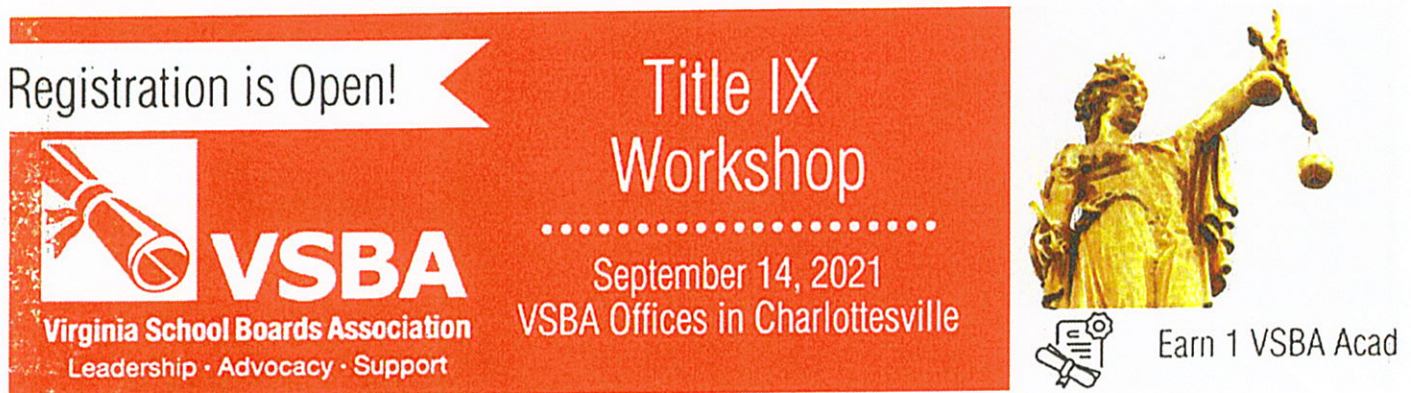
Becky Kirk

---

To: Lisa Pennycuff; Laura Estes; William Barnes  
Subject: FW: EXTERNAL - Registration is Now Open for the VSBA Fall Title IX Workshop

Any interest?

From: Admin Engagifii <admin@vsba.org>  
Sent: Friday, June 18, 2021 12:51 PM  
To: Becky Kirk <bkirk@pgs.k12.va.us>  
Subject: EXTERNAL - Registration is Now Open for the VSBA Fall Title IX Workshop



The banner features a red background with white text and graphics. On the left, a white ribbon contains the text "Registration is Open!". Below it is the VSBA logo, which includes a stylized red and white graphic of a rolled-up document and the text "VSBA Virginia School Boards Association Leadership · Advocacy · Support". To the right of the logo, the text "Title IX Workshop" is displayed in a large, white, serif font. Below this, a dotted line separates the date "September 14, 2021" and the location "VSBA Offices in Charlottesville". On the far right, there is a golden statue of Lady Justice holding scales and a sword, with a small icon of a hand holding a pencil below it. To the right of the icon, the text "Earn 1 VSBA Acad" is visible.

**2021 VSBA TITLE IX: BEST PRACTICES IN TRAINING & COMPLIANCE**  
**September 14, 2021**  
**VSBA Offices in Charlottesville**

**Registration is now open for the VSBA Title IX Workshop in conjunction with Sands Anderson PC.**

With claims of sexual harassment and sexual misconduct hitting newsstands everywhere, Title IX coordinators and other senior staff need to be confident in their knowledge and enforcement of their divisions' policies. Prevention and thorough investigations are the best ways to manage risk and foster a safe and healthy school environment.

For the first half of the workshop, participants will learn the basics of Title IX, best practices regarding Title IX policies, and recent case law relating to sexual harassment of students, gender discrimination, and employee training requirements. In addition, participants will walk away equipped with tools to help administrators spot, prevent, and investigate claims of unlawful discrimination, harassment, and retaliation.

For the second half of this workshop Sands Anderson will provide the required training for Investigators and Decision-Makers as well as provide board members with an understanding of those roles. The new federal Title IX Regulations effective in August 2020 require basic levels of training for school division employees. The Regulations also require so-called "Level II" training for professionals who will serve as school divisions' Investigators and Decision-Makers as those terms are defined in the Regulations. This training will review the basic level training, but will also focus on the areas of training required for this sub-set of professionals, including topics such as proper investigation, impartiality, relevancy, the use of technology in hearings (if conducted), and the scope of divisions' educational programs. This second half of the workshop is designed to address the requirements for Level II training.

Hosted by the VSBA and presented by Bradford King and Nicole Cheuk, attorneys with Sands Anderson PC, this timely and important workshop is a must. The workshop will take place from 10:00 AM—12:30 PM. This session is designed to replace part 1 and part 2 format of the previous Title IX workshops.

Register today! You won't want to miss out on this informative workshop.

This event earns 1 VSBA Academy Credit point. For more information on the VSBA Academy Credits and Awards please [click here](#). More information on the meeting can be found in the meeting brochure and on the VSBA website. If you have any questions, please contact Mikaela Coffey, Coordinator of Board Development, at [mikaela@vsba.org](mailto:mikaela@vsba.org).

**Date:** September 14, 2021

**Location:** VSBA Offices in Charlottesville  
200 Hansen Rd.  
Charlottesville, VA 22911

**Cost:** \$170 per registration

**Brochure:** [Click Here](#)

**Registration:** Please reach out to your school division clerk to register for this event. For affiliate members, please reach out to Mikaela Coffey for registration at [mikaela@vsaba.org](mailto:mikaela@vsaba.org). (Registration for VSBA meetings is only open to VSBA members and affiliate members.)

*Your health and well-being are our number one priority. Mask-wearing, social distancing, and room capacity restrictions will help ensure a safe and healthy event for all. The following guidelines are required protocols and procedures for attendee participation throughout events. VSBA asks all in-person attendees, including registrants and sponsors to:*

1. *Wear a mask or other appropriate face covering while in public spaces of the hotel.*
2. *Practice social distancing.*
3. *Wash hands often.*
4. *If you start to feel sick or to display COVID-19 symptoms, do not attend any conference activities or come within six feet of others. Please remain in your hotel room and notify the VSBA registrar at [mikaela@vsba.org](mailto:mikaela@vsba.org).*





# VSBA

Virginia School Boards Association

Leadership • Advocacy • Support

# ADVOCACY

Advocacy groups represent a wide range of... support  
The Advocacy Institute,<sup>16</sup> a US  
gathering the capacity of political,  
change public policy.<sup>17</sup> to advocacy



Earn 6 VSBA Academy Credits

## VSBA Legislative Advocacy Conference September 23, 2021 Hilton Richmond Hotel and Spa Short Pump

Join VSBA at the 2021 Legislative Advocacy Conference where you will gain insight into the issues that promise to have lasting impacts on the Commonwealth and nation. Our first in-person event of 2021 will allow participants the opportunity to hear the education platforms of the Democratic and Republican candidates for Governor and Lieutenant Governor. The VSBA Government Relations Team, Stacy Haney and J.T. Kessler, will look towards the future and provide predictions on the hot issues in the 2022 Virginia General Assembly, as well as ideas and strategies school board members can use to engage elected leaders leading up to the legislative session in January. The conference will include a training session on the Conflict of Interest Act which is required of all school board members in the Commonwealth. To close out the day attendees, will hear from our VSBA Taskforce on Students and Schools in Challenging Environments Co-Chairs on their findings from their 3.0 Report.

Register today for this exciting and informative conference!

### Attending In Person Events COVID -19 Guidelines

Your health and well-being are our number one priority. Mask-wearing, social distancing, and room capacity restrictions will help ensure a safe and healthy event for all. The following guidelines are required protocols and procedures for attendee participation throughout events. VSBA asks all in-person attendees, including registrants and sponsors to:

1. Wear a mask or other appropriate face covering while in public spaces of the hotel.
2. Practice social distancing.
3. Wash hands often.
4. If you start to feel sick or to display COVID-19 symptoms, do not attend any conference activities or come within six feet of others.

Please remain in your hotel room and notify the VSBA registrar at [mikaela@vsba.org](mailto:mikaela@vsba.org).



Questions? Contact Mikaela Coffey at [Mikaela@vsba.org](mailto:Mikaela@vsba.org)

[www.vsba.org](http://www.vsba.org) | 434-295-8722 | 800-446-8722 | Fax: 434-295-8785

## Agenda

**Thursday, September 23, 2021**

- 8:30 am **Registration and Light Continental Breakfast**
- 9:00 am **Welcome and Greetings**  
Janet Turner-Giles, President, VSBA
- 9:05 am **United States Secretary of Education**  
Invited Guests: The Honorable Miguel Cardona
- 9:30 am **Candidates for Governor of Virginia**  
Invited Guest: The Honorable Glenn Youngkin, Republican Nominee  
Invited Guest: The Honorable Terry McAuliffe, Democratic Nominee
- 9:55 am **Federal Relief Dollars: Making Wise Investments for the Future**  
Invited Guests: Virginia Department of Planning and Budget
- 10:45 am **Candidates for Lieutenant Governor**  
Invited Guest: The Honorable Winsome Sears, Republican Nominee  
Invited Guest: The Honorable Hala Ayala, Democratic Nominee
- 11:10 am **Healthy Snack Break provided by BPA**
- 11:20 am **Presentation of the 2021 VSBA Legislative Award of Excellence**
- 11:30 am **A Look Ahead: The 2022 Virginia General Assembly**  
Stacy Haney, Chief Lobbyist, VSBA  
J.T. Kessler, Government Relations Specialist, VSBA
- 12:30 pm **Lunch Speaker**  
COIA Training  
Rebekah Stafanski
- 1:30 pm **Overview and Findings: Task Force Report 3.0**  
Rodney Jordan, Co-Chair, VSBA Task Force  
Dr. Mark Lineburg, Co-Chair, VSBA Task Force
- 2:30 pm **Adjournment**

**Thank You to  
Our Sponsor!**



### Lodging

Overnight lodging is available at the Hilton Richmond Hotel and Spa Short Pump by calling 804-364-3600 and letting them know you are with VSBA. If you need assistance making room reservations, please contact VSBA at 434-295-8722 opt. 5.

### Registration:

Registration for VSBA meetings is only open to VSBA members and affiliate members. Please reach out to your school division clerk to register for this event. For affiliate members, please reach out to Mikaela Coffey for registration at [mikaela@vsba.org](mailto:mikaela@vsba.org).

Cost: \$195 per registration

Please mail payment to:

VSBA 200 Hansen Road, Suite 2 Charlottesville, VA 22911



**Now Available:  
Pay with Credit Card!**

### 2021 VSBA LEGISLATIVE ADVOCACY CONFERENCE REFUND AND CANCELLATION POLICY

The deadline for cancellations is Sept. 22. Cancellations must be received in writing via email to [mikaela@vsba.org](mailto:mikaela@vsba.org) by Sept. 22 and will incur a \$50 cancellation fee. Cancellation requests received after Sept. 22 and no shows will not be refunded. Substitution of an individual may be made at any time. If a meeting or conference is canceled and/or postponed due to inclement weather, registration fees will be automatically transferred to the rescheduled date of the conference. If attendees are unable to attend the rescheduled date, a substitution can be made, or the school division will be credited the registration fee to use for future events.

Becky Kirk

---

**From:** Virginia School Boards Association <mikaela@vsba.org>  
**Sent:** Friday, July 16, 2021 3:05 PM  
**To:** Becky Kirk  
**Subject:** EXTERNAL - Registration is Open for the Superintendent Evaluation in October!



**REGISTER NOW !!**

You're Invited to Join  
**2021 Fall Superintendent Evaluation Workshop**

WEDNESDAY, OCTOBER 6 2021  
VSBA Offices in Charlottesville

Earn 3 VSBA Academy Credits

**VSBA**  
Virginia School Boards Association  
Leadership · Advocacy · Support

**Are you prepared to evaluate your Superintendent? Register now for the Superintendent Evaluation Workshop!**

The Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents developed by the Virginia Department of Education provide a wealth of information regarding the requirements. Filtering through this document to determine what is required and what is optional requires focused attention. For some, the changes to their current evaluation model may be minor, while others face major revisions in order to be in compliance with the regulations.

This workshop is designed to provide small group support to superintendents and board members responsible for assessing and updating their evaluation model.

Participants will have the opportunity to review the guidelines in detail and then use them as they draft their own models. Individual consultation and support will be provided after the session as participants work on their revisions.

Seats are assigned on a first come, first serve basis and are limited for this workshop. Register today, full governance team participation is encouraged for this workshop!

## Event Information

**Date:** October 6, 2021

**Location:** VSBA Offices in Charlottesville  
200 Hansen Rd.  
Charlottesville, VA 22911

**Cost:** \$175 per registration

**Brochure:** [Click Here](#)

**Registration:** Please reach out to your school division clerk to register for this event. For affiliate members, please reach out to Mikaela Coffey for registration at [mikaela@vsba.org](mailto:mikaela@vsba.org). (Registration for VSBA meetings is only open to VSBA members and affiliate members.)



## Academy Credit Information

This event earns 3 VSBA Academy Credit points. For more information on the VSBA Academy Credits and Awards please [click here](#). More information on the meeting can be found in the meeting brochure and on the VSBA website. If you have any questions, please contact Mikaela Coffey, Coordinator of Board Development, at [mikaela@vsba.org](mailto:mikaela@vsba.org).

**Disclaimer:**

Your health and well-being are our number one priority. Mask-wearing, social distancing, and room capacity restrictions will help ensure a safe and healthy event for all. Please be advised that the Virginia School Boards Association events are open to individuals in Virginia who are associated with a public school division unless prior permission has been granted.

Virginia School Boards Association  
200 Hansen Road  
Charlottesville, VA 22911  
Tel: 434-295-8722  
Fax: 434-295-8785

Date: August 2, 2021  
Presenter: Dr. Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: PERSONNEL.

A. Appointments - 31

B. Resignations - 4

---

RECOMMENDATION: Approval

Date: August 2, 2021  
Presenter: Dr. Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: BOARD REQUESTS

- A. Requests
  - 1. Waiting to Purchase a Home - 1
- B. Facility Use - 2

---

RECOMMENDATION: Approve

**XV. ACTION ITEM**

- A. Approval of 2022-2027 Comprehensive Plan – Betsy Overkamp-Smith

NOT AVAILABLE AT THE TIME OF DISTRIBUTION. TO BE DISTRIBUTED AT MEETING.

Date: August 2, 2021

Presenter: Ginger Absher

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: School District Lunch Increase for Adult Meals

RATIONALE: Congress enacted the Healthy Hunger-Free Kids Act of 2010. The law requires all school divisions who participate in the NSLP & NSBP to calculate meal prices using a standardized formula.

For breakfast, meals will stay at the a la carte price. For lunch, prices for adults must be \$3.85 (which is the free reimbursement rate (\$3.54), + the performance-based reimbursement rate (\$0.07), + the per meal value of the USDA Foods (\$.235). Students at all schools will continue to eat free.

RECOMMENDATION: Charge \$3.85 for an Adult Meal Lunch at all schools (previously \$3.50).



DATE: August 2, 2021

Presenter: William Barnes/Jason Chandler/Robin Germanos

Approved\_\_\_\_\_

Disapproved\_\_\_\_\_

Tabled\_\_\_\_\_

---

TOPIC: 2021-22 Student Conduct and Safety Handbook

RATIONALE: The 2021-22 Student Conduct and Safety Handbook was reviewed by the committee on June 15, 2021. Changes are denoted by strike through text (deletions) and red, underlined wording (additions) on the attached document.

School Board approval is required prior to the start of the 2021-22 school year. The Student Conduct and Safety Handbook will be placed online and a few paper copies will be located in the school offices.

RECOMMENDATION: Approve the 2021-22 Student Conduct and Safety Handbook.

# **Encouraging Positive Student Conduct and Safety Handbook**



**Prince George  
County Public Schools**

**Revised August 2021**

## A Message from the Superintendent

Dear Parents/Guardians and Students:

Welcome to the 2021-22 school year!

The Prince George County Public School division strives to engage our students in learning the knowledge and skills that will help them make positive contributions as citizens of our community and beyond. We believe that students, parents, and staff must work together to maintain a safe and productive school environment conducive to learning for all children. The *Encouraging Positive Student Conduct and Safety Handbook* provides information and policies that will support our partnership with you.

This document includes school hours, directory information, and dedicates a significant portion to the division's Code of Conduct. Please review this information with your child so he or she is aware of the division's expectations for student behavior.

Additionally, the **Acknowledgement of Parent/Student Responsibility** is on the last page of this booklet. This form must be completed and signed by all parents and students. **Please return this form to your child's school no later than September 30<sup>th</sup>.**

I wish you and your child a successful and memorable school year. Thank you for your continued support of Prince George County Public Schools.

Sincerely,

Lisa Pennycuff, Ed.D.  
Superintendent

VISION:

The vision of Prince George County Public Schools is to prepare students to navigate an ever-changing world.

MISSION:

The mission of Prince George County Public Schools is to engage, encourage, and inspire every child, every day.

**Prince George School Board  
P. O. Box 400  
6410 Courts Drive  
Prince George, VA 23875  
Telephone: (804) 733-2700  
Fax: (804) 861-5271  
Web Site: <http://pgs.k12.va.us>  
Office Hours: 8:00 a.m. – 5:00 p.m.**

**School Board Members**

Jill A. Andrews  
Robert E. L. Eley, III  
Christopher A. Johnson  
Cecil M. Smith  
Sherry D. Taylor

DISCLOSURE: The Prince George County School Board does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, handicapping conditions, or sex in its educational programs or employment.

## School Board Office Staff

Dr. Lisa Pennycuff  
Superintendent

William A. Barnes, Jr.  
Assistant Superintendent

Patrick Barnes  
Chief Support Services Officer

Monique G. Barnes  
Chief Finance Officer

Laura Estes  
Chief Human Resources  
Officer

Scott Brubaker  
Chief Technology Officer

Robin Germanos  
Director, Elementary Instruction

Jason Chandler  
Director, Secondary Education

Ronald Rhodes  
Director, Operations

TBD  
Director, Title I, Gifted  
and MYP

Kae Partin  
Director, Student Services

TBD  
Director, Transportation

Chrystal George  
Associate Director,  
Student Services

Mattie Thweatt  
Associate Director,  
School Administration

Ginger Absher  
Coordinator, Food and  
Nutrition Services

Michael Campbell  
Coordinator, Communications  
and Public Relations

Rebecca B. Kirk  
Assistant to Superintendent/  
Clerk of the Board

Michelle Grate  
Coordinator of Health Services

## Schools

Prince George High School

7801 Laurel Spring Road

Prince George, VA 23875

Principal, **Dr. Abbie Martin**

Telephone: (804) 733-2720

Fax: (804) 861-4530

Office Hours: 7:15 a.m. – 3:45 p.m.

N. B. Clements Junior High School

7800 Laurel Spring Road

Prince George, VA 23875

Principal, Thad Sebera

Telephone: (804) 733-2730

Fax: (804) 733-3783

Office Hours: 7:15 a.m. – 3:45 p.m.

J. E. J. Moore Middle School

11455 Prince George Drive

Disputanta, VA 23842

Principal, Robert Knowles

Telephone: (804) 733-2740

Fax: (804) 733-2697

Office Hours: 7:15 a.m. – 3:45 p.m.

Prince George Education Center

11455 Prince George Drive

Disputanta, VA 23842

Principal, **Burke George**

Telephone: (804) 733-2748

Fax: (804) 733-2749

Office Hours: 7:15 a.m. – 3:45 p.m.

L. L. Beazley Elementary School

6700 Courthouse Road

Prince George, VA 23875

Principal, **Elizabeth Pell**

Telephone: (804) 733-2745

Fax: (804) 732-1627

Office Hours: 8:00 a.m. – 4:00 p.m.

David A. Harrison Elementary School

12900 East Quaker Road

Disputanta, VA 23842

Principal, Christopher Scruggs

Telephone: (804) 991-2242

Fax: (804) 991-2123

Office Hours: 8:00 a.m. – 4:00 p.m.

North Elementary School

11106 Old Stage Road

Prince George, VA 23875

Principal, Dr. Theresa Marshall

Telephone: (804) 458-8922

Fax: (804) 452-3917

Office Hours: 8:00 a.m. – 4:00 p.m.

South Elementary School

13400 Prince George Drive

Disputanta, VA 23842

Principal, Susan Braswell

Telephone: (804) 733-2755

Fax: (804) 732-5844

Office Hours: 8:00 a.m. – 4:00 p.m.

William A. Walton Elementary School

4101 Courthouse Road

Prince George, VA 23875

Principal, Chrystal Barnwell

Telephone: (804) 733-2750

Fax: (804) 732-1592

Office Hours: 8:00 a.m. – 4:00 p.m.

Rowanty Technical Center

20000 Rowanty Road

Carson, VA 23830

Principal, Cheryl Simmers

Telephone: (804) 732-4950

Fax: (434) 246-5721

Office Hours: 7:45 a.m. – 3:45 p.m.

# Table of Contents

<b>I. INTRODUCTION .....</b>	<b>1</b>
Roles and Responsibilities .....	1
Student Conduct Expectations .....	1
Alcohol, Tobacco, Anabolic Steroids, and Other Drugs .....	2
Assault .....	3
Attendance .....	3
Bomb Threat .....	4
Bullying .....	4
Bus Related Conduct .....	4
Cheating .....	5
Defiance of the Authority of School Personnel .....	5
Disruptive Behavior .....	5
Dress Code .....	6
Electronic/Communication Devices .....	8
Extortion .....	9
Gambling .....	9
Gang Related Activity .....	9
Harassment .....	9
Hazing .....	11
Intentional Injury of Others .....	11
Internet Use .....	11
Prescription/Over-the-Counter Non-Prescription Drugs .....	17
Profane or Obscene Language or Conduct .....	17
Search and Seizure .....	18
Social Media .....	20
Stalking .....	20
Theft .....	20
Threats; Intimidation .....	20
Trespassing .....	21
Vandalism .....	21
Weapons .....	21
Other Conduct .....	22
Reporting of Certain Offenses .....	22
Notification Regarding Prosecution of Juveniles as Adults .....	24

**II. ACCOUNTABILITY .....25**

Disciplinary Action, Criteria, Procedures and Processes.....25  
Removal of Student from Class .....25  
Detention.....26  
Short-Term Suspensions (Includes Appeal Process) .....26  
Long-Term Suspensions .....28  
Expulsion .....30  
Expulsion for Weapons-Related Offense.....31  
Expulsion for Drug Offenses –  
    Possession/Distribution/Manufacturing of Drugs.....31  
Alternative Education Programs .....32  
Admission of Students Suspended or Expelled from  
    Another School Division .....32

**APPENDIX A: CODE OF VIRGINIA § 22.1-279.3  
PARENT RESPONSIBILITY AND INVOLVEMENT  
REQUIREMENTS.....34**

**APPENDIX B: CODE OF VIRGINIA § 22.1-254  
ATTENDANCE.....37**

**APPENDIX C: CODE OF VIRGINIA § 22.1-258  
APPOINTMENT OF ATTENDANCE OFFICERS;  
NOTIFICATION WHEN PUPIL FAILS TO  
REPORT TO SCHOOL; PLAN; CONFERENCE;  
COURT PROCEEDINGS.....45**

**APPENDIX D: SEX OFFENDER AND CRIMES  
AGAINST MINORS REGISTRY .....48**

**APPENDIX E: DIRECTORY INFORMATION.....49**

**APPENDIX F: COMPULSORY ATTENDANCE .....50**

**Acknowledgement of Parental Responsibility .....53**



# I. INTRODUCTION

## **Roles and Responsibilities**

School Board members, school personnel, parents, and students share the responsibility to create and maintain a school environment that is safe and conducive to learning. It is the responsibility of the School Board to adopt policies and regulations. The superintendent has the responsibility to issue standards of student conduct including a list of corrective disciplinary actions for violation of the standards. The school principal has the responsibility to enforce the student conduct standards using reasonable judgment. Each parent has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance. Students are expected to attend school regularly and to demonstrate good citizenship; enjoying the rights and fulfilling responsibilities set forth in the student conduct standards.

## **Student Conduct Expectations**

An engaging, challenging atmosphere is most conducive to the educational experience of all members of the school community. Therefore, students are expected to:

- Cooperate in the creation and maintenance of a healthy learning environment.
- Conduct themselves in a safe and orderly manner.
- Respect the rights of others during both curricular and extracurricular school programs.
- Be present and on time for all scheduled activities.
- Dress in a way that is appropriate and responsible.
- Refrain from inappropriate behavior, including disruptive actions such as the use of profanity, obscenity, and/or demeaning remarks.
- Safeguard the property of the school and protect the community's investment in it.

- As a good citizen, students should refrain from bringing items on school property that are in violation of the Code of Conduct or cause campus disruption. They must turn the item in to a school adult as soon as they realize the item is in their possession to prevent further disciplinary review. Please see your School Student Handbook for additional information.

No student shall violate, while on school property, at a school activity, or under the supervision of school authority (including going to and coming from school) any laws or rules and regulations of the School Board and the school. The following are general categories of prohibited conduct:

### **Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and

any prescription or non-prescription drug possessed in violation of School Board policy.

Any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition. (Policies GBEC, JFC, JFCF, JFCH, KGC)

## **Assault**

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily harm, however slight, done to another in an angry, rude or vengeful manner. (Policies JFC)

## **Attendance**

Student attendance is a cooperative effort; schools shall involve parents and students in accepting responsibility for regular attendance.

Each parent or guardian of a child within the compulsory school attendance age shall be responsible for the child's regular and punctual attendance at school as required by law. Early intervention with the student and parent(s) takes place for repeated unexcused absences.

Parent/student must provide school with official, written documentation of any hospitalization, court appearance, notification of death in family (i.e. obituary) within five (5) days of returning back to school in order for the administration to excuse the absence for exam exemptions.

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board regulation. See Appendix F, Compulsory Attendance. (Policies JED, JFC)

### **Bomb Threat**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, or hoax explosive devices, or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb other students, school personnel or property.

Students found guilty by the court may be required to pay restitution for police, fire and rescue intervention services. (Policies JFC, JGD/JGE, KNAJ)

### **Bullying and Use of Electronic Means of Bullying**

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Please see your School Student Handbook for additional information. (Policies JFC, JFCE, IIBEA/GAB)

### **Bus Related Conduct**

Students are required to conduct themselves on school buses in a manner consistent with established student code of conduct. The driver shall report students who become disciplinary problems on

school buses to the principal. The principal and his/her designee will notify the parent/guardian and may suspend the student's riding **privileges**. Students are also subject to the same disciplinary action as would be prescribed had the behavior occurred at school.

Only authorized personnel are permitted to board the bus. Unauthorized persons could be charged for trespassing. Please see your School Student Handbook for additional information about bus rules. (Policies JFC, JFCC, JFCC-R)

## **Cheating**

Students are expected to perform honestly on any assigned schoolwork or tests (traditional face-to-face or virtual learning). The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information.
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another.
- Falsifying statements on any assigned schoolwork, tests, or other school documents.

(Policy JFC)

## **Defiance of the Authority of School Personnel**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by School Board policies and regulations. (Policy JFC)

## **Disruptive Behavior**

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance within the school setting or during related activities, which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited. (Policies JFC, JFCA)

## Dress Code

All students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, inhalant, or clothing that contains threats such as gang symbols is prohibited.

Prince George County Public Schools is an institution that is not only devoted to the business of education but to the proper training in appropriate social skills and employable characteristics. Based on this belief, the dress code requires the appropriate appearance and self-respect necessary to foster a positive learning environment. Grooming or dress that is hazardous to the health and safety of the student or to that of his/her peers or is disruptive to instruction or good order and discipline in the school shall not be permitted. The following are regulations and stipulations for students:

- The bottom of the shirt, blouse, or other top must overlap or be tucked into the pants, shorts, skirts, etc., worn so that the midriff, belly, and/or undergarments are not exposed.
- Pants will be worn at the waist.
- ~~Dresses, shorts/skorts, and skirts~~ Clothing must be at least mid-thigh-in length (front and back). Students are not allowed to wear dresses or skirts with splits which go higher than mid-thigh (front and back).
- A principal or his/her designee may require a student to remove any item of outer clothing that could readily conceal a weapon while in school.
- Shoes or sandals must be worn for health and safety reasons.

The following items are **NOT** considered to be appropriate and are prohibited:

- Sunglasses.

- Any item inside the mouth not considered a medical or orthodontic necessity.
- ~~Head coverings (i.e., sweat bands, bandanas, doo rags, hats).~~
- Hats, head covers (except any religiously and ethnically specific headcover or hairstyle including hijabs, yarmulkes, headwraps, braids, locs, and cornrows), hoods, bandanas, and sunglasses, are not to be worn in a school building.
- Metal combs, metal picks, curlers, rollers, and other grooming articles.
- Pajamas and bedroom slippers.
- See-through/sheer clothing.
- Tank tops, tube tops, halter tops, muscle shirts, oversized armholes, spaghetti straps, and plunging necklines or those that otherwise reveal excessive cleavage.
- Exposed undergarments.
- Clothing bearing profane, obscene, lewd, vulgar, illegal, and racially/ethnically offensive illustrations, emblems, or statements.
- Garments promoting the use of illegal substances, including alcohol and tobacco.
- Items of clothing which may be considered as weapons including studded jewelry and wallet chains of more than 12 inches.
- Healie shoes (shoes with wheels).
- Tattoos and piercings that are disruptive to the learning environment.
- Clothing associated with gangs or gang membership<sup>1</sup>

<sup>1</sup>Any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may involve wearing gang-related apparel, inappropriate congregating, bullying, harassment, initiations, hazings, intimidations, and/or related activities which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste, and decency. Clothing that exposes cleavage, ~~the chest~~, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited.

In order to promote school spirit, various groups will wear uniforms at specific times with administrative approval. The principal has the discretion to change the dress code on special event days. Such days will be announced in advance. Likewise, the principal or his/~~her~~ designee reserves the right to rule on individual cases. Necessary additions or adjustments to this policy can occur during the school year.

Students in violation of the dress code will be required to change their clothes to meet the established expectations or they will be sent home. Offenders who have repeated violations will receive progressive disciplinary measures (i.e., before or after school detention, Saturday School, suspensions).

Parents of students requiring accommodation for religious beliefs, ~~or disabilities, or other good causes~~ should contact the principal.

No school board employee shall enforce this policy by direct physical contact with a student or a student's attire and no school employee shall require a student to undress in front of any other individual, including the enforcing school board employee, to comply with the dress or grooming code.

These standards shall be in a gender-neutral manner.

(Policy JFC)

## **Electronic/Communication Devices**

Prince George County Public Schools recognizes that student access to cell phones and other electronic devices is common with today's learner. However, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students are cautioned that any media (photographs, videos, etc.) created and/or exchanged that creates a disruption to the school environment may result in disciplinary



action up to and including out-of-school suspension, alternate placement, expulsion, and/or legal ramifications. School personnel will establish consistent implementation procedures by building and/or department. If a student is in **violation** of district policy, the device may be confiscated from the student and returned **only** to the student's parent/guardian.

In addition, when students are taking Standards of Learning (SOL) tests, they are prohibited from having in their possession a cell phone or any other unapproved electronic device with camera features, text messaging functions, voice-activated recording capabilities, or Internet access. (Policies JFC, IIBEA/GAB, KK-R)

### **Extortion**

No student may obtain or attempt to obtain anything of value from another by use of a threat or intimidation of any kind.  
(Policy JFC)

### **Gambling**

A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property, on school buses, or during any school-sponsored activity.  
(Policy JFC)

### **Gang Related Activity**

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited. Students shall not engage in gang activity on school grounds, on school buses, or on any school sponsored activity. In addition, students shall not engage in gang activity using the School Division computer system at any time. A gang is defined as any group of three or more persons whose purpose includes:

- Commission of illegal acts
- Participation in activities that threaten the safety of persons or property
- Disruption of the school environment

- Creation of an atmosphere of fear and intimidation.  
(Policies JFC, JFCE)

## **Harassment**

Students are prohibited from harassing other students, school staff, volunteers, student teachers, or any other person present in school facilities or at school functions.

It is the policy of the Prince George County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical contact of a sexual nature, when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student, (2) such conduct creates an intimidating, hostile or offensive working or learning environment, or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he/she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with his/her immediate supervisor/principal or to the Title IX compliance officers (Assistant Superintendent for Instruction and Accountability, Assistant Superintendent of Support Services, and Director of Human Resources). The written complaint should state in detail the basis for the complaint, the names of the person(s) involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents to determine the nature and extent of any alleged sexual harassment will be undertaken immediately. If the complaint is against a Title IX compliance officer or principal, the complaint shall be reported to the Superintendent. The question of whether a particular action or incident is prohibited behavior requires a determination based on

all the available facts in the matter. A written report shall be filed at the conclusion of any investigation of sexual harassment regardless of the outcome of that investigation.

Any administrator, teacher or other employee or student who is found, after appropriate investigation, to have engaged in sexual harassment of another employee or student will be subject to disciplinary action appropriate to the offense, from a warning up to expulsion or discharge.

Any individual filing a sexual harassment complaint is assured that he/she will be free from any retaliation from filing such a complaint. Retaliators will be subject to discipline up to and including expulsion or discharge. (Policies JFHA/[GBA](#))

## **Hazing**

Hazing is prohibited. Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, gang, organization, association, fraternity, sorority, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. (Policies CLA, JFC, JFCE)

## **Intentional Injury of Others**

Students are prohibited from intentionally injuring others. Exchanging mutual physical contact between two or more persons, including but not limited to, **by** pushing, shoving, or hitting with or without injury, is prohibited. Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action. (Policies JEA, JFC, JGD/JGE)

## **Internet Use**

### **Mission**

The Prince George Schools are committed to providing all students with the most appropriate technological tools to enhance

and support quality education and to produce active participants in the worldwide community of the 21<sup>st</sup> century.

### **Philosophy**

Technology integration is paramount in preparing students to meet the challenges of an increasingly more complex society. We believe all users should have adequate and equal access to training and literacy for technology.

The infusion of technology into our instructional program is essential in fulfilling our mission of providing a quality education for each individual child. It is essential to our students' success that they learn about new technologies and learn by utilizing these technologies. The ability to access information, process it, synthesize new ideas and communicate these ideas is key to creating independent, lifelong learners. Growing volumes of research show that the use of technology fosters creativity, encourages higher order thinking and motivates students to learn.

Training for students is key to the successful implementation of Internet safety and technology in our schools. Adequate levels of computers and other technologies should be provided for students.

### **Vision**

We envision the use of technology to enhance quality education and lifelong learning. To accomplish this vision, we are committed to the following principles:

- Providing equity of technological access.
- Improving instruction through the use of computer technology.
- Integrating the technology in all areas of learning.
- Providing professional development to enhance the instructional program.
- Ongoing Internet safety of all stakeholders – staff, students, parents, and community.
- Monitor and evaluate all Internet safety instruction for students and update as needed.

- Evaluate the division's technology infrastructure and the network, Internet, and data security procedures in place annually.
- Remain cognizant of the latest developments in Internet vulnerabilities, legal issues, and capabilities related to instruction and impact on division students.
- Educate students about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.
- Evaluate the effectiveness of the division AUP and update annually as needed.
- Assess the need for community outreach related to Internet use and safety issues.
- Provide frequent information related to Internet safety and security to parents and the community.

Internet use by students shall be in accordance with acceptable computer use policies and regulations. Prince George County Public Schools strives to provide equitable access and encourages the use of technology whenever possible and appropriate, to support the curriculum and student learning objectives. All use of the Prince George School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovative and communication. The term "computer system" includes but is not limited to hardware, software, data, communication lines and devices, displays devices, printers, CD, DVD, and other media devices, tape or flash drives, storage devices, servers, personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and any other internal or external network.

- A. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business. Acceptable use of

technology and electronic information systems by students includes:

- Accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound.
- Interacting and collaborating with others.
- Acquiring knowledge and skills to support learning objective.
- Publishing opportunities.
- Extending teaching and learning opportunities.

Prince George County Public Schools allows students and employees to access electronic information systems while safeguarding users from potential hazards by filtering objectionable sites. Users are allowed access to Internet resources with the understanding that some material may be inaccurate or objectionable. The inappropriate use of resources is not permitted. Prince George County Public Schools does not endorse and is not responsible for content associated with links outside of the Prince George County Public Schools' network. Prince George County Public Schools reserves the right to block downloading from specific file extensions or specific sites. Students using Prince George County Public Schools' electronic information systems are subject to monitoring by Prince George County Public Schools personnel. Parents and students acknowledge adherence to this agreement by signing the Parent/Student Responsibility form.

- B. Privilege. The use of the Division's computer system is a privilege, not a right.
- C. Unacceptable Use. Each user is responsible for his/[her](#) actions on the computer system. Prohibited conduct includes, but not limited to:
- Using the network for any illegal or unauthorized activity (i.e. including but not limited to Virtual Private Network (VPN) or proxy servers), including violation of copyright

or contracts, or transmitting any material in violation of any federal, state or local law, the Code of Student Conduct, or any School Board policy or regulation.

- Sending, receiving, viewing or downloading illegal material.
- Unauthorized downloading of software.
- Using the computer system for private financial or commercial purposes.
- Wastefully using resources, such as file space.
- Gaining unauthorized access to resources or entities.
- Posting material created by another without his/her consent.
- Submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal or other inappropriate material.
- Using the computer system while access privileges are suspended or revoked.
- Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
- Intimidating, harassing, bullying, or coercing others.
- Threatening illegal or immoral acts.

D. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept, or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, lascivious, threatening, or disrespectful language is prohibited.
- Users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- Users shall respect the computer system's resource limits.

- Users shall not post chain letters or download large files.
  - Users shall not use the computer system to disrupt others.
  - Users shall not modify or delete data owned by others.
- E. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery, or missed delivery of information, or service interruptions. The School Division is not responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
- F. Security. Computer system security is a high priority for the School Division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- G. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
- H. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
- I. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student is prohibited. Users may be held responsibly and



personally liable for the content of any electronic message they create, or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

- J. Enforcement. Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

The use of technology as an educational and instructional resource requires that students entrusted with the privilege of its use be held accountable. It is the responsibility of the user to obey the rules and procedures governing acceptable use at all times. Students are personally accountable for any and all activities logged to their computer identification and password. Any activities that disrupt or interfere with the safety and welfare of the school community are prohibited, even if such use takes place off school property. Such activities will be subject to school disciplinary action.

Violations of policy may result in a suspension of access privileges and/or other consequences.  
(Policies GAB/IIBEA, JFC)

## **Prescription/Over-the-Counter Non-Prescription Drugs**

The illegal use of prescription drugs is prohibited. Further, no student may have in his/her possession any prescription or over-the-counter non-prescription drug. The parent or legal guardian shall take all such items to the office of the principal or designee for safekeeping and administration within prescribed procedures. Any student who possesses, distributes, or receives a prescription drug at

any time while on school property or at a school-sponsored activity will be recommended for expulsion by the principal. Nothing herein shall prohibit the permanent expulsion of such students.  
(Policies JFC, JGD/JGE, JHCD)

### **Profane or Obscene Language or Conduct**

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct that disrupts the teaching and learning environment. (Policies [GAB-R](#), IIBEA-R, JFC)

## **Search and Seizure**

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school administrators may search a student, student belongings, student lockers or student automobiles and may seize any illegal, unauthorized, or contraband materials discovered in the search.

School administrators may search any student's person and/or personal effects (e.g., purse, book bag, including but not limited to clothing and personal effects, etc.) when there is a reasonable suspicion to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. Students may be scanned with a metal detector. A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students. If a pat down search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex and with an adult witness of the same sex present. Strip searches may only be conducted when an extremely serious situation exists requiring immediate action imminent threat of death or great bodily injury to a person or persons.

Student lockers, desks, and other storage facilities are the property of and remain under the control of the school. The school administration has the right to search lockers, desks and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students, and any such items which are found may be confiscated. Items which violate the law may be turned over to law enforcement officials. Students are responsible for the content of their assigned locker at all times.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the

exteriors of student automobiles on school property. Such patrols and inspections may be conducted without notice and without student consent. The interiors of student vehicles may be inspected whenever a school administrator has reasonable suspicion that it contains an item which violates law, school policies and regulations, and which may be harmful to the school or its students.

The school computer system, as defined in Policy IIBEA/GAB Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with the Acceptable Computer System Use policy. School administrators, with the assistance of technology support employees, may search school computers, software, and internet access records at any time for any reason and without consent.

If a student gives a school administrator consent for a search, the school administrator does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive at risk of punishment for refusing to grant permission for the search.

To ensure a drug-and-alcohol-free learning environment for students and staff, school officials may, at their discretion, request assistance from a variety of available resources, including the Prince George County Public Schools Resource Officers, the substance abuse counselors, the Prince George County Health Department, and the active and passive canine teams coordinated by the Prince George Sheriff /Police Offices.

The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety, and welfare of all persons within the school community. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

(Policies JFG, JFG-R)

## **Social Media**

Social media includes internet-based applications and mobile technologies that allow the creation and exchange of user generated content. Examples of commonly used social media tools include, but are not limited to blogs, message boards, chat groups, instant messaging, personal news updates, and music and video sharing (i.e. – including but not limited to Facebook, TikTok, Instagram, Snapchat, Kik and Twitter). Utilization of social media via the school division’s Computer System is prohibited unless expressly permitted in advance by the building principal or other appropriate administrator for a specific legitimate educational use. Any such utilization of social media must be in conformance with this policy. Students are cautioned that even non-school division Computer System utilization of social media that violates this policy and that creates a foreseeable risk of reaching school property and causing a substantial disruption to the work and discipline of the school may result in school discipline. (Policies GAB-R/IIBEA-R)

## **Stalking**

Students shall not engage in a pattern of behavior that places another person in fear of harm. (Policies JFC, JFCE)

## **Theft**

A student shall not intentionally take or attempt to take the personal property of another person by force, fear, or other means. (Policy JFC)

## **Threats; Intimidation**

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person. Students shall not use electronic technology or communication devices, such as the internet, social media, or cell phones, to intimidate or threaten for any reason. (Policies JFC, JFCE, JFHA)

## **Trespassing**

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property, including school buses.

All visitors to a school or its grounds shall report to the main office immediately. Persons who fail to do so may be considered trespassers and subject to legal action, and student visitors who fail to do so also may be subject to disciplinary action as well as legal action. Any person whose presence or action interferes with or disrupts the operation of the school, its students, or school activities shall be prohibited from entering school or remaining on school property or remaining at a school-sponsored activity, wherever located. (Policies JFC, KGB, KK)

## **Vandalism**

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction ~~or of~~, or damage to, public property pursuant to Policy ECAB Vandalism.  
(Policies JFC, ECAB)

## **Weapons**

Students shall not have in their possession any type of firearm or other article that may be used as a weapon. This shall include, but is not limited to: guns, firearms, blank guns, starter guns, pellet guns, air guns, toy guns, tear gas guns, paintball guns, chemical weapons, pepper spray, knives, metallic knuckles, blackjacks, explosive devices, joined rings, and other objects which may be used as weapons or imitation weapons, or shoots projectiles. Should illegal materials be found during a search, law enforcement officials will be notified, and prosecution will be according to the law. (Policies JFC, JFCD)

## **Other Conduct**

In addition to those specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process, or which is otherwise in violation of federal, state, or local law. (Policy JFC)

## **Reporting of Certain Offenses**

Local School Board policy must provide for notification of local law enforcement authorities in accordance with § 22.1-279.3:1.D. of the Code of Virginia that requires principals to immediately report to the local law-enforcement agency any act enumerated in clauses (ii) through (vii) of §22.1-279.3:1.A. that may constitute a criminal offense. A principal may report to the local law-enforcement agency any incident described in clause (i) of subsection A. When there is injury, or the battery is against school personnel, reporting is mandatory.

Section 22.1-279.3:1.A. of the code lists offenses as follows:

- i. The assault or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
- ii. The assault and battery that results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code §18.2-47 or Va. Code §18.2-48, or stalking of any person as described in Code of Virginia § 18.2-60.3 on a school bus, on school property, or at a school-sponsored activity; any conduct involving alcohol, marijuana, synthetic cannabinoids as defined in Virginia Code § 18.2-248.1:1, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
- iii. Any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;

- iv. The illegal carrying of a firearm, as defined in § 22.1-277.07, onto school property;
- v. Any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in § 18.2-85, or explosive or incendiary devices, as defined in § 18.2-433.1, or chemical bombs, as described in § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
- vi. Any threats or false threats to bomb, as described in § 18.2-83, made against school personnel or involving school property or school buses; or
- ~~vii. The arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefore;~~
- viii. Any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal or designee must also report these incidents to the superintendent of the school division, who then reports them to the Department of Education [§ 22.1-279.3:1(C) and Code 16.1-260. Code of Virginia]. The principal or designee must also notify the parent of any student involved in the incidents listed above, as well as incidents committed by students enrolled at the school if the offense would be a felony if committed by an adult, regardless of where the offense is committed, or would be a violation of the Drug Control Act if it occurs on a school bus, school property, or at a school sponsored activity [§ 22.1-279.3:1(B) and (C) and Code 16.1-260]. Whenever a student commits a reportable incident named in the Code, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee [§ 22.1-279.3:1(C) and Code 16.1-260]. A School Board may require reporting of other offenses. This determination is best made in consultation with local school and law enforcement officials. (Policies JGD/JGE, CLA)



## **Notification Regarding Prosecution of Juveniles as Adults**

The Prince George School Board ~~will~~ annually provides information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. (Policy JFCL)

## **II. ACCOUNTABILITY**

### **Disciplinary Action, Criteria, Procedures, and Processes**

To protect students' rights, certain procedures are followed with regard to major disciplinary actions. Persons associated with the school have a responsibility in the maintenance of proper school discipline. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the level of punishment to be used. Since it would be impossible to take into account the severity of each offense, the principal or his/her designee will have the authority to determine disciplinary actions. In each case, the school administrator should use reasonable judgment to ensure that students who violate the Code of Conduct will be given appropriate attention, such as counseling, to encourage future compliance with the Code of Conduct and school rules.

Parents/guardians will be notified of disciplinary action as soon as possible. Generally, students will not be sent home as a result of a suspension until the parents/guardians have been notified. There are occasions; however, when students must be immediately removed from the school and the parents/guardians are subsequently contacted. In addition to the disciplinary action outlined in the code, any known violation of the criminal code will be referred to the legal authorities.

Students with disabilities, who violate the student code of conduct, or engage in conduct for which they may be disciplined, will be disciplined in accordance with School Board Policy JGDA. (Policies JFCA, JGD/JGE)

### **Removal of Student from Class**

Teachers shall have the initial authority to remove a student from a class for disruptive behavior that interrupts or obstructs the learning environment, using the following criteria:

1. The removal of the student must be necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior.
2. The removal of the student occurs only after teacher or administrative interventions have failed to end the disruptive behavior. However, nothing shall preclude the immediate removal of a student for behavior that might warrant suspension from school.
3. The removal of a student is an appropriate response to student behavior that is a violation of the rules of conduct.
4. Written notice of the student's behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents.

(Policies JFC, JFCA)

### **Detention**

Pupils may be detained in school for disciplinary or other reasons provided good practices are followed in the detention.

The following must be observed:

- Pupils may not be detained until adequate provisions for his/her transportation home have been made.
- Pupils may be detained for a maximum of two hours in secondary schools before or after the close of the instructional day.
- Pupils may be detained Saturdays from 8:30 a.m. to 12:00 p.m. (secondary schools).

(Policies JED, JFC)

### **Short-Term Suspensions**

A student may be suspended out-of-school for violations of the Code of Conduct. For out-of-school suspensions of 10 days or less, the school administrator shall inform the student of the specific violation and provide the student with opportunities to respond to the charges. The student may present the student's version of what occurred. When the school suspends a student, the school shall

1) make a reasonable effort to notify the student's parent of the suspension; 2) make arrangements for the student's return home; and 3) inform and/or send written notification to the parent informing the parent of the suspension, of its reason, the length of the suspension, the right to appeal, the student's right to return to school, and any conditions for that return.

**Detention, Saturday School, and Out-of-School Suspension**

1. If an Assistant Principal recommends detention or out-of-school suspension, then the parent/guardian may appeal in writing to the Principal within two days of the date of the administration disposition. The Principal would arrange within two business days an Appeals Hearing for dispensation of a decision. The Principal may uphold the previous decision of the Assistant Principal, reduce the recommended consequence, or increase the recommended consequence.
2. A parent/guardian may appeal the Principal's decision in writing to the Assistant Superintendent or Designee for review within two business days from meeting with Principal. An Appeals Hearing will be set within two business days by the Assistant Superintendent or Designee with the parent/guardian, and student for final dispensation of a decision. The Assistant Superintendent or Designee may uphold the initial decision by the Assistant Principal and/or Principal, reduce the recommended consequence, or increase the recommended consequence. The Assistant Superintendent or Designee would hear all Appeals facts and share with the Superintendent before a final decision is rendered to the student's parent/guardian. During the appeal process, the student will continue to serve their consequence until a decision is made. There would be no further appeal to the School Board.

**Bus Suspension**

1. If an Assistant Principal recommends bus suspension, then the parent/guardian may appeal in writing to the Principal within two business days. The Principal would arrange

within two working days an Appeals Hearing with the Assistant Principal, parent/guardian, and student. The Principal may uphold the decision of the Assistant Principal, reduce the recommended consequence, or increase the recommended consequence.

2. A parent/guardian may appeal the Principal's decision in writing to the Director of Transportation and the Director of Elementary Education or the Director of Secondary Education for review within two business days. An Appeals Hearing will be set within two business days by the Directors, Assistant Principal, Principal, parent/guardian, and student. The Directors may uphold the decision by the Assistant Principal and/or Principal, reduce the recommended consequence, or increase the recommended consequence. The Directors would hear all Appeals facts and share with the Superintendent before a final decision is rendered to the student's parent/guardian. During the appeal process, the student may not ride the bus and will continue to serve the consequences until a decision is made. There would be no further appeal to the School Board.

The Appeals process is not applicable when the student is a safety threat to self or others. Also, the Appeals process is not applicable when a student is recommended to the School Board for consideration of a long-term suspension or expulsion.

(Policy JGD/JGE)

### **Long-Term Suspensions**

A student may be suspended for more than ten (10) days following a hearing before the superintendent/designee. Students who are habitual offenders or are found in possession, use, or having consumed any controlled substance will be dealt with immediately and severely by the school administration. The first possession offense will result in immediate suspension from school for ten (10) days and referral to the School Board or Board Disciplinary Committee for review. Disciplinary options shall include, but not be

limited to: (a) placement of student in Project Choice, (b) long-term suspension, or (c) expulsion. A student may undergo random drug screenings on a monthly basis during the timeframe in Project Choice. The student shall not transition back to his/her home school until the Project Choice contract is fulfilled, completion of District 19 or approved substance abuse program, and negative drug screening results have been documented by administrative staff. For a student who has either been placed on long-term suspension or expelled, drug screening results and completion of District 19 or approved substance abuse program must be documented by administrative staff prior to review by the School Board or the Board Disciplinary Committee. A second possession offense during a student's secondary school career (grades 6-12) in Prince George will result in recommendation for expulsion pending a School Board hearing. Distribution of any controlled substance will result in suspension pending a School Board hearing. For the purposes of this section, "possession" shall include usage on school property or a school sponsored activity and/or coming onto school property after having used/consumed the substance. Charges shall be filed in substance abuse cases as required by the Code of Virginia. In addition, in all substance abuse cases, the student shall be excluded from participation and attendance of all extracurricular activities commencing on the first day of suspension. For certain offenses, a student may be suspended for the remainder of the semester or the school year. The school superintendent/designee and School Board may determine that a transfer to another school serves the best interest of the student and the school.

The School Board or the Discipline Committee may approve or disapprove the long-term suspension of a student. A hearing shall be held before the School Board or Discipline Committee within ten days of the date of notice from the principal. If the long-term suspension is heard by the three-member Discipline Committee and the decision to uphold the suspension is unanimous, there is no right of appeal. If, however, the decision of the Discipline Committee is not unanimous, the student and his/her parent/guardian may appeal,

in writing, the decision to the full School Board within five calendar days.

When a student is placed on long-term suspension and expulsion, written notice of the suspension or expulsion shall be sent in accordance with state law. Any parent, custodian, or legal guardian of a pupil attending the public schools in a school division who is aggrieved by an action of the School Board may, within thirty days after such action, petition the circuit court having jurisdiction in the school division to review the action of the School Board. (Policy JGD/JGE)

## **Expulsion**

A student may be expelled only by action of the School Board or a Disciplinary Committee of the School Board based on the recommendation of the principal and the superintendent/designee.

In the case of a recommendation for expulsion by the principal, the superintendent/designee shall conduct a review of the recommendation. The review shall take into account the following factors:

1. The nature and seriousness of the violation.
2. The degree of danger to the school community.
3. The student's disciplinary history, including the seriousness and number of previous infractions.
4. The appropriateness and availability of an alternative education placement or program.
5. The student's age and grade level.
6. The results of any mental health, substance abuse, or special education assessments.
7. The student's attendance and academic records.
8. Such other matters as deemed to be appropriate.

If the superintendent/designee upholds the recommendation, a hearing shall be held before the School Board or Discipline Committee within 10 days of the date of notice from the principal. If the three-member Discipline Committee hears the matter and the

decision is unanimous, there is no right of appeal. If, however, the decision of the committee is not unanimous, the student and his/her parent or guardian may appeal, in writing, the decision to the full School Board within five calendar days.

When a student is expelled, written notice of the expulsion shall be sent in accordance with state law. The superintendent/designee shall establish a schedule by which pupils who have been expelled may apply for readmission to school. (Policy JGD/JGE)

### **Expulsion for Weapons-Related Offense**

Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be recommended for expulsion for a period of not less than one year (365 days). The School Board may determine, based on the facts of a particular case, that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent/designee may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate and recommend that action to the School Board for final determination. (Policy JGD/JGE)

### **Expulsion for Drug Offenses – Possession/Distribution/Manufacturing of Drugs**

Any student determined to have possession, distributed, or manufactured a controlled substance including anabolic steroids, prescription drugs, an imitation controlled drug, or other prohibited substance on school property or at a school-sponsored activity shall be expelled for a period of not less than one year (365 days). However, the School Board may determine, based on the facts of a particular case, that special circumstances exist, and another disciplinary action or term of expulsion is appropriate. The division superintendent/designee may conduct a review in such cases to determine whether a disciplinary action other than expulsion is



appropriate and recommend that action to the School Board for final determination. (Policy JGD/JGE)

### **Alternative Education Programs**

The School Board may require any student to attend an alternative education program who has been (1) charged with an offense relating to the laws of Virginia, or with violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person; (2) found guilty or not innocent of an offense relating to Virginia's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to Virginia Code § 16.1-260.G; (3) found to have committed a serious offense or repeated offenses in violation of School Board policies; (4) suspended pursuant to Virginia Code § 22.1-277.05; or (5) expelled pursuant to Virginia Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection B of Virginia Code § 22.1-277. Examples of alternative education programs are Project Choice, GED, Specialized Youth Services, virtual online program, and other programs identified by the School Board. (Policy JGD/JGE)

### **Admission of Students Suspended or Expelled from Another School Division**

A student who has been expelled or suspended for more than 30 days from attendance at school by a School Board or a private school, or for whom admission has been withdrawn by a private school, may be excluded from attendance for no more than one calendar year in the case of expulsion or withdrawal of admission, and in the case of suspension of more than 30 days, for no longer than the duration of such suspension. The school shall provide written notice to the student and his/her parent of the reasons for such possible exclusion and of the right to a hearing conducted by the division superintendent. The student may not attend school until the division superintendent conducts a review of the case. Exclusion shall be imposed upon a finding that the student presents a danger to the other students or staff

members of the school division. The decision to exclude the student shall be final unless altered by the School Board after timely written petition. Upon the expiration of the exclusion, the student may petition the division superintendent/designee for admission. (Policy JGD/JGE)

**APPENDIX A: CODE OF VIRGINIA § 22.1-279.3  
PARENT RESPONSIBILITY AND INVOLVEMENT  
REQUIREMENTS**

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his/[her](#) designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the

student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his/her parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his/her designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss

improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his/her parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his/her parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his/her parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G.2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
  - I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

## **APPENDIX B: CODE OF VIRGINIA § 22.1-254 ATTENDANCE**

§ 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article.

- A. As used in this subsection, “attend” includes participation in educational programs and courses at a site remove from the school with the permission of the school and in conformity with applicable requirements.

Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, cause such child to attend a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § [22.1-254.1](#).

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by causing a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational,

or parochial educational pre-kindergarten program.

Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational, or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his/[her](#) eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of [§ 22.1-253.13:1](#) and in [§ 22.1-254.01](#). The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

- B. A school board shall excuse from attendance at school:
1. Any pupil who, together with his/[her](#) parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological, or philosophical views or a merely personal moral code; and

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

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or
2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.



E. Local school boards may allow the requirements of subsection A to be met under the following conditions:

For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his/[her](#) designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;
2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved alternative education program to such principal or his/[her](#) designee;
3. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;
4. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
5. Counseling on the economic impact of failing to complete high school; and
6. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article.

Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

- F. A school board may, in accordance with the procedures set forth in Article 3 (§ [22.1-276.01](#) et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § [16.1-260](#); (iii) suspended pursuant to § [22.1-277.05](#); or (iv) expelled from school attendance pursuant to § [22.1-277.06](#) or [22.1-277.07](#) or subsection C of § [22.1-277](#), require the child to attend an alternative education program as provided in § [22.1-209.1:2](#) or [22.1-277.2:1](#).
- G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil

attends the public schools it supervises or resides within its school division.

The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ [18.2-77](#) et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ [22.1-277.04](#), [22.1-277.05](#), [22.1-277.06](#), [22.1-277.07](#), and [22.1-277.2](#). As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

- H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.
- I. The provisions of this article shall not apply to:
  - 1. Children suffering from contagious or infectious diseases while suffering from such diseases;

2. Children whose immunizations against communicable diseases have not been completed as provided in § [22.1-271.2](#);
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live;
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his/[her](#) sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518;

1980, c. 559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. [163](#), [916](#), [964](#); 1997, c. [828](#); 1999, cc. [488](#), [552](#); 2000, c. [184](#); 2001, cc. [688](#), [820](#); 2003, c. [119](#); 2004, c. [251](#); 2006, c. [335](#); 2010, c. [605](#); 2012, cc. [454](#), [642](#); 2014, c. [84](#); 2017, c. [330](#); 2018, cc. [486](#), [585](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

**APPENDIX C: CODE OF VIRGINIA § 22.1-258  
APPOINTMENT OF ATTENDANCE OFFICERS;  
NOTIFICATION WHEN PUPIL FAILS TO  
REPORT TO SCHOOL; PLAN; CONFERENCE;  
COURT PROCEEDINGS**

Every school board shall have power to appoint one or more attendance officers, who shall be charged with the enforcement of the provisions of this article. Where no attendance officer is appointed by the school board, the division superintendent or his/[her](#) designee shall act as attendance officer.

Whenever any pupil fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made by either the school principal or his/[her](#) designee, the attendance officer, other school personnel, or volunteers organized by the school administration for this purpose. Any such volunteers shall not be liable for any civil damages for any acts or omissions resulting from making such reasonable efforts to notify parents and obtain such explanation when such acts or omissions are taken in good faith, unless such acts or omissions were the result of gross negligence or willful misconduct. This subsection shall not be construed to limit, withdraw, or overturn any defense or immunity already existing in statutory or common law or to affect any claim occurring prior to the effective date of this law. School divisions are encouraged to use non-instructional personnel for this notice.

Whenever any pupil fails to report to school for a total of five scheduled school days for the school year and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, and a reasonable effort to notify the parent has failed, the school principal or his designee shall make a reasonable effort to ensure that direct contact is made with the

parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his/[her](#) designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

If the pupil is absent for more than one additional day after direct contact with the pupil's parent, and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or his/[her](#) designee shall schedule a conference with the pupil, his/[her](#) parent, and school personnel. Such conference may include the attendance officer and other community service providers, to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after tenth absence of the pupil, regardless of whether this parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or his/[her](#) designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and his/[her](#) parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § [16.1-228](#) or (ii) institute proceedings against the parent pursuant to § [18.2-371](#) or § [22.1-262](#). In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this section. In the event that both parents have been awarded joint physical custody pursuant to § [20-124.2](#) and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Nothing in this section shall be construed to limit in any way the authority of any attendance officer or division superintendent to seek immediate compliance with the compulsory school attendance law as set forth in this article.

Attendance officers, other school personnel or volunteers organized by the school administration for this purpose shall be immune from any civil or criminal liability in connection with the notice to parents of a pupil's absence or failure to give such notice as required by this section.

(Code 1950, § 22-275.16; 1959, Ex. Sess., c. 72; 1980, c. 559; 1985, c. 482; 1990, c. 797; 1991, c. 295; 1996, cc. [891](#), [916](#), [964](#); 1998, c. [620](#); 1999, c. [526](#); 2010, c. [597](#); 2018, CC. 713, 753.)



## APPENDIX D: SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY

Annually the Prince George School Board ~~is required to~~ will notify parents of the availability to access information on sex offenders. The Virginia State Police maintains a Sex Offenders and Crimes Against Minors Registry. The registry may be accessed through the Internet. The site address is:

<http://sex-offender.vsp.virginia.gov/sor/index.htm>

~~No adult who has been convicted of a sexually violent offense, as defined in Va. Code § 9.1-902, may enter or be present, during school hours or during school-related or school-sponsored activities, at any school, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless~~

- ~~• he is a lawfully registered and qualified voter, and is coming upon such property solely for purposes of casting his/her vote;~~
- ~~• he is a student enrolled at the school; or~~
- ~~• he has obtained a court order pursuant to Va. Code § 18.2-370.5.C allowing him to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.—~~

~~Persons who have been convicted of a sexually violent offense, as defined in Va. Code §9.1-902, may be present at school during school hours or during school-related or school-sponsored activities, on any school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity only as provided in Policy KNA Violent Sex Offenders on School Property.~~

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code

§ 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the Superintendent. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that he or she does not come into contact with any children other than the parent's own children.

When the school division learns that any person other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the person is notified in writing that he or she is barred from being present at school or school functions without the express written approval of the Superintendent, the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others.

The Superintendent considers requests to be present at school or at school sponsored activities from all persons who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the Superintendent.

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless:

- the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
- the person is a student enrolled at the school; or
- the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

(Policy ~~KNA~~ KN)

## APPENDIX E: DIRECTORY INFORMATION

The Prince George County Public Schools notifies parents and eligible students at the beginning of each school year what information, if any, Prince George County school division has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information and the period of time to refuse, in writing, the directory information designation in accordance with FERPA.

Prince George County Public Schools Web Site:

<http://pgs.k12.va.us>

### **Family Educational Rights and Privacy Act (FERPA)** **Notice for Directory Information**

**[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Prince George County Public Schools (PGCPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, PGCPS may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with PGCPS district procedures. The primary purpose of directory information is to allow PGCPS district to include information from your child's education records in certain school publications. Examples include *but not limited to*:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want PGCPD district to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School District in writing by *September 30 of the calendar school year or within 15 days of receiving this handbook.* PGCPD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph

- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Degrees, honors, and awards received

Legal Refs: 18 U.S.C. §§ 2331, 2332b.

20 U.S.C. §§1232g, 7908.

42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.7, 99.10, 99.20, 99.21, 99.22,  
99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37.

Code of Virginia, 1950, as amended, §§ 2.2-3704,  
2.2-3804, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-  
287, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2,  
22.1-289, 23-2.1:3, 32.1-36.1.

(Policy JO)

## APPENDIX F: COMPULSORY ATTENDANCE

Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall cause such child to attend a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education.

Further, in the case of any five-year-old child who is the subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by causing the child to attend any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program.

As used in this policy, “attend” includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

The requirements of this section shall apply to

- (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his/her eighteenth birthday, and
- (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in Va. Code §§ 22.1-253.13:1.C and 22.1-254.01.

The requirements of this section shall not apply to

- (i) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan, and
- (ii) any child who has obtained a high school diploma or its

equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements.

#### Individual Student Alternative Education Plan

The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

1. The student must be at least sixteen years of age
2. There shall be a meeting of the student, the student's parents, and the principal or principal's designee of the school in which the student is enrolled to develop the plan, which must include the following:
  - career guidance counseling
  - mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the School Board, with attendance requirements reported to the principal or principal's designee
  - mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment
  - successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma
  - counseling on the economic impact of failing to complete high school; and
  - procedures for re-enrollment



3. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be in violation of the compulsory attendance law, and the division superintendent or attendance officer of the school division shall seek immediate compliance with the compulsory school attendance law.

#### Alternative Education Programs

The School Board may, in accordance with the procedures set forth in Va. Code § 22.1-276.01 et seq., Article 3 of Chapter 14, and upon a finding that a school-age child has been

- (i) charged with an offense relating to the Commonwealth's laws, or with a violation of School Board policies, on weapons, alcohol or drugs, or intentional injury to another person;
- (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of Va. Code § 16.1-260;
- (iii) suspended pursuant to Va. Code § 22.1-277.05; or
- (iv) expelled from school attendance pursuant to Va. Code §§ 22.1-277.06, 22.1-277.07, or subsection C of § 22.1-277, require the student to attend an alternative education program as provided by Va. Code § 22.1-209.1:2 or 22.1-277.2:1.

Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil regardless of whether the pupil attends the public schools it supervises or resides within its school division.

## Acknowledgment of Parent/Student Responsibility

This form is for parents/legal guardians of all students enrolled in Prince George County Public Schools to ensure that they have received and reviewed the following important documents.

Student Name \_\_\_\_\_

DOB \_\_\_\_\_ School \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Grade \_\_\_\_\_

### I have received and reviewed each of the following:

1. Contents of the Standards of Student Conduct.
2. A copy of § 22.1-279.3. of the Code of Virginia that sets forth the duty of each parent of a student enrolled in a public school to assist the school in enforcing the standards of student conduct and compulsory school attendance.
3. A copy of the compulsory attendance law.

### Release of Student Information

To publicize the achievements of our students and the great work they do, we like to occasionally publish our students' names, photographs, or achievements in our school publications or release the information to local newspapers. We may also post the information on the school's web site. We understand that you may not want to have your child's name, photo, or achievements published. Please initial below to let us know your wishes.

\_\_\_\_\_ **I consent** to having my child's photo, name, and/or academic or athletic achievements published in school publications (i.e. newspapers, yearbooks, and/or newsletters, etc.), released to local newspapers, and/or posted on the school's web page, and/or maintained on the school's social media.

\_\_\_\_\_ **I do not consent** to having my child's photo, name, and/or academic or athletic achievements published in school publications (i.e. newspapers, yearbooks, and/or newsletters, etc.), released to local newspapers, and/or posted on the school's web page, and/or maintained on the school's social media.

**Please sign on reverse of this form and return to your child's homeroom teacher no later than September 30, 2021.**

Attending school without being a resident of Prince George County will result in legal action and requirement to repay Prince George County the cost of education for the time the student has falsely been enrolled in Prince George County Public Schools. I hereby grant permission to Prince George County Public Schools to verify residency through property management, real estate agencies, or other housing developments, including but not limited to any utility companies (i.e., telephone, internet, cable, gas, or water and sewer and electrical power companies), and/or the school division may verify residency through employment verification. I hereby grant permission to these agencies to release this information to Prince George County Public Schools to be verified. Warning: Providing false information for school enrollment purposes is a criminal offense. VA Code 22.1-264.1.

My signature acknowledges receipt of this document. By signing this statement of receipt, I do not waive, but expressly reserve, my rights protected by the Constitution or laws of the United States or Virginia. I retain the right to express disagreement with a school's or school division's policies or decisions.

Print Parent/Legal Guardian, Student Name and Address

Parent Name	Student Name
Physical Address	

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Date: August 2, 2021

Presenter: Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: VSBA May 2021 Policy Manual Revisions (Part 1)

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

VSBA encourages the School Board to review the attached revised policies.

RECOMMENDATION: Approve revisions as presented.

## Explanation of Revisions – May 2021 Policy Update (PART 1)

<u>Policy Code</u>	<u>Revision</u>
AC	<b>Nondiscrimination</b> Policy updated to reflect amendment of Va. Code § 22.1-295.2 by HB 2161/SB1410. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
AD	<b>Educational Philosophy</b> Policy updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
AE	<b>School Division Goals and Objectives</b> Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
CH	<b>Policy Implementation</b> Policy updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
GAA	<b>Staff Time Schedules</b> Policy and Legal References updated to reflect enactment of Va. Code § 40.1-29.2 by HB2063.
GBA/JFHA (PG Changes)	<b>Prohibition Against Harassment and Retaliation</b> Policy updated to reflect amendment of Va. Code § 22.1-295.2 by HB 2161/SB1410. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
GBMA-R (PG Changes)	<b>Support Staff/Classified Employees' Grievance Procedure</b> Policy updated administratively.
GCL	<b>Professional Staff Development</b> Policy updated to reflect enactment of Va. Code § 22.1-298.7 by HB 1904. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
IA	<b>Instructional Goals and Objectives</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:1 by HB 1865. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).

<b>Policy Code</b>	<b>Revision</b>
<b>IGAG</b>	<b>Teaching About Drugs, Alcohol and Tobacco</b> Policy updated to reflect amendment of VA Code §22.1-206 by HB2312/SB 1406.
<b>IGAI</b>	<b>Character Education</b> Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>IGBC</b>	<b>Parent and Family Engagement</b> Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>IJ</b>	<b>Guidance and Counseling Program</b> Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>INB</b> (PG changes)	<b>Teaching About Controversial Issues</b> Policy updated administratively.
<b>JB</b>	<b>Equal Educational Opportunities/Nondiscrimination</b> Policy Updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>JFC</b> (PG Changes)	<b>Student Conduct</b> Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>JFHA/GBA</b> (PG Changes)	<b>Prohibition Against Harassment and Retaliation</b> Policy updated to reflect amendment of Va. Code § 22.1-295.2 by HB 2161/SB1410. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>JHCF</b> (PG Changes)	<b>Student Wellness</b> Policy updated with administrative revisions.
<b>JOA</b>	<b>Student Transcripts</b> Legal References updated to reflect sources of authority for BOE regulations and to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
<b>KK/KK-R</b> (PG Changes)	<b>School Visitors</b> Policy and regulations updated by outside counsel.

## NONDISCRIMINATION

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

Adopted: June 13, 2005

Revised: August 12, 2013; April 16, 2018; July 13, 2020

---

---

Legal Refs.: 20 U.S.C. §§ 1681-1688.

29 U.S.C. § 794.

42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1.

34 C.F.R. 106.9.

Constitution of Virginia, article I, section 11.

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

Cross Refs.: GB Equal Employment Opportunity/Nondiscrimination  
GBA/JFHA Prohibition Against Harassment and Retaliation  
JB Equal Educational Opportunities/Nondiscrimination

© 5/21 VSBA

## EDUCATIONAL PHILOSOPHY

Prince George School Board is committed to providing equal opportunity for every student to achieve ~~maximum~~ intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education and to feel confident of the ability to make creative and constructive ~~decisions in his/her life.~~  
decisions.

Prince George School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every ~~student;~~ student
- treats all members of the school community equitably and with the highest ~~degree of respect;~~ respect
- allocates and uses assets fairly and efficiently

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, ~~§ 22.1-78.~~ §§ 22.1-23.2, 22.1-78.

Cross Refs.:	AC	Nondiscrimination
	GA	Personnel Policies Goals
	GB	Equal Employment Opportunity/Nondiscrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	IGBC	Parent and Family Engagement
	JB	Equal Education Opportunities/Nondiscrimination



## SCHOOL DIVISION GOALS AND OBJECTIVES

### Generally

The school division is committed to excellence in education, equality of educational opportunity, and the recognition of each student's individuality. Inasmuch as students differ in their rate of physical, mental, emotional and social growth and vary in their needs and abilities, learning opportunities are provided that are consistent with personal development and potential. Programs emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The educational program introduces each student to a variety of interest and subject areas that offer exposure to the range of opportunities available in later years. These experiences produce the basis for further education and future employment. As students demonstrate increased maturity, they may assume more responsibility for the decisions regarding their education.

The school environment should be responsive and conducive to learning. The physical environment facilitates and enhances the learning experiences available to each student. A responsive environment includes competent, dedicated teachers using a variety of techniques and a classroom atmosphere where students can function and develop according to their abilities. Safety, physical comfort, and appearance also are vital environmental components.

### Standards of Quality and Objectives

The school board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Board of Education regulations.

The school board reports its compliance with the Standards of Quality to the Board of Education annually. The report of compliance is submitted to the Board of Education by the chairman of the board and the superintendent.

### Standards of Quality--Programs and Services

The school board commits itself to providing programs and services as stated in the Standards of Quality to the extent funding thereof is provided by the General Assembly.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-253.13:1, 22.1-253.13:8.

POLICY IMPLEMENTATION

Development of Regulations

The School Board authorizes the superintendent to ~~promulgate such regulations as are~~ create and update regulations necessary to carry out the policies adopted by the Board. If Board action is required by law or the Board asks that certain regulations or types of regulations be approved by the Board, the superintendent will present those regulations to the Board for action. The superintendent ~~shall make~~ makes all regulations available to School Board members, employees and the public and ~~shall see~~ sees that the regulations are placed in the School Board Policy Manual or are kept with the Policy Manual.

Dissemination of Policies and Regulations

Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations.

Adopted:

\_\_\_\_\_  
\_\_\_\_\_

Legal Ref.: Code of Virginia, 1950, as amended, ~~§ 22.1-78.~~ §§ 22.1-23.3, 22.1-78.

Cross Ref.: BF Board Policy Manual  
BFC Policy Adoption

## STAFF TIME SCHEDULES

## Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes<sup>1</sup> and continues until professional responsibilities to the students and school division are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.

Work schedules for other employees are defined by the superintendent or superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

## Workweek Defined

For purposes of compliance with the Fair Labor Standards Act, the workweek for employees of BLANK School Board is 12:00 a.m. Sunday until 11:59 p.m. Saturday.<sup>2</sup>

~~Overtime and Compensatory Time~~<sup>3</sup> Overtime<sup>3</sup>

Working hours for all employees not classified as exempt under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel, conform to federal and state regulations. The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. The **BLANK** School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of the employee's

---

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

<sup>1</sup> If the length of the usual workday is different, the correct length should be substituted.

<sup>2</sup> The board is legally required to identify the workweek, but may designate another 7-day period as the school division's workweek.

<sup>3</sup> Administrative procedures or regulations may provide more information on circumstances in which non-exempt employees will be permitted to work overtime.

supervisor. All overtime work must be expressly approved in writing<sup>4</sup> by the superintendent or superintendent's designee.<sup>5</sup> All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ensure that all employees are compensated for any overtime worked.<sup>6</sup> Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted to the finance officer.<sup>7</sup> The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

~~In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time~~

- ~~• is pursuant to an agreement between the employer and employee reached before overtime work is performed, and~~
- ~~• is authorized by the immediate supervisor.~~

~~Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240<sup>8</sup> compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will be paid for any unused compensatory time at the rate of not less than the higher of~~

- ~~• the average regular rate received by the employee during the employee's last three years of employment, or~~
- ~~• the final regular rate received by the employee.~~

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees are provided

---

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

<sup>4</sup> Written approval is not required by the Fair Labor Standards Act but is recommended. If an individual school board elects not to require written approval, it should specify how and when oral approval may be granted.

<sup>5</sup> This sentence is not required by the Fair Labor Standards Act but is recommended.

<sup>6</sup> Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. Supervisors who fail to prevent employees from working unauthorized overtime may also be subject to discipline.

<sup>7</sup> Each division should designate the person to whom the time sheets should be given.

<sup>8</sup> ~~The Fair Labor Standards Act permits employees to accrue a maximum of 240 hours of compensatory time. Individual boards may elect to permit employees to accrue a lesser number of compensatory hours.~~

overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

~~Employees are provided with a copy of this policy and are required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required in this section.~~

#### Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.<sup>9</sup>

Adopted:

---

---

Legal Refs.: ~~29 U.S.C. § 201 et seq.~~ 29 U.S.C. §§ 203, 207

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, ~~40.1-28.8 et seq.~~ 40.1-29.2.

8 VAC 20-131-240.

Cross Ref.: IC/ID            School Year/School Day

---

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

<sup>9</sup> Administrative procedures or regulations may further clarify expectations on absences.

## PROHIBITION AGAINST HARASSMENT AND RETALIATION

The Prince George School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, ~~status as a veteran~~ military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

### The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

"Consent" is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.

## Prohibited Conduct

### Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

"Sexual harassment prohibited by Title IX" means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;



- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

#### Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

#### Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

"Title IX" means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

"Title IX Coordinator" means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX. The Title IX Coordinator may be contacted at [titleIX\\_info@pgs.k12.va.us](mailto:titleIX_info@pgs.k12.va.us).

### III. Complaint Procedures

#### Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.

## Investigation by Compliance Officer

### Generally

#### The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school division in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

### Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

#### Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Prince George School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

#### Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the

School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

#### Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the person allegedly harassed' s\_principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

#### Sexual Harassment Prohibited by Title IX

##### Definitions

"Actual knowledge" means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school division who has authority to institute corrective measures or to any employee of an elementary or secondary school.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and

requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

“Program or activity” includes locations, events or circumstances over which the School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## Title IX Grievance Process

### Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The reporting party may use the form, Report of Harassment, GBA-F/JFHA-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding ~~collective bargaining or~~ professional agreements with the School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

#### Notice of allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and
- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by Title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.



#### The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

#### Dismissal of formal complaints

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

- would not constitute sexual harassment prohibited by Title IX even if proved,
- did not occur in the School Board's education program or activity, or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or the superintendent's Standards of Student Conduct.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the School Board; or
- specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

#### Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized

professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party

or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

#### Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;
- conclusions regarding the application of the School Board's code of conduct or the superintendent's Standard of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

## Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in Title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

## Timelines

The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.

A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Any appeal will be resolved with 15 calendar days from the filing of the appeal.

If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

#### Recordkeeping

The School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

#### IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: June 13, 2005

Revised: August 31, 2007; August 8, 2011; December 12, 2012; July 13, 2015; July 16, 2018 (administratively); November 2, 2020

---

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

34 C.F.R. 106.2, 106.8, 106.9, 106.30, 106.44, 106.45, 106.71.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2.3902, 22.1-23.3, 22.1-295.2.

Cross Refs: AC Nondiscrimination  
AD Educational Philosophy  
GAB/IIBEA Acceptable Computer System Use  
GB Equal Employment Opportunity/Nondiscrimination

GBA-F/JFHA-F	Report of Harassment
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
GCPD	Professional Staff Discipline
GAE	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools



~~GRIEVANCE PROCEDURE FOR SUPPORT STAFF~~  
SUPPORT STAFF/CLASSIFIED EMPLOYEES' GRIEVANCE PROCEDURE

Preamble

The School Board adopts the following procedure in accordance with § 22.1-79(6) of the Code of Virginia. Nothing in this procedure is intended to create, nor shall it be construed as creating, a property right in employment, nor shall this procedure be interpreted to limit in any way whatsoever the School Board's exclusive final authority over the management and operation of the school division.

The following words and terms, ~~when used in this procedure~~, shall have the following meaning, when used in this procedure, unless the context clearly indicates otherwise:

"Days" means calendar days unless a different meaning is clearly expressed in this procedure. Whenever any period of time fixed by this procedure shall expire on a Saturday, Sunday, or legal holiday, the period of time for taking action under this procedure shall be extended to the next day that is not a Saturday, Sunday, or legal holiday. "Working days" means those days that the central office is open for business.

"Dismissal" means the dismissal of an employee for disciplinary reasons during the term of such employee's contract.

"Demotion" means the involuntary assignment of an employee to a lower paying position for disciplinary reasons during the term of such employee's contract.

"Grievance" means a complaint or dispute involving the dismissal or demotion of an employee. "Grievance" shall not mean a complaint or dispute regarding the suspension of an employee, the nonrenewal or layoff of an employee, or reprimands or other forms of disciplinary action other than a dismissal or demotion. The procedure for the suspension of classified employees will be that as set forth in § 22.1-315 of the Code of Virginia.

"Employee" or "employees" means all full-time employees of the school division, except the Division Superintendent and those employees covered under the provisions of Articles 2 and 3 of Chapter 15 of Title 22.1 of the Code of Virginia, who have completed the required probationary period. "Employee" does not mean a part-time or temporary employee.

Procedure

1. Written notice of the proposed action, along with a statement of the reasons for the action, shall be given to the employee by his or her supervisor or appropriate administrator. Such notice shall also advise the employee that he may file a

written request for a hearing with the superintendent within five days of the written notice, and that failure to make a written request within the prescribed time will constitute a waiver of the right to a hearing and the action will become final without a hearing or further notice.

2. Upon a timely request, the Superintendent or his designee shall hold a hearing within ten working days of receipt of the employee's request. Notice of the hearing shall be given **either** orally or in writing to the employee at least five calendar days before the hearing.
3. The employee and his supervisor may be represented by legal counsel at the hearing. The hearing shall be private and the Superintendent or his designee shall have full discretion over the conduct of the hearing. However, the employee and the supervisor may make opening statements, may present all material and relevant evidence, including the testimony of witnesses, and may cross-examine witnesses. Witnesses may be questioned by the superintendent or his designee.
4. The Superintendent or designee shall give the employee a written decision within five working days after the completion of the hearing. The decision shall be based on the evidence relevant to the issues produced at the hearing in the presence of each party. If the Superintendent/designee decides to accept the recommendation of dismissal or demotion, the decision shall specify the effective date of the action, which may be immediate.
5. The School Board shall conduct a hearing regarding the recommended dismissal or demotion only when such action is initiated by the Superintendent. In all other cases, the Superintendent or designee shall provide the hearing. A hearing before the School Board, when applicable, must be requested in the manner and within the time, and will be conducted, as set forth above.
6. In cases in which the Superintendent or designee has provided the hearing, the employee may appeal the decision to the school board by providing written notice of appeal to the Superintendent within five (5) days of the decision of Superintendent or designee. Upon timely appeal, the school board shall decide the appeal on the record and render its decision within 30 days of the appeal.

Adopted: June 13, 2005  
Revised: January 8, 2007

## PROFESSIONAL STAFF DEVELOPMENT

The BLANK School Board provides a program of high-quality professional development

- (i) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
- (ii) as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;
- (iii) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula;
- (iv) for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel; and
- (v) designed to educate School Board employees about bullying as defined in Va. Code § 22.1-276.01 and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional development programs each year in

- (i) instructional content;
- (ii) the preparation of tests and other assessment measures;
- (iii) methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- (iv) instruction and remediation techniques in English, mathematics, science and history and social science;
- (v) interpreting test data for instructional purposes;
- (vi) technology applications to implement the Standards of Learning; and
- (vii) effective classroom management.

All instructional personnel are required to participate each year in professional development programs.

Each teacher and other instructional personnel, employed on a full-time basis, is required to complete a mental health awareness training or similar program.

Every employee holding a license issued by the Board of Education is required to complete cultural competency training, in accordance with guidance issued by the Board of Education, at least every two years. Each employee required to complete cultural competency training must complete at least one such training no later than the beginning of the 2022-2023 school year.

The Board annually reviews its professional development program for quality, effectiveness, participation by instructional personnel and relevancy to the instructional needs of teachers and the academic achievement needs of the students in the school division.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-253.13:5, 22.1-276.01, ~~22.1-291.4~~ and ~~22.1-298.6~~. 22.1-291.4, 22.1-298.6 and 22.1-298.7.

Code of Virginia  
Title 22.1. Education  
Chapter 15. Teachers, Officers and Employees

**§ 22.1-298.7. Teachers and other licensed school board employees;  
cultural competency training.**

Each school board shall adopt and implement policies that require each teacher and any other school board employee holding a license issued by the Board to complete cultural competency training, in accordance with guidance issued by the Board, at least every two years.

2021, Sp. Sess. I, cc. [23](#), [24](#).

## INSTRUCTIONAL GOALS AND OBJECTIVES

The Prince George School Board develops and implements a program of instruction for grades kindergarten through 12 that is aligned to the Standards of Learning established by the Board of Education and that meets or exceeds the requirements of the Board of Education. The program of instruction emphasizes reading, writing, speaking, mathematical concepts and computations, proficiency in the use of computers and related technology, computer science and computational thinking, including computer coding, and scientific concepts and processes; essential skills and concepts of citizenship, including knowledge of Virginia history and world and United States history, economics, government, foreign languages, international cultures, health and physical education, environmental issues and geography necessary for responsible participation in American society and in the international community; fine arts, which may include, but need not be limited to, music and art, and practical arts; knowledge and skills needed to qualify for further education, gainful employment, or training in a career or technical field; and development of the ability to apply such skills and knowledge in preparation for eventual employment and lifelong learning and to achieve economic self-sufficiency.

The School Board also implements:

1. programs in grades kindergarten through three that emphasize developmentally appropriate learning to enhance success
2. programs based on prevention, intervention, or remediation designed to increase the number of students who earn a high school diploma and to prevent students from dropping out of school; such programs shall include components that are research-based
3. career and technical education programs incorporated into the kindergarten through grade 12 curricula
4. educational objectives in middle and high school that emphasize economic education and financial literacy pursuant to Va. Code § 22.1-200.03
5. early identification of students with disabilities and enrollment of such students in appropriate instructional programs consistent with state and federal law
6. early identification of gifted students and enrollment of such students in appropriately differentiated instructional programs
7. educational alternatives for students whose needs are not met in programs prescribed elsewhere in the Standards of Learning
8. adult education programs for individuals functioning below the high school completion level

9. a plan to make achievements for students who are educationally at risk a divisionwide priority that shall ~~include~~ includes procedures for measuring the progress of such students

10. an agreement for postsecondary degree attainment with a community college in Virginia specifying the options for students to complete an associate's degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma; such agreement shall ~~specify~~ specifies the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher

11. a plan to notify students and their parents of the availability of dual enrollment and Advanced Placement classes; career and technical education programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences; the International Baccalaureate Program, and Academic Year Governor's School Programs; the qualifications for enrolling in such classes, programs and experiences; and the availability of financial assistance to low-income and needy students to take the Advanced Placement and International Baccalaureate examinations; this plan shall ~~include~~ includes notification to students and parents of the agreement with a community college in Virginia to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma

12. identification of students with limited English proficiency and enrollment of such students in appropriate instructional programs, which programs may include dual language programs whereby such students receive instruction in English and in a second language

13. early identification, diagnosis, and assistance for students with reading and mathematics problems and provision of instructional strategies and reading and mathematics practices that benefit the development of reading and mathematics skills for all students

14. incorporation of art, music, and physical education as a part of the instructional program at the elementary school level

15. a program of physical activity available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the regular school year; such program may include any combination of (i) physical education classes, (ii) extracurricular athletics, (iii) recess, or (iv) other programs and physical activities deemed appropriate by the School Board

16. a program of student services for grades kindergarten through grade 12 that shall be designed to aid students in their educational, social, and career development

17. the collection and analysis of data and the use of the results to evaluate and make decisions about the instructional program

18. a program of instruction in each government course in the school division on all information and concepts in the civics portion of the U.S. Naturalization test

Timely written notification is provided to the parents of any student who:

- undergoes literacy and Response to Intervention screening and ~~services; or~~ services;
- does not meet the benchmark on any assessment used to determine at-risk learners in preschool through grade 12, which notification includes all such assessment scores and subscores and any intervention plan that results from such assessment scores or ~~subscores.~~ subscores; or
- receives reading intervention services. Parents of each student who receives reading intervention services are notified before the services begin.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-23.3, 22.1-215.2, 22.1-253.13:1.

Cross Refs.:	IGAD	Career and Technical Education
	IGBE	Remedial and Summer Instructional Program
	IGBI	Advanced Placement Classes and Special Programs
	JHCF	Student Wellness



## TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

~~Each student shall receive instruction related to alcohol and drug abuse and smoking and health. The health education program will include instruction in drug and substance abuse prevention. It will encourage and support organizations and activities that will develop a positive peer influence concerning substance abuse and create a climate whereby students may seek and receive counseling about substance abuse and related problems without fear of reprisal.~~

~~Each student shall receive instruction concerning the public safety hazards and dangers of alcohol abuse, underage drinking, and drunk driving.~~

Prince George Public Schools provides instruction concerning

- drugs and drug abuse,
- the public safety hazards and dangers of alcohol abuse, underage drinking, underage marijuana use, and drunk driving, and
- the health and safety risks of using tobacco products, nicotine vapor products, and alternative nicotine products.

Adopted: June 13, 2005

Revised: August 9, 2010; August 11, 2014

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ ~~22.1-79.5~~, 22.1-206.

Cross Refs.: GBEC/JFCH/KGC Tobacco Products and Nicotine Vapor Products

© 5/21 VSBA

## CHARACTER EDUCATION

The Prince George School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

The character education program

- specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
- is implemented at the elementary and secondary levels;
- provides for relevant professional development and adequate resources; and
- includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values.

Adopted:

---



---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-207.2:1, 22.1-208.01.

Cross Refs.: IKF

INB  
INDC

The Virginia Assessment Program and Graduation  
Requirements  
Teaching About Controversial Issues  
Religion in the Schools

## PARENT AND FAMILY ENGAGEMENT

### Generally

The Prince George School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Prince George School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

In keeping with these beliefs, the Prince George School Board cultivates and supports active parent and family engagement in student learning. The Prince George School Board:

- provides activities that educate parents regarding the intellectual and developmental needs of their children. These activities promote cooperation between the division and other agencies or school/community groups (such as parent-teacher groups, the Head Start program, the Reading First program, Early Reading First program, Even Start program, and Parents as Teachers program) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development
- implements strategies to involve parents in the educational process, including:
  - keeping families informed of opportunities for involvement and encouraging participation in various programs
  - providing access to educational resources for parents and families to use with their children
  - keeping families informed of the objectives of division educational programs as well as of their child's participation and progress with these programs
- enables families to participate in the education of their children through a variety of roles. For example, family members may
  - provide input into division policies
  - volunteer time within the classroom and school program
- provides professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies
- performs regular evaluations of parent involvement at each school and in the division
- provides access, upon request, to any instructional material used as part of the educational curriculum
- if practicable, provides information in a language understandable to parents

In addition, for parents of students eligible for English learner programs, the School Board informs such parents of how they can be active participants in assisting their children

- to learn English;
- to achieve at high levels in core academic subjects; and
- to meet the same challenging academic content and student academic achievement standards as all children are expected to meet.

#### Parental Involvement in Title I Plan

The Prince George School Board encourages parents of children eligible to participate in Title I, Part A, programs to participate in the development of the Board's Title I plan. Parents may participate by

- attending district advisory board meetings;
- attending school's parent advisory meetings;
- completing annual spring evaluation.

#### Parental Involvement in School Review and Improvement

The Prince George School Division encourages parents of children eligible to participate in Title I, Part A, and English learner programs to participate in the process of school review and, if applicable, the development of support and improvement plans under 20 U.S.C. § 6311(d)(1) and (2). Parents may participate by

- attending school's parent advisory meetings;
- attending Title I district advisory meetings;
- serving on school improvement committees;
- completing school surveys and evaluations.

#### Division Responsibilities

The Prince George School Division, and each school which receives Title I, Part A, funds:

- provides assistance to parents of children served by the school or division, as applicable, in understanding topics such as Virginia's challenging academic standards, state and local academic assessments and how to monitor a child's progress and work with educators to improve the achievement of their children
- provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement
- educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate

- with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school
- to the extent feasible and appropriate, coordinates and integrates parental involvement programs and activities with other federal, state and local programs, including public preschool, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children
  - ensures that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand
  - provides such other reasonable support for parental involvement activities as parents may request

The Prince George School Division, and each school which receives Title I, Part A, funds, **MAY:**

- involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training
- provide necessary literacy training from Title I funds if the division has exhausted all other reasonably available sources of funding for such training
- pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- train parents to enhance the involvement of other parents
- arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators who work directly with participating children and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation
- adopt and implement model approaches to improving parental involvement
- establish a divisionwide parent advisory council to provide advice on all matters related to parental involvement in programs supported by Title I
- develop appropriate roles for community-based organizations and businesses in parental involvement activities

### School Parent and Family Engagement Policies

Each school served under Title I, Part A, jointly develops with and distributes to parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that describes the means for carrying out the following:

- convening an annual meeting, at a convenient time, to which all parents of participating children are invited and encouraged to attend, to inform parents of their school's participation in Title I, Part A, and to explain the requirements of Title I, Part A, and the rights of parents to be involved

- offering a flexible number of meetings, such as meetings in the morning or evening. Schools may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement
- involving parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I, Part A, programs including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under 20 U.S.C. § 6314(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children
- providing parents of participating children:
  - timely information about Title I, Part A, programs;
  - a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; and
  - if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and responding to any such suggestions as soon as practicably possible
- if the school wide program plan under 20 U.S.C. §6314(b) is not satisfactory to the parents of participating children, submitting any parent comments on the plan when the school makes the plan available to the School Board

### Parent and Family Involvement in Allocation of Funding

Parents and family members of children receiving services under Title I, Part A, are involved in the decisions regarding how funds provided under Title I, Part A, are allotted for parental involvement activities.

### Policy Review

The School Board conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all schools served under Title 1, Part A, including identifying

- barriers to greater participation by parents (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background);
- the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
- strategies to support successful school and family interactions.

Adopted: June 13, 2015  
Revised: May 13, 2015; June 29, 2017

---

---

Legal Refs.: 20 U.S.C. §§ 6312, 6318.

Code of Virginia, 1950, as amended, §§ ~~22.1-78~~ 22.1-23, 22.1-78.

Cross Refs.:	AD	Educational Philosophy
	BCF	Advisory Committees to the School Board
	IAA	Notification of Learning Objectives
	IKA	Parental Assistance with Instruction

© 5/21 VSBA



## GUIDANCE AND COUNSELING PROGRAM

### School Guidance and Counseling Services

Each school 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.

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

The guidance and counseling program 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 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.

If the School Board provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or school division-sponsored activity to persons or groups for occupational, professional or educational recruitment, it provides equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-130.1, 22.1-209.

8 VAC 20-620-10.

Cross Ref.:	IGAD	Career and Technical Education
	IJD	College and Career Readiness
	JO	Student Records

## TEACHING ABOUT CONTROVERSIAL ISSUES

The Prince George School Board recognizes that preparation for effective citizenship is one of the major purposes of education. The preparation for effective citizenship includes the study of issues that are controversial. Such study is carried out in an atmosphere free from bias, prejudice, or coercion.

In teaching about controversial issues, teachers are expected to

- establish a learning environment where each student can study the issues within a curriculum that is appropriate to the student's knowledge and maturity; and
- provide instruction in an atmosphere that is free from bias, prejudice, or coercion.

The role of the teacher in the presentation of controversial issues is vitally important. All sides of the issue should be given the students in a dispassionate manner. The goal is for the students to be taught to think clearly on all matters of importance, and to make their own decisions in the light of all the material that has been presented or can be researched on the issues. Indoctrination is not the intent or purpose of the school division.

Although the instruction program includes study of the political party system in the United States, the School Board does not endorse any political party or candidate.

School assignments on potentially sensitive topics should consider the age and emotional maturity of the students involved. Teachers should be aware of assignments that may be perceived by students or parents as particularly controversial. Before providing such assignments, a teacher must consult with the school principal who should ensure the content and purpose of the assignment is aligned with the curriculum before approving the assignment. Any principal who approves the assignment may allow a student or parent to opt-out of the assignment and the teacher must offer an alternative assignment for the same level of credit. If the principal does not approve the assignment, it may not be used in the classroom.

Adopted: June 13, 2005

Revised: May 3, 2021 (administratively)

---

Legal Refs.: Code of Virginia, 1950, as amended, Section 22.1-78

Cross Ref.: KF Distribution of Information/Materials  
JOB Administration of Surveys and Questionnaires

## EQUAL EDUCATIONAL OPPORTUNITIES/ NONDISCRIMINATION

### I. Policy Statement

Equal educational opportunities shall be are available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis. Educational programs shall be are designed to meet the varying needs of all students.

#### The School Board

- ~~provides facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities;~~
- ~~provides a free, appropriate education, including non-academic and extracurricular services to qualified persons with disabilities;~~
- ~~does not exclude qualified persons with disabilities solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and~~
- ~~does not discriminate against qualified persons with disabilities in the provision of health, welfare or social services.~~

### II. Complaint Procedure

#### A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal

shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

#### B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

#### C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the BLANK School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

#### D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

#### E. Compliance Officer and Alternate Compliance Officer

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at

[titleIX\\_info@pgs.k12.va.us](mailto:titleIX_info@pgs.k12.va.us). Complaints of discrimination may also be made to the Alternate Compliance Officer at [TITLE IX Alt@pgs.k12.va.us](mailto:TITLE_IX_Alt@pgs.k12.va.us).

**AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS THE ALTERNATE COMPLIANCE OFFICER.<sup>1</sup>**

The Compliance Officer

- receives reports or complaints of discrimination;
- conducts or oversees the investigation of any alleged discrimination;
- assesses the training needs of the school division in connection with this policy;
- arranges necessary training to achieve compliance with this policy; and
- ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

### III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

### IV. Right to Alternative Complaint Procedure

Nothing in this policy denies the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

---

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

<sup>1</sup> The Alternate Compliance Officer must be of the opposite gender than the Compliance Officer. The School Board may want to name an Alternate Compliance Officer who is not the same gender as the Compliance Officer.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training.

This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the Compliance Officers.

VI. False Charges

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

Adopted: June 13, 2005

Revised: October 9, 2006; December 10, 2012; December 7, 2020

---

Legal Refs: 20 U.S.C. §§ 1681-1688.  
29 U.S.C. §§ 794.  
42 U.S.C. §§ 2000d through 2000d-7.  
  
34 CFR 106.9.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 22.1-23.3, 22.1-212.6:1.

Cross Refs: AC Nondiscrimination  
AD Educational Philosophy  
GB Equal Employment Opportunity/Nondiscrimination  
JB-F Report of Discrimination  
JBA Section 504 Nondiscrimination Policy and Grievance  
Procedures  
JFHA/GBA Prohibition Against Harassment and Retaliation



## STUDENT CONDUCT

### Generally

The Prince George School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Prince George County school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

### Parental Involvement and Responsibility

Each parent of a student enrolled in Prince George County schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

#### Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug

and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

### Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

#### Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

#### Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

#### Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

#### Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

### Intentional Injury of Others

Students are prohibited from intentionally injuring others. Exchanging mutual, physical contact between two or more persons, *including but not limited to*, pushing, shoving or hitting with or without injury, is prohibited. Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

### Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

### Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property

### Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Adopted: June 13, 2005  
Revised: August 14, 2006; August 8, 2011; August 12, 2013; August 11, 2014;  
April 20, 2015; May 4, 2020 (administratively)

---

Legal Refs.: Code of Virginia, 1950, as amended, §§16.1-260, 18.2-56, 18.2-308.1, 18.2-308.7, 22.1-23.3, 22.1-78, 22.1-200.1, 22.1-253.13:7.C.3; 22.1-254, 22.1-276.3, 22.1-277, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.3, 22.1-279.3:1, 22.1-279.6, 22.1-288.2.

Model Guidance for Positive and Preventive Code of Student Conduct Policy and Alternatives to Suspension, Virginia Board of Education January 2019.

Cross Refs.: CLA Reporting Acts of Violence and Substance Abuse  
EBB Threat Assessment Teams  
ECAB Vandalism

IIBEA/GAB	Acceptable Computer System Use
IIBEA-R/GAB-R	Technology Use Guidelines
JFCE	Gang Activity or Association
JFCF	Drugs in School
JFG	Search and Seizure
JFHA/GBA	Prohibition Against Harassment and Retaliation
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JN	Student Fees, Fines and Charges

## PROHIBITION AGAINST HARASSMENT AND RETALIATION

The Prince George School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, ~~status as a veteran~~ military status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as protected group status, at school or any school sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on protected group status at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's protected group status at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

### The school division

- promptly investigates all complaints, written or verbal, of harassment based on protected group status at school or any school sponsored activity;
- promptly takes appropriate action to stop any harassment;
- takes appropriate action against any student or school personnel who violates this policy; and
- takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

## II. Definitions

The Compliance Officer is the person designated by the School Board to receive complaints of harassment referred by the Title IX Coordinator and oversee investigation of those complaints as described below.

"Consent" is clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity.





## Prohibited Conduct

### Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).

Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:

- unwelcome sexual physical contact
- unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- graphic comments about an individual's body
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexual objects, pictures, cartoons or posters
- impeding or blocking movement in a sexually intimidating manner
- sexual violence
- display of written materials, pictures, or electronic images
- unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

"Sexual harassment prohibited by Title IX" means conduct on the basis of sex that satisfies one or more of the following:

- an employee of the School Board conditioning the provision of an aid, benefit, or service of the School Board on an individual's participation in unwelcome sexual conduct;

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School Board's education program or activity; or
- "sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

#### Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

- creates an intimidating, hostile or offensive working or educational environment;
- substantially or unreasonably interferes with an individual's work or education; or
- otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.

Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
- hostile acts which are based on another's race, national origin, religion or disability
- written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

#### Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including socioeconomic level regardless of whether the personal characteristic is protected by law.

"Title IX" means 20 U.S.C. §§ 1681-1688 and the implementing regulations.

"Title IX Coordinator" means the person designated by the School Board to coordinate its efforts to comply with its responsibilities under this policy and Title IX. The Title IX Coordinator may be contacted at [titleIX\\_info@pgs.k12.va.us](mailto:titleIX_info@pgs.k12.va.us).

### III. Complaint Procedures

#### Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to the Title IX Coordinator or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to the Title IX Coordinator or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to the Title IX Coordinator. Any complaint that involves the Title IX Coordinator should be reported to the superintendent.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted.

The complaint, and identity of the person allegedly harassed and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a person allegedly harassed who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

After receiving a complaint, the Title IX Coordinator makes an initial determination whether the allegations may be sexual harassment prohibited by Title IX. If they may be, the Title IX Grievance Process below is followed. If they cannot be sexual harassment prohibited by Title IX, then the complaint is referred to the Compliance Officer who follows the procedures below.

The Title IX Coordinator also determines whether the alleged harassment may also constitute criminal conduct and ensures that law enforcement officials are notified if necessary.

If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Services in accordance with Policy GAE Child Abuse and Neglect Reporting.

## Investigation by Compliance Officer

### Generally

#### The Compliance Officer

- receives complaints of harassment referred by the Title IX Coordinator;
- conducts or oversees the investigation of any alleged harassment referred by the Title IX Coordinator;
- assesses the training needs of the school division in connection with complaints referred by the Title IX Coordinator;
- arranges necessary training; and
- ensures that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

### Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment from the Title IX Coordinator, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after referral of the complaint to the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the person allegedly harassed. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the person allegedly harassed and the alleged harasser shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the person allegedly harassed, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the person allegedly harassed and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

#### Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the person allegedly harassed and the alleged harasser. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Prince George School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

#### Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the

School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

#### Compliance Officer Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the person allegedly harassed' s\_principal or principal's designee or supervisor may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the person allegedly harassed and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Compliance Officer Formal Procedures set forth herein. The principal or principal's designee or supervisor shall notify the person allegedly harassed and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

#### Sexual Harassment Prohibited by Title IX

##### Definitions

"Actual knowledge" means notice of sexual harassment prohibited by Title IX or allegations of sexual harassment prohibited by Title IX to the Title IX Coordinator or any official of the school division who has authority to institute corrective measures or to any employee of an elementary or secondary school.

"Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment prohibited by Title IX.

"Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment prohibited by Title IX against a respondent and

requesting that the allegation be investigated. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail. When the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party. The allegations in a formal complaint must be investigated. In response to a formal complaint, the Title IX Grievance Process below is followed.

“Program or activity” includes locations, events or circumstances over which the School Board exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment prohibited by Title IX.

“Supportive measures” means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the School Board’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security or monitoring of parts of campus, and other similar measures. Any supportive measures provided to the complainant or respondent are maintained as confidential, to the extent that maintaining such confidentiality does not impair the ability to provide supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## Title IX Grievance Process

### Generally

Any person may report sex discrimination prohibited by Title IX, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. The reporting party may use the form, Report of Harassment, GBA-F/JFHA-F, to make a complaint. Such a report may be made at any time, including non-business hours, by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Complainants and respondents are treated equitably by offering supportive measures to a complainant and by following this grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

The Title IX Coordinator promptly contacts the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain the process for filing a formal complaint.

Applicants for admission and employment, students, parents or legal guardians, employees, and all unions or professional organizations holding ~~collective bargaining or~~ professional agreements with the School Board are notified

- of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator; and
- that the School Board does not discriminate on the basis of sex in its education program or activity and that it is required by Title IX not to discriminate in such a manner. The notification states that the requirement not to discriminate extends to admission and employment and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

The School Board prominently displays the contact information for the Title IX Coordinator and this policy on its website and in each handbook or catalog it makes available to persons listed above who are entitled to notifications.

Nothing herein precludes a respondent from being removed from the School Board's education program or activity on an emergency basis, provided that an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and that the respondent is provided with notice and an opportunity to challenge the decision immediately following the removal.

Nothing herein precludes a non-student employee respondent from being placed on administrative leave during the pendency of a grievance process

This grievance process treats complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following this process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies are designed to restore or preserve equal access to the School Board's education program or activity.



The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

All relevant evidence is evaluated objectively, including both inculpatory and exculpatory evidence. Credibility determinations are not based on a person's status as a complainant, respondent, or witness.

Any Title IX Coordinator, investigator, decision-maker, or any person who facilitates an informal resolution process may not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process receives training on the definition of sexual harassment prohibited by Title IX, the scope of the School Board's education program or activity, how to conduct an investigation and grievance process including appeals, and informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators receive training on issues of relevance in order to create investigative reports that fairly summarize relevant evidence.

A finding of responsibility may result in disciplinary action up to and including expulsion for students or dismissal of employees.

The standard of evidence used to determine responsibility is preponderance of the evidence.

This grievance process does not allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege.

#### Notice of allegations

On receipt of a formal complaint, the Title IX coordinator gives the following written notice to the parties who are known:

- notice of the grievance process, including any informal resolution process, and
- notice of the allegations of sexual harassment potentially constituting sexual harassment prohibited by Title IX, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment prohibited by Title IX, and the date and location of the alleged incident, if known.

#### The written notice

- includes a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence; and
- informs the parties of any provisions in the School Board's code of conduct or the superintendent's Standards of Student Conduct that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the investigator decides to investigate allegations about the complainant or respondent that are not included in the notice previously provided, notice of the additional allegations is provided to the parties whose identities are known.

#### Dismissal of formal complaints

A formal complaint or any allegations therein must be dismissed if the conduct alleged in the complaint

- would not constitute sexual harassment prohibited by Title IX even if proved,
- did not occur in the School Board's education program or activity, or
- did not occur against a person in the United States.

Such a dismissal does not preclude action under another provision of the School Board's code of conduct or the superintendent's Standards of Student Conduct.

A formal complaint or any allegations therein may be dismissed if at any time during the investigation:

- a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- the respondent is no longer enrolled or employed by the School Board; or
- specific circumstances prevent the School Board from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

#### Investigation of formal complaint

When investigating a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the School Board and not on the parties provided that a party's records that are made or maintained by a physician, psychologist, or other recognized

professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party are not accessed, considered, disclosed or otherwise used without the voluntary, written consent of the party's parent, or the party if the party is an eligible student, to do so for this grievance procedure.

The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The ability of the parties to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.

The parties have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The choice or presence of advisor for either the complainant or respondent is not limited in any meeting or grievance proceeding.

Any party whose participation is invited or expected is provided written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.

The investigator provides both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence which will not be relied upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to the completion of the investigative report, the investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

The investigator creates an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to the time a determination regarding responsibility is made, sends to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

After the investigator has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker must afford each party the opportunity to submit written, relevant questions that the party wants asked of any party

or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the question any decision to exclude a question as not relevant.

#### Determination regarding responsibility

The decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, must issue a written determination regarding responsibility.

The written determination must include

- identification of the allegations potentially constituting sexual harassment prohibited by Title IX;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- findings of fact supporting the determination;
- conclusions regarding the application of the School Board's code of conduct or the superintendent's Standard of Student Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the School Board imposes on the respondent, and whether remedies designed to restore or preserve equal access to the School Board's education program or activity will be provided to the complainant; and
- the procedures and permissible bases for the complainant and respondent to appeal.

The decision-maker must provide the written determination regarding responsibility to the parties simultaneously.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

## Appeals

Either party may appeal from a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Notification of appeal must be given in writing to the Title IX Coordinator.

As to all appeals, the Title IX Coordinator

- notifies the other party in writing when an appeal is filed and implements appeal procedures equally for both parties;
- ensures that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator; and
- ensures that the decision-maker for the appeal complies with the standards set forth in Title IX and this policy.

The appeal decision-maker

- gives both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- reviews the evidence gathered by the investigator, the investigator's report, and the decision-maker's written decision;
- issues a written decision describing the result of the appeal and the rationale for the result; and
- provides the written decision simultaneously to both parties and the Title IX Coordinator.

## Timelines

The investigative report will be provided to the parties within 35 days from the date the formal complaint is filed.

A decision will be issued within 10 working days from the date the investigative report is submitted to the decision-maker.

Either party may appeal within 5 working days from the date the written determination regarding responsibility is given to the parties.

Any appeal will be resolved with 15 calendar days from the filing of the appeal.

If the parties agree to an informal resolution process, these deadlines are tolled from the time one party requests an informal resolution process until either the time the other party responds, if that party does not agree to the informal resolution process, or until either party withdraws from the informal resolution process.

Temporary delays of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action are permitted. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; disciplinary processes required by law or School Board policy; or the need for language assistance or accommodation of disabilities.

#### Informal Resolution Process

At any time during the formal complaint process and prior to reaching a determination regarding responsibility, the parties may participate in an informal resolution process, such as mediation, that does not involve a full investigation and determination of responsibility. When one party requests an informal resolution process, the other party must respond to the request within 3 days. The informal resolution process must be completed within 10 days of the agreement to participate in the process.

The informal resolution process may be facilitated by a trained educational professional, consultant, or other individual selected by the Title IX Coordinator under the following conditions:

- the parties are provided a written notice disclosing the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process, resume the grievance process with respect to the formal complaint, and be informed of any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- the parties, voluntarily and in writing, consent to the informal resolution process; and
- the informal resolution process cannot be used to resolve allegations that an employee sexually harassed a student.

If the matter is resolved to the satisfaction of the parties, the facilitator shall document the nature of the complaint and the resolution, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. If the matter is not resolved, the formal complaint process is resumed.

Parties cannot be required to participate in an informal resolution process.

An informal resolution process is not offered unless a formal complaint is filed.

#### Recordkeeping

The School Board will maintain for a period of seven years records of:

- each investigation of allegations of sexual harassment prohibited by Title IX including any determination regarding responsibility and any audio or audiovisual recording or transcript, if any, required under the Title IX regulations, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to School Board's education program or activity;
- any appeal and the result therefrom;
- any informal resolution and the result therefrom; and
- all materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These materials will also be made available on the School Board's website.

For each response required under 34 C.F.R. § 106.44, the School Board must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment prohibited by Title IX. In each instance, the School Board will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to its education program or activity. If the School Board does not provide a complainant with supportive measures, then it will document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

#### IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Title IX Coordinator will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

Adopted: June 13, 2005

Revised: August 31, 2007; August 8, 2011; December 12, 2012; July 13, 2015; July 16, 2018 (administratively); November 2, 2020

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

34 C.F.R. 106.2, 106.8, 106.9, 106.30, 106.44, 106.45, 106.71.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2.3902, 22.1-23.3, 22.1-295.2.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	GAB/IIBEA	Acceptable Computer System Use
	GB	Equal Employment Opportunity/Nondiscrimination



GBA-F/JFHA-F	Report of Harassment
GBM	Professional Staff Grievances
GBMA	Support Staff Grievances
JB	Equal Educational Opportunities/Nondiscrimination
JFC	Student Conduct
GCPD	Professional Staff Discipline
GAE	Child Abuse and Neglect Reporting
KKA	Service Animals in Public Schools

## STUDENT WELLNESS

### Goals

Based on review and consideration of evidence-based strategies and techniques, the Prince George School Board has established establishes the following goals to promote student wellness.<sup>1</sup>

#### Nutrition Promotion and Education

##### Nutrition Promotion<sup>1</sup>

Prince George County Public Schools will provide at least 140 minutes of nutrition education and exceed the expectations of the Virginia Department of Education Health Standards of Learning (SOLs) by integrating nutrition concepts and skills into mathematics, language arts, social science, and elective courses throughout the school year. The cafeteria environment will reinforce nutrition education provided in the classroom.

#### Physical activity

##### Physical Education/Physical Activity<sup>1</sup>

Prince George County Public Schools will provide every student with physical education that exceeds the expectations of the VDOE Physical Education SOLs and teaches the skills needed to achieve and maintain a health-enhancing level of personal fitness and develop the knowledge, attitudes, behaviors, and confidence needed to be physically active for life. A program of physical activity is provided for all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the school year. A program of physical activity is available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the school year.

All physical education classes in Prince George County Public Schools are taught by licensed teachers endorsed to teach physical education. All physical education teachers will be required to participate in professional development at least once per year.

---

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

<sup>1</sup> Each division must determine its own goals and include them in its policy.

### Other Activities that Promote Student Wellness<sup>1</sup>

Prince George County Public Schools will provide health promotion communication to parents and caregivers, families, and the general community on the benefits of and approaches to healthy eating and physical activity throughout the school year. Families will be informed, invited to participate in school-sponsored activities, and will receive information about health promotion efforts. These health promotion efforts include at least one of the following:

- fall health fair;
- school-sponsored fun run for students and families;
- quarterly health and wellness newsletter published on our Food & Nutrition Webpage

Schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside and/or outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating.

### Nutrition Standards and Guidelines

The School Board incorporates and adopts the nutrition standards in 8 VAC 20-740-10 through 8 VAC 20-740-40.<sup>2</sup>

The superintendent is responsible for creating<sup>3</sup>

- regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day; and
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210.11, serve to promote student health, reduce and prevent childhood obesity, and combat problems associated with poor nutrition and physical inactivity.

---

<sup>2</sup> This statement applies in divisions that participate in the national school lunch program. If a division does not participate in that program, it should not adopt this sentence.

<sup>3</sup> This paragraph delegates the responsibility for developing and implementing the required standards and guidelines to the superintendent. The School Board may retain that responsibility itself if it prefers.

## Public Involvement/Implementation

The School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy by:

### Public Involvement<sup>1</sup>

The division will invite a diverse group of stakeholders from the list below and the public to participate in the development, implementation, and periodic review of the Wellness Policy. The public will be notified through social media posts and the division website, for opportunities to participate.

- Administrators
- Classroom teachers
- Physical education teachers
- School food authority (SFA) representatives
- School nurse
- Community members
- Students
- Parents
- School Board members
- Medical/Healthcare professionals
- Virginia Cooperative Extension agents
- Local farmers, chefs, or nutritionists

The [INSERT STAFF POSITION TITLE]<sup>4</sup> is responsible for implementing and enforcing this policy. The implementation of the policy is measured by

The position/person responsible for managing the triennial assessment and contact information is Ginger Absher, Food & Nutrition Coordinator, [gabsher@pgs.k12.va.us](mailto:gabsher@pgs.k12.va.us)

The school wellness coordinator at each school will complete the VDOE School Level Report Card. The results of the report card/tool will be submitted to the wellness policy designee in order to analyze the findings and develop the triennial assessment. The wellness policy designee

---

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

<sup>4</sup> The School Board may designate more than one staff person to fulfill this responsibility.

will actively notify the community of the results of the triennial assessment by posting on the Prince George County Public Schools website. The results of the triennial assessment, as well as the latest national and state recommendations pertaining to school health, will be used to update the goals and language in the Prince George County Public Schools Wellness Policy.

~~The public is informed about the content and implementation of the policy by~~

### **Public Update and Information<sup>1</sup>**

Each school year the division will actively inform families and the public about the content of and any updates to the Wellness Policy through the Prince George County Public Schools webpage and School Board meetings.

The Wellness Policy and any updates can be found on the Prince George County Public Schools Food & Nutrition website [www.schoolnutritionandfitness.com/index.php?sid=1464113827674](http://www.schoolnutritionandfitness.com/index.php?sid=1464113827674) under Wellness Policy. Please contact the wellness policy designee at [gabsher@pgs.k12.va.us](mailto:gabsher@pgs.k12.va.us) or at 804-733-2710 for more information or ways to get involved.

Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.<sup>5</sup>

~~The process for monitoring compliance with this policy is~~

### **Triennial Assessment<sup>1</sup>**

Prince George County Public Schools will evaluate compliance with the Wellness Policy at least once every three years. The assessment will include the extent to which each school is in compliance with the policy, the extent to which the policy compares to a model policy, and a description of the progress made in attaining the goals of the policy.

The School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- the policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; and
- documentation of the triennial assessment of the policy.

---

<sup>5</sup> The School Board must consider the results of its local triennial assessment in updating the local goals included in this policy.

Adopted:

---

Legal Refs: 42 U.S.C. § 1758b.

7 C.F.R. 210.31.

Code of Virginia, 1950, as amended, § 22.1-207.4.

8 VAC 20-740-30.

8 VAC 20-740-40.

Cross Refs:	EFB	Food Services
	IGAE/IGAF	Health Education/Physical Education
	JL	Fund Raising and Solicitation
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

## STUDENT WELLNESS

### A. Generally

Schools, in partnership with families, and other local agencies and community organizations, play an important role in promoting student and staff wellness. The School Board believes that for students to achieve personal, academic, developmental, and social success, the school division needs to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. In revising this policy, it is therefore the goal of the School Board to establish a system-wide culture of wellness within the Prince George County Public Schools for students that aligns with the Centers for Disease Control and Prevention's Whole School, Whole Community, Whole Child ecological framework. With the child at the center, policies, practices, and procedures such as this one improve and strengthen the alignment between learning and health.

To assist with the implementation of this overall goal, the School Board strongly supports reliance upon research-based programs and practices as well as data-based decision-making. The School Board also strongly supports school environments that encourage and model nutritious eating habits and physical activity, both of which are linked to academic success and lifelong good health.

Among other things, research shows that two components — good nutrition and physical activity before, during, and after the school day — are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less than adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities do better academically with positive changes in behavior and motivation.

### B. School Meals

Prince George County Public Schools is committed to serving healthy meals to children that meet the nutritional requirements contained in Policy 7020, Sale of Food Items on School Premises. This policy can be found at <http://www.schoolnutritionandfitness.com/index.php?sid=1464113827674>. The goals of the school division's school meal programs are to improve the diet and health of school children, to help mitigate childhood obesity, to model healthy eating habits, to support the development of lifelong healthy eating patterns, and to support healthy choices while also accommodating cultural food preferences and special dietary needs. Meals should also be appealing and attractive and every effort is made to serve in a clean and pleasant environment. All Prince George County schools have closed campuses and students should remain at school during their meal period.

All schools within the school division participate in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). In addition, the school division participates in the Farm-To-School program.

In addition, the school division operates other nutrition-related programs and activities including alternative breakfast models. Further, individual schools may sponsor promotions or special events, such as food tastings, that highlight nutritious foods.

#### C. Competitive Foods and Beverages

The school division supports the notion that all foods and beverages offered to students on the school campus during the school day support healthy eating. No food or beverage outside of what is sold by Food and Nutrition Services should be sold during breakfast or lunch service.

#### D. Nutrition Education

The primary goal of nutrition education is to influence lifelong eating behaviors in a positive manner. Nutrition education teaches behavior-focused skills and may be offered as a part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health and to make positive choices regarding food and nutrition.

#### E. Nutrition Promotion

Like nutrition education, the primary goal of nutrition promotion is to influence lifelong eating behaviors in a positive manner through creating positive food environments that encourage healthy nutrition choices and encouraging participation in school meals programs, as research indicates that school meals are more healthful than other alternatives.

Among other things, applications for free and reduced priced meals will be made available at the beginning of each school year, will be placed on the school division's website, and will be provided to a parent or guardian upon request. Prince George County is committed to protecting the privacy of students and families that qualify and apply for free or reduced meals and will take steps to ensure the process is confidential. For more details on eligibility for free/reduced meals, please see School Board Policy EFB and EFBR.

#### F. Food and Beverage Marketing in Schools

The school division will promote student's health by permitting only the advertising and marketing of foods and beverages that are permitted to be sold on the school campus, which includes those items maintaining the nutritional standards of Smart Snacks, serving



to promote student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. However, this restriction shall not apply to advertisements on students' clothing; on the packages of food brought from home by students or staff for personal consumption; the use by a teacher of an advertisement as a part of a media or other lesson; scoreboards, marquees, and other fixtures where a logo already appears. As the Division, School Nutrition Services, Athletic Departments, and PTAs/PTOs consider new contracts, equipment and product purchasing (and replacement), decisions should reflect the applicable marketing guidelines established by this policy.

### G. Physical Activity

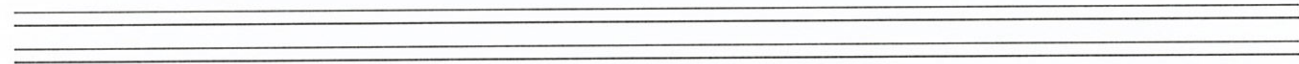
Prince George County is committed to creating a school environment that promotes active movement outside of the traditional opportunities to engage in physical activity. The school division encourages daily active recess and a comprehensive physical education program.

### H. Health and Physical Education

The school division will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health and nutrition standards. Physical education will be taught by licensed and qualified health and physical education teachers who are required to complete annual professional development training.

Adopted: April 3, 2006

Revised: August 11, 2008; August 12, 2013; June 29, 2017 (administratively); July 16, 2018 (administratively); June 1, 2020 (administratively)



Legal Refs: 42 U.S.C. § 1758b.  
7 CFR Pt. 210, App.B  
Code of Virginia, 1950, as amended, § 22.1-253.13:1.D.14.

Cross Refs: EFB Free and Reduced Price Food Services  
IGAE/IGAF Health Education/Physical Education  
JL Fund Raising and Solicitation  
KQ Commercial, Promotional, and Corporate Sponsorships and Partnerships

## STUDENT TRANSCRIPTS

### Generally

Secondary school transcripts contain information as specified by the Virginia Board of Education.

### Test Record

The superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

### High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

### Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.

8 VAC 20-131-90.

8 VAC 20-160-30.

Cross Refs.: JO

Student Records

## SCHOOL VISITORS

### Generally

~~Visitors are welcome in the schools as long as their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office. Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender and Crimes Against Minors Registry Information before arriving at school property or school sponsored activities. The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.~~

~~Anyone, including students, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen may be prosecuted.~~

### Parents

~~Parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.~~

### Board Members

~~Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other visitors when visiting a school.~~

Prince George County Public Schools welcomes and encourages visits to school by parents, guardians, grandparents and other family members. The School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. To ensure the orderly operation of the educational process, the Superintendent shall establish guidelines governing school visits.

Adopted: June 13, 1005  
Revised: August 11, 2008; November 8, 2010; April 20, 2015; July 16, 2018;  
August 12, 2019; September 9, 2019; May 3, 2021

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 18.2-128; 18.2-415, 22.1-4.3, 22.1-79.

Cross Refs.: DJG Vendor Relations  
ECA Inventory and Reporting of Loss or Damage  
~~GAB/IIBEA~~ ~~Acceptable Computer System Use~~  
IGBC Parental Involvement  
KGB Public Conduct on School Property  
KK-R School Visitor Regulations  
KN Sex Offender and Crimes Against Minors Registry Information  
KP Parental Rights and Responsibilities

## SCHOOL VISITORS

Parents or guardians are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service, lunch with their child, and other school programs. Noncustodial parents are not denied, solely on the basis of their noncustodial status, the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the School Board.

School administration strives to ensure student safety, protect instructional time, limit disruptions to the school day, and protect the confidentiality of students when considering a request for a classroom observation.

### Classroom Observations

1. Classroom observations must be requested in advance and receive the approval of the building principal or his/her designee. A request for a classroom observation by a parent/guardian must be made to the building principal or designee. The request must include the purpose of the observation and the name of the observer. An appointment time will be arranged after the principal or designee has conferred with the teacher. The visitor's observation shall be scheduled for no sooner than 24 hours. The observer will be accompanied by a school administrator or his/her designee for the duration of the observation. The failure to receive a response to the request will not be considered as permission for the observation or visitation to occur.
2. Generally, only one parent or observer may observe a student's classroom at any one time.
3. Observations must be short in duration and will generally be limited to a time equivalent to one class period (or one hour), but the building principal/ designee will have discretion to limit, or extend if necessary, the length of any observation.
4. Observers must follow the School Board's policy regarding visitors to the school and any school procedures for visitors, including the requirement that all visitors register at the school office immediately upon arrival. If an observer strays from the designated observation area, then that observer should be escorted from the building and future observation requests may be denied.
5. Observers must maintain the confidentiality of other students in the classroom. If an observer fails to maintain confidentiality of other students in the classroom, then future observation requests from that observer will be denied.
6. Observers must not interact with the child or the teacher while the class is in session or otherwise disrupt or interrupt classroom instruction. Any disruption to the instruction of the classroom caused or created by the visitor may be grounds for the observer being asked to immediately leave the classroom and could result in the observer being denied future observations. Should this occur, the principal or designee shall give reasons for the action.

7. The use of cameras, audio or video recording devices, and the use of electronic devices that have the capability of taking photographs or taking audio or video recordings, is prohibited by visitors/observers during a classroom observation. This prohibition of the use of electronic devices includes, but is not limited to, cell phones, smart phones, iPads, tablets, and other portable electronic devices.
8. If the concerns raised by the visitor are with instruction, course content, or a student/teacher conflict, these issues may first be addressed with a conference involving the principal, teacher, and parent or guardian.
9. If a dispute arises regarding limitations upon or withholding of approval for visits:
  - a. The visitor shall first discuss the matter with the building principal.
  - b. If the matter is not satisfactorily resolved, the visitor may request a meeting with the Director of Elementary or Director of Secondary depending on the grade of the child. The Director shall promptly meet with the visitor, investigate the dispute, and render a written decision within 10 school days. Appeals of the Director's decision should be made in writing to the Assistant Superintendent. Appeals of the Assistant Superintendent's decision should be made in writing to the Superintendent. The review and decision of the Superintendent will be final.
10. If a parent does not want to have their child in the room when another parent comes to observe, the parent can submit written notification to the teacher and principal.
11. Requests for observations as part of an Independent Educational Evaluation of a student with a disability must be coordinated through the Office of Special Education.

Observations by Persons Other than Parents (i.e., Physicians, Therapists, or Other Qualified Professionals):

Individuals other than parents are generally not permitted to observe a child in a classroom. If there is a compelling and specific reason supplied for the observation and the observation enhances the education of the child, then the request for the observation may be permitted at the discretion of the building principal or designee. Written parent permission for the observation must be supplied. If an observation is granted, the individual must follow the same procedures as are required for parents. Only one individual can observe at a time and an administrator must be present during any observation granted to an individual. Outside observers will be reminded of confidentiality concerns regarding the privacy rights of other students in the class.

### Observations in Connection with an Independent Educational Evaluation

An individual may observe as part of an independent educational evaluation if an observation was part of the evaluation that is being challenged. The observer must be a professional who is qualified in the same area as the evaluator who conducted the underlying evaluation. The observation cannot exceed the length of time utilized by the original evaluator. Written parent permission must be obtained prior to the observation. If an observation is granted, the individual must follow the same procedures as are required for parents. Only one individual can observe at a time and an administrator must be present during any observation granted to an individual. Outside observers will be reminded of confidentiality concerns regarding the privacy rights of other students in the class.

### School Board Members

School Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. School Board members follow the same procedures applicable to all other-visitors when visiting a school.

### Special Circumstances

Potential visitors, including parents, who are registered sex offenders, should consult Policy KN Sex Offender Registry Notification and Policy KNA Violent Sex Offenders on School Property before arriving at school property or school sponsored activities.

Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds by the building administrator. Unauthorized persons who fail to leave the school grounds or school activity as requested will be considered trespassers. The School Board authorizes the Superintendent to take all necessary actions regarding the safety, order, and preservation of the educational environment on School Board property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

Anyone, including students, may be prosecuted if that person enters a school at nighttime without the consent of an authorized person, except to attend an approved meeting or service, or who enters or remains on any school property, including school buses, in violation of: (i) any direction to vacate the property by an authorized individual; or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen.

Adopted: October 14, 2019 (administratively)

Date: August 2, 2021

Presenter: Monique Barnes

Approved: \_\_\_\_\_  
 Disapproved: \_\_\_\_\_  
 Tabled: \_\_\_\_\_

**TOPIC:** Request for Approval for Supplemental Appropriation to the 2021-2022 Grant Fund (0510) Budget for American Rescue Plan Act (ARPA) Elementary and Secondary School Emergency Relief (ESSER) III.

**RATIONALE:** Prince George County Public Schools has received notice of funding from the American Rescue Plan Act (ARPA) Elementary and Secondary School Emergency Relief (ESSER) III. A portion of this funding will be incorporated into the FY23 Grant Fund Budget when it is compiled and approved in the spring of 2022; however, \$1,540,930 is needed for use in the FY22 Grant Fund Budget. The total award for the grant is \$4,988,272.08.

**RECOMMENDATION:** Approval by School Board to make a request of the Board of Supervisors for a Supplemental Appropriation in the amount of \$1,540,930 to be included in the FY22 Grant Fund (0510) Budget.

Revenue:

0510-30-000-0000-00000-000-000-858-333858	ESSER III	\$1,540,930.00
<b>TOTAL REVENUE</b>		<b>\$1,540,930.00</b>

Expenditure:

0510-06-207-6009-68100-000-900-858-41130	COMPENSATION	\$ 70,000.00
0510-06-207-6009-68100-000-900-858-42100	FICA	5,355.00
0510-06-207-6009-68100-000-900-858-42210	VRS	11,634.00
0510-06-207-6009-68100-000-900-858-42300	HEALTH INS	8,000.00
0510-06-207-6009-68100-000-900-858-42400	GROUP LIFE	938.00
0510-06-207-6009-68100-000-900-858-42750	RETIREE HEALTH CARE CR	847.00
0510-06-207-6009-68100-000-900-858-48104	SOFTWARE & AGREEMENT	403,226.00
0510-06-208-6010-66200-000-900-858-48122	ROOFING & ROOF REPAIR	1,040,930.00
<b>TOTAL EXPENDITURES</b>		<b>\$1,540,930.00</b>





**#110-21**

**Commonwealth of Virginia  
Virginia Department of Education  
Superintendent's Memo #110-21**

DATE: April 30, 2021  
TO: Division Superintendents  
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction  
SUBJECT: **American Rescue Plan Act - ESSER III 90 Percent LEA Awards**

The American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III Fund allocations for each school division are attached (**Attachment B**). The allocations are based on each school division's relative share of Title I, Part A, Federal Fiscal Year 2020 funds. Two thirds of the total award is available as of April 30, 2021; the remaining third will be available this summer at the conclusion of a state application process.

**Attachment A** contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements. The terms of the grant award are provided in **Attachment C**.

The ARP Act ESSER III Fund instructions for accessing the funding application and supporting documents were provided to school division federal pandemic relief programs contacts via email. Applications will be due on September 1, 2021. The period of performance for the award is March 13, 2020 through September 30, 2024.

The Office of Pandemic Relief Programs will host a webinar on the ESSER III application process on Thursday, May 13, 2021. The webinar will be presented at 10:00 a.m. and repeated at 2:00 p.m., and will include an overview of the application as well as the additional division requirements outlined below. The link to join the webinar will be provided to school divisions via Superintendent's Email.

[Section 2001\(e\) of the ARP Act](#) includes all allowable uses of funds under ESSER I and ESSER II, and requires that **twenty percent** of divisions' formula funds be reserved to address learning loss (see **Attachment D**). As with ESSER I and ESSER II, a description of how each expenditure addresses COVID-19 impacts must be provided in the program application. Regarding construction and capital projects, the following allowable uses are specified:

- School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs; and
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

The Virginia Department of Education is anticipating guidance from the U.S. Department of Education (USED) on capital projects, including requests to use funds for pre-existing projects and for new facilities. Until additional guidance is received, school divisions should continue to follow the guidelines provided in the [School Reopening FAQs](#) on the use of LEA formula funds for construction.

Within **30 days** of receiving ESSER III formula funds, each school division must make publicly available on its website a plan for the safe return to in-person instruction and continuity of services. Before making the plan publicly available, the school division must seek public comment on the plan and take such comment into account. A school division's COVID-19 mitigation health plan may meet this requirement provided that the plan addresses the requirements specified by the USED in the [ARP ESSER Interim Final Rule \(IFR\) released on April 21, 2021](#).

Within **90 days** of receiving ESSER III formula funds, each school division must make publicly available on its website a plan for its use of funds. The plan must be developed in consultation with stakeholders and must take into account public comment provided. The requirements for the plan are specified in the IFR referenced above.

As with ESSER II, equitable services provisions are not included under the ESSER III Fund. Instead, a separate Emergency Assistance for Non-Public Schools program is specified and will be administered by the Virginia Department of Education.

The ARP Act includes local educational agency maintenance of equity requirements for fiscal year (FY) 2022 and FY 2023. As a condition of receiving ESSER III formula funds, a school division may not reduce per-pupil funding (from combined state and local funding) in FY 2022 or FY 2023 for any high-poverty school by an amount that exceeds the total reduction in funding for all schools served by the school division divided by the number of children enrolled in all schools served or reduce per-pupil, full-time equivalent staff in any high-poverty school by an amount that exceeds the total reduction in full-time equivalent staff in all schools divided by the number of children enrolled in all schools. The USED has indicated that it will provide additional guidance on these requirements in the near future.

ESSER III formula funds may be reimbursed concurrently with ESSER I and ESSER II funds. School divisions should reference [Superintendent's Memorandum #090-21](#) for information on the requirement to expend and request reimbursement for ESSER I formula funds prior to requesting reimbursement for ESSER II formula funds.

### For more information

Questions about the allocations or application process should be directed to [VDOEfederalrelief@doe.virginia.gov](mailto:VDOEfederalrelief@doe.virginia.gov).

JFL/LS

- A. Attachment: [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (DOCX)
- B. Attachment: [ARP Act ESSER III Fund 90 Percent LEA Allocations](#) (XLSX)
- C. Attachment: [ARP Act ESSER III Fund Terms of Grant Award](#) (DOCX)
- D. Attachment: [ARP Act ESSER III Fund Allowable Uses of Funds](#) (DOCX)

**VIRGINIA DEPARTMENT OF EDUCATION  
 AMERICAN RESCUE PLAN (ARP) ACT  
 ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) III FUND - 90% LEA ALLOCATIONS  
 APRIL 2021**

DIVISION NO	SCHOOL DIVISION	ARP ESSER III 90% LEA ALLOCATIONS	AMOUNT AVAILABLE AS OF APRIL 30, 2021
001	ACCOMACK COUNTY PUBLIC SCHOOLS	\$ 13,377,017.37	\$ 8,918,011.58
002	ALBEMARLE COUNTY PUBLIC SCHOOLS	\$ 11,475,395.21	\$ 7,650,263.47
003	ALLEGHANY COUNTY PUBLIC SCHOOLS	\$ 4,413,298.73	\$ 2,942,199.15
004	AMELIA COUNTY PUBLIC SCHOOLS	\$ 2,146,282.12	\$ 1,430,854.75
005	AMHERST COUNTY PUBLIC SCHOOLS	\$ 7,301,689.84	\$ 4,867,793.23
006	APPOMATTOX COUNTY PUBLIC SCHOOLS	\$ 3,878,287.40	\$ 2,585,524.93
007	ARLINGTON COUNTY PUBLIC SCHOOLS	\$ 18,855,117.73	\$ 12,570,078.48
008	AUGUSTA COUNTY PUBLIC SCHOOLS	\$ 9,960,309.37	\$ 6,640,206.25
009	BATH COUNTY PUBLIC SCHOOLS	\$ 609,669.98	\$ 406,446.65
010	BEDFORD COUNTY PUBLIC SCHOOLS	\$ 12,079,331.57	\$ 8,052,887.71
011	BLAND COUNTY PUBLIC SCHOOLS	\$ 965,628.97	\$ 643,752.65
012	BOTETOURT COUNTY PUBLIC SCHOOLS	\$ 3,007,802.93	\$ 2,005,201.95
013	BRUNSWICK COUNTY PUBLIC SCHOOLS	\$ 5,404,577.53	\$ 3,603,051.69
014	BUCHANAN COUNTY PUBLIC SCHOOLS	\$ 10,200,441.30	\$ 6,800,294.20
015	BUCKINGHAM COUNTY PUBLIC SCHOOLS	\$ 4,919,252.04	\$ 3,279,501.36
016	CAMPBELL COUNTY PUBLIC SCHOOLS	\$ 11,654,523.94	\$ 7,769,682.62
017	CAROLINE COUNTY PUBLIC SCHOOLS	\$ 6,369,208.62	\$ 4,246,139.08
018	CARROLL COUNTY PUBLIC SCHOOLS	\$ 8,333,139.75	\$ 5,555,426.50
019	CHARLES CITY COUNTY PUBLIC SCHOOLS	\$ 1,275,749.89	\$ 850,499.93
020	CHARLOTTE COUNTY PUBLIC SCHOOLS	\$ 5,295,733.98	\$ 3,530,489.32
021	CHESTERFIELD COUNTY PUBLIC SCHOOLS	\$ 51,416,106.23	\$ 34,277,404.15
022	CLARKE COUNTY PUBLIC SCHOOLS	\$ 1,270,045.83	\$ 846,697.22
023	CRAIG COUNTY PUBLIC SCHOOLS	\$ 1,292,385.59	\$ 861,590.39
024	CULPEPER COUNTY PUBLIC SCHOOLS	\$ 10,243,226.48	\$ 6,828,817.65
025	CUMBERLAND COUNTY PUBLIC SCHOOLS	\$ 3,312,211.59	\$ 2,208,141.06
026	DICKENSON COUNTY PUBLIC SCHOOLS	\$ 6,446,026.58	\$ 4,297,351.05
027	DINWIDDIE COUNTY PUBLIC SCHOOLS	\$ 5,988,524.67	\$ 3,992,349.78
028	ESSEX COUNTY PUBLIC SCHOOLS	\$ 3,229,471.87	\$ 2,152,981.25
029	FAIRFAX COUNTY PUBLIC SCHOOLS	\$ 186,367,298.16	\$ 124,244,865.41
030	FAUQUIER COUNTY PUBLIC SCHOOLS	\$ 5,899,549.94	\$ 3,933,033.29
031	FLOYD COUNTY PUBLIC SCHOOLS	\$ 3,690,232.85	\$ 2,460,155.23
032	FLUVANNA COUNTY PUBLIC SCHOOLS	\$ 2,719,053.81	\$ 1,812,702.54
033	FRANKLIN COUNTY PUBLIC SCHOOLS	\$ 14,724,334.56	\$ 9,816,223.04
034	FREDERICK COUNTY PUBLIC SCHOOLS	\$ 10,793,768.89	\$ 7,195,845.92
035	GILES COUNTY PUBLIC SCHOOLS	\$ 3,628,017.24	\$ 2,418,678.16
036	GLOUCESTER COUNTY PUBLIC SCHOOLS	\$ 5,497,961.48	\$ 3,665,307.65
037	GOOCHLAND COUNTY PUBLIC SCHOOLS	\$ 2,358,145.60	\$ 1,572,097.07
038	GRAYSON COUNTY PUBLIC SCHOOLS	\$ 5,387,052.71	\$ 3,591,368.47
039	GREENE COUNTY PUBLIC SCHOOLS	\$ 3,350,581.37	\$ 2,233,720.91
040	GREENSVILLE COUNTY PUBLIC SCHOOLS	\$ 3,678,653.12	\$ 2,452,435.41
041	HALIFAX COUNTY PUBLIC SCHOOLS	\$ 11,170,273.35	\$ 7,446,848.90
042	HANOVER COUNTY PUBLIC SCHOOLS	\$ 8,341,832.75	\$ 5,561,221.83
043	HENRICO COUNTY PUBLIC SCHOOLS	\$ 78,318,248.87	\$ 52,212,165.90
044	HENRY COUNTY PUBLIC SCHOOLS	\$ 18,051,093.61	\$ 12,034,062.40

045	HIGHLAND COUNTY PUBLIC SCHOOLS	\$	359,099.68	\$	239,399.79
046	ISLE OF WIGHT COUNTY PUBLIC SCHOOLS	\$	4,748,318.17	\$	3,165,545.45
047	JAMES CITY COUNTY	\$	8,379,709.28	\$	5,586,472.85
048	KING GEORGE COUNTY PUBLIC SCHOOLS	\$	3,079,990.14	\$	2,053,326.76
049	KING AND QUEEN COUNTY PUBLIC SCHOOLS	\$	1,535,292.69	\$	1,023,528.46
050	KING WILLIAM COUNTY PUBLIC SCHOOLS	\$	1,780,619.31	\$	1,187,079.54
051	LANCASTER COUNTY PUBLIC SCHOOLS	\$	2,900,526.18	\$	1,933,684.12
052	LEE COUNTY PUBLIC SCHOOLS	\$	12,089,584.89	\$	8,059,723.26
053	LOUDOUN COUNTY PUBLIC SCHOOLS	\$	10,871,858.75	\$	7,247,905.83
054	LOUISA COUNTY PUBLIC SCHOOLS	\$	6,768,601.40	\$	4,512,400.93
055	LUNENBURG COUNTY PUBLIC SCHOOLS	\$	3,981,786.14	\$	2,654,524.09
056	MADISON COUNTY PUBLIC SCHOOLS	\$	2,711,550.00	\$	1,807,700.00
057	MATHEWS COUNTY PUBLIC SCHOOLS	\$	1,516,652.41	\$	1,011,101.61
058	MECKLENBURG COUNTY PUBLIC SCHOOLS	\$	11,572,580.84	\$	7,715,053.89
059	MIDDLESEX COUNTY PUBLIC SCHOOLS	\$	2,713,879.97	\$	1,809,253.31
060	MONTGOMERY COUNTY PUBLIC SCHOOLS	\$	13,581,597.49	\$	9,054,398.32
062	NELSON COUNTY PUBLIC SCHOOLS	\$	3,698,763.09	\$	2,465,842.06
063	NEW KENT COUNTY PUBLIC SCHOOLS	\$	1,844,821.39	\$	1,229,880.93
065	NORTHAMPTON COUNTY PUBLIC SCHOOLS	\$	5,048,327.18	\$	3,365,551.45
066	NORTHUMBERLAND COUNTY PUBLIC SCHOOLS	\$	3,481,495.25	\$	2,320,996.83
067	NOTTOWAY COUNTY PUBLIC SCHOOLS	\$	6,119,594.77	\$	4,079,729.85
068	ORANGE COUNTY PUBLIC SCHOOLS	\$	5,285,712.33	\$	3,523,808.22
069	PAGE COUNTY PUBLIC SCHOOLS	\$	6,314,510.99	\$	4,209,673.99
070	PATRICK COUNTY PUBLIC SCHOOLS	\$	4,813,292.57	\$	3,208,861.71
071	PITTSYLVANIA COUNTY PUBLIC SCHOOLS	\$	15,397,558.08	\$	10,265,038.72
072	POWHATAN COUNTY PUBLIC SCHOOLS	\$	2,005,201.95	\$	1,336,801.30
073	PRINCE EDWARD COUNTY PUBLIC SCHOOLS	\$	7,059,250.31	\$	4,706,166.87
074	PRINCE GEORGE COUNTY PUBLIC SCHOOLS	\$	4,988,272.08	\$	3,325,514.72
075	PRINCE WILLIAM COUNTY PUBLIC SCHOOLS	\$	87,868,215.36	\$	58,578,810.23
077	PULASKI COUNTY PUBLIC SCHOOLS	\$	8,126,734.49	\$	5,417,822.99
078	RAPPAHANNOCK COUNTY PUBLIC SCHOOLS	\$	1,131,090.59	\$	754,060.39
079	RICHMOND COUNTY PUBLIC SCHOOLS	\$	2,321,453.31	\$	1,547,635.54
080	ROANOKE COUNTY PUBLIC SCHOOLS	\$	9,748,627.28	\$	6,499,084.85
081	ROCKBRIDGE COUNTY PUBLIC SCHOOLS	\$	4,131,544.27	\$	2,754,362.85
082	ROCKINGHAM COUNTY PUBLIC SCHOOLS	\$	10,865,074.68	\$	7,243,383.12
083	RUSSELL COUNTY PUBLIC SCHOOLS	\$	8,180,627.66	\$	5,453,751.77
084	SCOTT COUNTY PUBLIC SCHOOLS	\$	6,277,176.41	\$	4,184,784.27
085	SHENANDOAH COUNTY PUBLIC SCHOOLS	\$	8,183,015.03	\$	5,455,343.35
086	SMYTH COUNTY PUBLIC SCHOOLS	\$	9,602,996.35	\$	6,401,997.57
087	SOUTHAMPTON COUNTY PUBLIC SCHOOLS	\$	4,324,480.57	\$	2,882,987.05
088	SPOTSYLVANIA COUNTY PUBLIC SCHOOLS	\$	22,682,023.03	\$	15,121,348.68
089	STAFFORD COUNTY PUBLIC SCHOOLS	\$	14,228,831.92	\$	9,485,887.94
090	SURRY COUNTY PUBLIC SCHOOLS	\$	1,545,749.91	\$	1,030,499.94
091	SUSSEX COUNTY PUBLIC SCHOOLS	\$	4,032,963.61	\$	2,688,642.41
092	TAZEWELL COUNTY PUBLIC SCHOOLS	\$	13,744,732.66	\$	9,163,155.10
093	WARREN COUNTY PUBLIC SCHOOLS	\$	6,929,670.27	\$	4,619,780.18
094	WASHINGTON COUNTY PUBLIC SCHOOLS	\$	13,302,282.26	\$	8,868,188.17
095	WESTMORELAND COUNTY PUBLIC SCHOOLS	\$	4,489,619.54	\$	2,993,079.69
096	WISE COUNTY PUBLIC SCHOOLS	\$	17,219,289.63	\$	11,479,526.42
097	WYTHE COUNTY PUBLIC SCHOOLS	\$	7,892,554.91	\$	5,261,703.27
098	YORK COUNTY PUBLIC SCHOOLS	\$	5,213,525.05	\$	3,475,683.37
101	ALEXANDRIA CITY PUBLIC SCHOOLS	\$	34,792,780.78	\$	23,195,187.18
102	BRISTOL CITY PUBLIC SCHOOLS	\$	9,253,483.18	\$	6,168,988.79

103	BUENA VISTA CITY PUBLIC SCHOOLS	\$	1,597,925.97	\$	1,065,283.98
104	CHARLOTTESVILLE CITY PUBLIC SCHOOLS	\$	10,065,919.08	\$	6,710,612.72
106	COLONIAL HEIGHTS CITY PUBLIC SCHOOLS	\$	4,727,020.59	\$	3,151,347.06
107	COVINGTON CITY PUBLIC SCHOOLS	\$	1,716,698.31	\$	1,144,465.54
108	DANVILLE CITY PUBLIC SCHOOLS	\$	29,674,337.01	\$	19,782,891.34
109	FALLS CHURCH CITY PUBLIC SCHOOLS	\$	323,465.60	\$	215,643.73
110	FREDERICKSBURG CITY PUBLIC SCHOOLS	\$	7,843,924.27	\$	5,229,282.85
111	GALAX CITY PUBLIC SCHOOLS	\$	4,630,846.79	\$	3,087,231.19
112	HAMPTON CITY PUBLIC SCHOOLS	\$	54,800,634.28	\$	36,533,756.18
113	HARRISONBURG CITY PUBLIC SCHOOLS	\$	11,822,224.11	\$	7,881,482.74
114	HOPEWELL CITY PUBLIC SCHOOLS	\$	12,531,042.81	\$	8,354,028.54
115	LYNCHBURG CITY PUBLIC SCHOOLS	\$	28,413,544.25	\$	18,942,362.83
116	MARTINSVILLE CITY PUBLIC SCHOOLS	\$	8,801,781.72	\$	5,867,854.48
117	NEWPORT NEWS CITY PUBLIC SCHOOLS	\$	82,142,456.03	\$	54,761,637.34
118	NORFOLK CITY PUBLIC SCHOOLS	\$	113,301,572.62	\$	75,534,381.73
119	NORTON CITY PUBLIC SCHOOLS	\$	1,890,141.75	\$	1,260,094.50
120	PETERSBURG CITY PUBLIC SCHOOLS	\$	22,608,275.29	\$	15,072,183.52
121	PORTSMOUTH CITY PUBLIC SCHOOLS	\$	46,708,351.30	\$	31,138,900.86
122	RADFORD CITY PUBLIC SCHOOLS	\$	2,379,093.13	\$	1,586,062.09
123	RICHMOND CITY PUBLIC SCHOOLS	\$	122,811,024.85	\$	81,874,016.55
124	ROANOKE CITY PUBLIC SCHOOLS	\$	51,744,235.88	\$	34,496,157.25
126	STAUNTON CITY PUBLIC SCHOOLS	\$	6,258,501.53	\$	4,172,334.35
127	SUFFOLK CITY PUBLIC SCHOOLS	\$	27,355,556.75	\$	18,237,037.83
128	VIRGINIA BEACH CITY PUBLIC SCHOOLS	\$	82,443,643.30	\$	54,962,428.85
130	WAYNESBORO CITY PUBLIC SCHOOLS	\$	7,307,729.36	\$	4,871,819.57
131	WILLIAMSBURG CITY	\$	2,703,488.42	\$	1,802,325.61
132	WINCHESTER CITY PUBLIC SCHOOLS	\$	8,188,761.53	\$	5,459,174.35
134	FAIRFAX CITY PUBLIC SCHOOLS	\$	2,261,867.80	\$	1,507,911.87
135	FRANKLIN CITY PUBLIC SCHOOLS	\$	5,732,216.87	\$	3,821,477.91
136	CHESAPEAKE CITY PUBLIC SCHOOLS	\$	51,097,732.26	\$	34,065,154.83
137	LEXINGTON CITY PUBLIC SCHOOLS	\$	441,286.17	\$	294,190.78
138	EMPORIA CITY PUBLIC SCHOOLS	\$	3,756,951.48	\$	2,504,634.32
139	SALEM CITY PUBLIC SCHOOLS	\$	3,760,004.07	\$	2,506,669.38
142	POQUOSON CITY PUBLIC SCHOOLS	\$	464,283.53	\$	309,522.35
143	MANASSAS CITY PUBLIC SCHOOLS	\$	9,767,423.63	\$	6,511,615.75
144	MANASSAS PARK CITY PUBLIC SCHOOLS	\$	2,526,580.77	\$	1,684,387.18
202	TOWN OF COLONIAL BEACH PUBLIC SCHOOLS	\$	2,299,308.82	\$	1,532,872.55
207	TOWN OF WEST POINT PUBLIC SCHOOLS	\$	321,296.30	\$	214,197.53
218	VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND	\$	674,624.17	\$	449,749.45
917	DEPARTMENT OF JUVENILE JUSTICE	\$	1,212,358.10	\$	808,238.73
	<b>Total</b>	<b>\$</b>	<b>1,898,541,676.00</b>	<b>\$</b>	<b>1,265,694,450.37</b>

END OF WORKSHEET





**COMMONWEALTH of VIRGINIA**  
**Department of Education**

**DATE:** January 22, 2021

**TO:** Division Superintendents

**FROM:** James F. Lane, Ed.D., Superintendent of Public Instruction

**SUBJECT: Coronavirus Response and Relief Supplemental Appropriations Act -  
ESSER II 90 Percent LEA Awards**

The Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Elementary and Secondary School Emergency Relief (ESSER) II Fund allocations for each school division are attached (Attachment B). The allocations are based on each school division's relative share of Title I, Part A, Federal Fiscal Year 2020 funds. Attachment A contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements. The terms of the grant award are provided in Attachment C.

The CRRSA Act includes all allowable uses of ESSER funds specified under the CARES Act. The additional uses of funds included in the CRRSA Act are also allowable under the CARES Act ESSER Fund. A list of allowable uses of funds is provided in Attachment D.

The CRRSA Act does not include equitable services provisions under the ESSER II Fund. Instead, a separate funding stream under the Governor's Emergency Education Relief (GEER) II Fund is specified for services for non-public schools. The application process for equitable services under the GEER II Fund will be administered by the Virginia Department of Education. Additional guidance on this process, to include whether school divisions will have a role in the administration of services for non-public schools under the GEER II Fund, is anticipated from the U.S. Department of Education in the near future.

Fiscal records in the Online Management of Education Grant Awards (OMEGA) application available on the Single Sign-on for Web Systems portal indicate that the majority of divisions have 100 percent of CARES Act ESSER formula funds remaining. Prior to requesting reimbursement for CRRSA ESSER II funds, school divisions must have expended and requested reimbursement through OMEGA for all CARES Act ESSER formula funds excluding funds reserved for equitable services.

The CRRSA Act ESSER II Fund instructions for accessing the funding application and supporting documents were provided to school division CARES Act contacts via email.



Applications will be due on April 1, 2021. The period of performance for the award is March 13, 2020 through September 30, 2023. Questions about the allocations or application process should be directed to [CARESgrantapp@doe.virginia.gov](mailto:CARESgrantapp@doe.virginia.gov).

JFL/lis

### **Attachments**

- A. [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (Word)
- B. [CRRSA Act ESSER II Fund 90 Percent LEA Allocations](#) (XLS)
- C. [CRRSA Act ESSER II Fund Terms of Grant Award](#) (Word)
- D. [CRRSA Act ESSER II Fund Allowable Uses of Funds](#) (Word)

**VIRGINIA DEPARTMENT OF EDUCATION  
 CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTARY APPROPRIATIONS ACT (CRRSA)  
 ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) II FUND - 90% LEA ALLOCATIONS  
 JANUARY 2021**

DIVISION NO	SCHOOL DIVISION	90% LEA ALLOCATIONS
044	HENRY COUNTY PUBLIC SCHOOLS	\$ 8,037,504.61
045	HIGHLAND COUNTY PUBLIC SCHOOLS	\$ 159,894.21
046	ISLE OF WIGHT COUNTY PUBLIC SCHOOLS	\$ 2,114,255.79
047	JAMES CITY COUNTY	\$ 3,731,184.02
048	KING GEORGE COUNTY PUBLIC SCHOOLS	\$ 1,371,409.15
049	KING AND QUEEN COUNTY PUBLIC SCHOOLS	\$ 683,610.77
050	KING WILLIAM COUNTY PUBLIC SCHOOLS	\$ 792,845.92
051	LANCASTER COUNTY PUBLIC SCHOOLS	\$ 1,291,500.28
052	LEE COUNTY PUBLIC SCHOOLS	\$ 5,383,058.58
053	LOUDOUN COUNTY PUBLIC SCHOOLS	\$ 4,840,848.80
054	LOUISA COUNTY PUBLIC SCHOOLS	\$ 3,013,815.46
055	LUNENBURG COUNTY PUBLIC SCHOOLS	\$ 1,772,946.57
056	MADISON COUNTY PUBLIC SCHOOLS	\$ 1,207,355.97
057	MATHEWS COUNTY PUBLIC SCHOOLS	\$ 675,310.93
058	MECKLENBURG COUNTY PUBLIC SCHOOLS	\$ 5,152,855.22
059	MIDDLESEX COUNTY PUBLIC SCHOOLS	\$ 1,208,393.42
060	MONTGOMERY COUNTY PUBLIC SCHOOLS	\$ 6,047,398.28
062	NELSON COUNTY PUBLIC SCHOOLS	\$ 1,646,926.55
063	NEW KENT COUNTY PUBLIC SCHOOLS	\$ 821,432.81
065	NORTHAMPTON COUNTY PUBLIC SCHOOLS	\$ 2,247,839.04
066	NORTHUMBERLAND COUNTY PUBLIC SCHOOLS	\$ 1,550,184.97
067	NOTTOWAY COUNTY PUBLIC SCHOOLS	\$ 2,724,836.08
068	ORANGE COUNTY PUBLIC SCHOOLS	\$ 2,353,538.14
069	PAGE COUNTY PUBLIC SCHOOLS	\$ 2,811,625.28
070	PATRICK COUNTY PUBLIC SCHOOLS	\$ 2,143,186.56
071	PITTSYLVANIA COUNTY PUBLIC SCHOOLS	\$ 6,855,980.41
072	POWHATAN COUNTY PUBLIC SCHOOLS	\$ 892,844.52
073	PRINCE EDWARD COUNTY PUBLIC SCHOOLS	\$ 3,143,231.00
<b>074</b>	<b>PRINCE GEORGE COUNTY PUBLIC SCHOOLS</b>	<b>\$ 2,221,098.66</b>
075	PRINCE WILLIAM COUNTY PUBLIC SCHOOLS	\$ 39,124,565.05
077	PULASKI COUNTY PUBLIC SCHOOLS	\$ 3,618,543.42
078	RAPPAHANNOCK COUNTY PUBLIC SCHOOLS	\$ 503,634.07
079	RICHMOND COUNTY PUBLIC SCHOOLS	\$ 1,033,659.90
080	ROANOKE COUNTY PUBLIC SCHOOLS	\$ 4,340,714.11
081	ROCKBRIDGE COUNTY PUBLIC SCHOOLS	\$ 1,839,628.49
082	ROCKINGHAM COUNTY PUBLIC SCHOOLS	\$ 4,837,828.10
083	RUSSELL COUNTY PUBLIC SCHOOLS	\$ 3,642,540.11
084	SCOTT COUNTY PUBLIC SCHOOLS	\$ 2,795,001.53
085	SHENANDOAH COUNTY PUBLIC SCHOOLS	\$ 3,643,603.12
086	SMYTH COUNTY PUBLIC SCHOOLS	\$ 4,275,869.88
087	SOUTHAMPTON COUNTY PUBLIC SCHOOLS	\$ 1,925,536.11
088	SPOTSYLVANIA COUNTY PUBLIC SCHOOLS	\$ 10,099,491.40
089	STAFFORD COUNTY PUBLIC SCHOOLS	\$ 6,335,588.56

Date: August 2, 2021

Presenter: Monique Barnes

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Tabled: \_\_\_\_\_

TOPIC: Tuition Charges for 2021-2022

RATIONALE: Currently, as a benefit of employment with Prince George County Public Schools, contracted employees who do not reside in Prince George are permitted to enroll their children in Prince George County Public Schools free from tuition fees. The tuition charge for non-resident students must be revisited annually. Tuition costs are customarily based on one-half of the total local funds spent for educating one child. Budgeted 2021-2022 expenditure and revenue figures were used to perform the tuition fee calculation. A copy of the calculation sheet is attached. One-time re-appropriations or carry-overs, if applicable, are excluded from the calculation to avoid artificial spikes in the rate.

Budgeted local expenditure per child for 2021-2022 is \$2,860. This is an increase of \$179 compared to 2020-2021 (\$2,681) local budgeted per pupil costs.

RECOMMENDATION: Continuation of employee benefit and approve \$1,430.00 as a regular tuition charge for the 2021-2022 school year as out-of-area tuition fees. This amount represents one-half of the local expenditure for educating one child. [This represents a \$89.50 increase in the regular tuition rate; \$1,340.50 in 2020-2021]. Additionally, approve \$2,860.00 as a tuition charge for students receiving special education services for the 2021-2022 school year as out-of-area tuition fees. [This represents an increase of \$179 in the special education tuition rate; \$2,681.00 for 2020-2021].

## 2021-2022 TUITION CHARGE

### WITH SCHOOL BOARD'S ADOPTED BUDGET

Total School Fund (Fund 500 - 2021-2022)	\$71,193,203
Less: State, Federal and Other Revenues	(54,299,945)
Local Funds for Education	<u>\$16,893,258</u>
Divided by ESTIMATED ADM (2021-2022)	<u>5,906</u>
 TOTAL PER PUPIL COST	 <u>\$ 2,860</u>

<b>RECOMMENDED TUITION CHARGE FOR 2021-2022</b>	<b>\$ 1,430.00</b>
One-half of budgeted 2020-2021 local per pupil expenditure	
<b>RECOMMENDED TUITION CHARGE FOR 2021-2022 FOR STUDENTS RECEIVING <u>SPECIAL EDUCATION SERVICES</u> (twice regular tuition)</b>	<b>\$ 2,860.00</b>

#### 2020-2021 Comparison:

Regular:	\$1,340.50 per child [\$89.50 Annual Increase]
Special Education:	\$2,681 per child - students receiving special education services [\$179.00 Annual Increase]



---

6410 Courts Drive | Prince George, Virginia 23875 | (804) 733-2700

---

## **American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) Fund III**

### **Introduction**

The purpose of the American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III Fund is to help safely reopen and sustain the safe operation of schools and address the impacts of COVID-19 on the nation's students by addressing students' academic, social, emotional, and mental health needs. Prince George County Public Schools has been awarded \$4,988,272.08 in ESSER III funds. This plan describes how the awarded funds will be used. Questions about this plan should be directed to Dr. Lisa Pennycuff, Superintendent at [lpennycuff@pgs.k12.va.us](mailto:lpennycuff@pgs.k12.va.us).

### **Response to COVID 19**

In March 2020 as the first cases of COVID-19 began to be recorded in the state, Prince George County Public Schools joined 132 other districts in the commonwealth in closing their doors and transitioning to serving students beyond the schoolhouse. As instruction changed during the final months of the 2019-2020 school year, it was clear this pandemic would have a profound effect on education. It was also important that every effort was made to support the needs of the children of Prince George County despite the challenges presented by COVID-19.

In the months leading up to the start of the 2020-2021 school year, PGCPs focused on developing instructional and safety plans that supported our entire school community. The school division's health mitigation plan was created using guidance from local, state, and federal health officials to foster safe learning and working environments, including the Centers for Disease Control and Prevention, the Virginia Department of Health, and the Virginia Department of Education, among others.

Alongside the district's health plan, the district unveiled an instructional plan that offered our families the choice of in-person instruction for as many days as safely possible based on the health of our community, or virtual instruction during the school year.

The safe reopening of school on September 8, 2021, was an important moment in our efforts to support the educational, nutritional, and socioemotional needs of our students during the pandemic. Throughout the year, the district's Department of Health Services worked collaboratively with the Crater Health District, aiding in contact tracing, addressing questions as guidance was revised over the last nine months, and most recently, offering our students the opportunity to be vaccinated against COVID-19 through on-site vaccination clinics.

As we look forward to a more traditional return to learning in the 2021-2022 school year, we are thankful for our Department of Health Services and nurses for their work over the last year. These individuals led school-level COVID-19 mitigation efforts, carried out vital interventions following positive tests or potential exposures, and aided our Custodial Services teams in tracking locations in need of targeted cleaning.

We are also thankful for our partners at the Prince George Health Department and the Crater Health District for their support of our school division during the last year, and as we began developing plans for the upcoming school year. Their commitment to our community and support of our Department of Health Services played an essential role in allowing our schools to safely offer in-person instruction to our students through the entire school year.

Prince George County Public Schools continues to work closely with our local, state, and federal health and educational partners as we develop health and instructional plans for the upcoming school year. The relationships we have fostered with these organizations remain invaluable to us as we look to welcome the great majority of our students back to class this September.

### **Prevention and Mitigation Strategies**

ARP Act ESSER III funds may be used to implement prevention and mitigation strategies that are, to the greatest extent practicable, consistent with the most recent Centers for Disease Control and Prevention (CDC) guidance on reopening schools, in order to continuously and safely open and operate schools for in-person learning. Prince George County Public Schools will use local funding to continue providing masks, if required by guidelines, and cleaning products to keep our children and staff safe. \$2,99,590.00 is allocated toward the replacement, repairs and upgrades of four HVAC systems at three of our schools, to include Prince George High School, N.B. Clements and South Elementary, to improve air quality. This work will be performed in conjunction with roof area replacements and repairs to mitigate mold growth and respiratory complications that may increase the likelihood of spreading germs relating to COVID-19

throughout our oldest school building. Roof repair and replacements will provide an assurance that microbial growth does not invade the building, causing respiratory issues.

### **Addressing Unfinished Learning**

Section 2001(e)(1) of the ARP Act requires each LEA to use twenty percent of its formula funds to address the academic impact of lost instructional time (learning loss) through the implementation of evidenced-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs. Prince George County Public Schools will use approximately \$1,000,000.00 of its ARP Act ESSER III funds to address unfinished learning as described below.

Prince George County Public Schools will be providing a virtual learning alternative to those students and/or families who are not yet comfortable returning and learning in a “live” environment. These services will be provided through Virtual Virginia, an online virtual instruction provider.

### **Other Uses of Funds**

Section 2001(e) of the ARP Act permits school divisions to use the ARP Act ESSER III funding not reserved to address unfinished learning to address the impacts of COVID-19 in a variety of ways. Prince George County Public Schools will use approximately \$988,682.08 of its ARP Act ESSER III funds in accordance with Section 2001(e) of the ARP Act as described below.

As the use of technology has been extremely important in providing a learning environment during the pandemic and is still needed to provide a virtual learning platform as mentioned above, Prince George County Public Schools will use this allocation to provide salaries and benefits to its technology staff.

### **Consultation with Stakeholders and Opportunity for Public Comment**

In developing the ARP ESSER Plan, Prince George County Public Schools conducted consultation in the following ways:

- With stakeholders, including students, families, school and district administrators (including special education administrators), teachers, principals, school leaders, other educators, and school staff through meetings and a survey, which allowed input and recommendations, while identifying the responding groups and providing a comment section. This was pushed out via e-mail on June 24<sup>th</sup> and 29<sup>th</sup>, and again on July 6<sup>th</sup> and

the 12<sup>th</sup> and was posted on the division's website. Respondents were allowed to choose their top five allowable uses for the funding.

- There were 1,422 responses and the top three preferred allocations were as follows:
  - 62.98% chose "Inspection, testing, maintenance, replacement and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement."
  - 61.51% chose "School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards and to support student health needs."
  - 54.68% chose "Purchasing educational technology for students."
- By providing the public an opportunity to provide input during a Public Hearing, held during the July 14, 2021, School Board meeting. The Public Hearing announcement was published in the local paper. Public input was taken into consideration when developing this plan.

### **Making the Plan Available to the Public**

Prince George County Public Schools has taken the following steps to make this plan available to the public:

- The plan is posted at [www.pgs.k12.va.us](http://www.pgs.k12.va.us) under the Finance Department "Budget Information"
- The plan is available in Spanish.
- The plan may be orally translated for parents. Contact Kae Partin, Director of Student Services at [kpartin@pgs.k12.va.us](mailto:kpartin@pgs.k12.va.us) to request translation; and
- Upon request, a parent who is an individual with a disability as defined by the ADA may be provided with the plan in an alternative format accessible by contacting Kae Partin, Director of Student Services at [kpartin@pgs.k12.va.us](mailto:kpartin@pgs.k12.va.us) .



<b>American Rescue Plan (ARP) Act</b>	
<b>Elementary and Secondary School Emergency Relief (ESSER) Fund III</b>	
<b>Amount of Award:</b>	<b>\$ 4,988,272.08</b>
20% Set Aside for Instruction	\$ 997,654.40
Remaining Funds	\$ 3,990,617.68
<b>FY22 Funds</b>	
Instruction	\$ 500,000.00
* Coordinator of Educational Technology and Innovation (Salary and Benefits)	
*Virtual Virginia Instruction for Elementary Students	
*Virtual Virginia Instruction for Secondary Students	
Roof: N.B. Clements, Sections 1, 1a, 2, 4 a-c, 5 a-b, 6, 8, 9, Gym	\$ 1,040,930.00
<b>Total for Year 1:</b>	<b>\$ 1,540,930.00</b>
<b>FY23 Funds</b>	
Instruction	\$ 500,000.00
*Coordinator of Educational Technology and Innovation (Salary and Benefits)	
*Virtual Virginia Instruction for Elementary Students	
*Virtual Virginia Instruction for Secondary Students	
HVAC: PGHS Dust Collector and Shop Classroom	\$ 165,000.00
HVAC: Clements Controls, Testing, Repairs, and Commissioning	\$ 150,000.00
HVAC: PGHS Replace Locker Room and Kitchen Air Handler Units	\$ 150,000.00
HVAC: South Elementary School Upgrade (AC Only) Equipment and Controls	\$ 960,000.00
Roof: N.B. Clements, Sections 3 and 7	\$ 533,660.00
Technology Salaries and Benefits	\$ 988,682.08
<b>Total for Year 2:</b>	<b>\$ 3,447,342.08</b>
<b>Total Combined Years 1 and 2</b>	<b>\$ 4,988,272.08</b>

Date: August 2, 2021

Presenter: Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: VSBA May 2021 Policy Manual Revisions (Part 2)

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

VSBA encourages the School Board to review the attached revised policies. The policies will be presented at the September 15, 2021 meeting for approval.

RECOMMENDATION: Review VSBA changes for approval at the September 15, 2021 meeting.

## Explanation of Revisions – May 2021 Policy Update (Part 2)

<b>Policy Code</b>	<b>Revision</b>
<b>EBCB</b> <i>(with PG change)</i>	<b>Safety Drills</b> Policy updated to reflect amendment of Va. Code § 22.1-137.2 by HB 1998.
<b>GB</b>	<b>Equal Employment Opportunity/Nondiscrimination</b> Policy updated to reflect amendment of Va. Code § 22.1-295.2 by HB 2161. Legal References updated to reflect enactment of Va. Code § 2.2-3905.1 by HB1848 and § 22.1-23.3 by HB 145/SB 161 (2020).
<b>GBB</b>	<b>Prohibition of Abusive Work Environments</b> Policy updated to reflect amendment of Va. Code § 22.1-291.4 by HB 2176.
<b>GCDA</b>	<b>Effect of Criminal Conviction or Rounded Complaint of Child Abuse or Neglect</b> Policy and Legal References updated.
<b>GCN</b>	<b>Evaluation of Professional Staff</b> Policy updated to reflect amendment of Va. Code § 22.1-253.13:5 by HB1904.
<b>GCPF</b>	<b>Suspension of Staff Members</b> Policy updated.
<b>GEA/JOH</b> (Optional)	<b>Acceptance of Electronic Signatures and Records</b> Policy updated.

## SAFETY DRILLS

### Fire Drills

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

### Lock-Down Drills

Each school has a lock-down drill at least ~~twice~~ once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten students participates in each lock-down drill after the first 60 days of each school session.

### School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

### Tornado Drills

There is at least one tornado drill every school year in every school.

### Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Each school shall have a crisis plan for emergency evaluations.

Adopted:

---

---

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-137.3, 22.1-184.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.: EB            School Crisis, Emergency Management and Medical  
Emergency Response Plan

## EQUAL EMPLOYMENT OPPORTUNITY/ NONDISCRIMINATION

### I. Policy Statement

The BLANK School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention ~~or~~ and other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, creed, religion, national origin, ancestry, political affiliation, sex, sexual orientation, gender, gender identity, age, pregnancy, childbirth or related medical conditions, marital status, ~~status as a veteran,~~ military status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

~~The BLANK School Board provides facilities, programs and activities that are accessible, usable and available to qualified persons with disabilities. Further, the BLANK School Board does not discriminate against qualified persons with disabilities in the provision of health, welfare and other social services.~~

The statement, "BLANK School Board is an equal opportunity employer," is placed on all employment application forms.

### II. Notice of Policy/Prevention

This policy is (1) posted in prominent areas of each school division building, (2) included in employee handbooks and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination is included in employee in-service training.

### III. Complaint Procedure

#### A. File Report

Any person who believes he has not received equal employment opportunities should report the alleged discrimination to one of the Compliance Officers designated in this policy. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, GB-F, to make complaints of discrimination. However, oral reports and other written reports will also be accepted. The complaint must be filed with one of the Compliance

Officers designated in this policy. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint and the identity of the complainant and the person or persons allegedly responsible for the discrimination will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. A complainant who wishes to remain anonymous will be advised that anonymity may limit the school division's ability to fully respond to the complaint.

#### B. Investigation

Upon receipt of a report of alleged discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer will acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the complainant and the superintendent. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the superintendent will be notified of the reason for the extended investigation and the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person(s) alleged to have violated the policy and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person(s) responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint alleges the superintendent has violated this policy, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

#### C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a written decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken.

If the complaint alleges that the superintendent has violated this policy, the School Board's standing Equal Employment Opportunity/Nondiscrimination Committee shall make the decision and determine what action should be taken. If the School Board does not have such a standing committee, at its next scheduled meeting it shall appoint a committee consisting of three of its members to handle the matter. The committee shall issue a written decision within 14 calendar days of the time the School Board receives the Compliance Officer's report or the time a committee is appointed, if there is no standing committee. The written decision shall state (1) whether this policy was violated and (2) what action, if any, should be taken.

The written decision must be mailed to or personally delivered to the complainant within 5 calendar days of the issuance of the decision. If the superintendent, superintendent's designee or committee concludes that prohibited discrimination occurred, the BLANK School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including dismissal.

#### D. Appeal

If the superintendent, superintendent's designee or committee determines that no prohibited discrimination occurred, the person who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent, or with a member of the committee which issued the written decision, who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent, superintendent's designee or the committee, whichever issued the written decision, and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to the complainant.

Employees may choose to pursue their complaints arising under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.



#### E. Compliance Officer and Alternate Compliance Officer

The School Board designates a Compliance Officer responsible for identifying, preventing and remedying discrimination as well as receiving complaints under this Policy. The name and contact information for the Compliance Officer is posted on the Division's website at all times. The Compliance Officer may be contacted at **[INSERT GENERIC EMAIL ADDRESS WHICH WILL AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS THE COMPLIANCE OFFICER]**.<sup>1</sup> Complaints of discrimination may also be made to the Alternate Compliance Officer at **[INSERT GENERIC EMAIL ADDRESS WHICH WILL AUTOMATICALLY BE FORWARDED TO THE EMPLOYEE DESIGNATED AS THE ALTERNATE COMPLIANCE OFFICER]**<sup>2</sup>

##### The Compliance Officer

- receives reports or complaints of discrimination;
- conducts or oversees the investigation of any alleged discrimination;
- assesses the training needs of the school division in connection with this policy;
- arranges necessary training to achieve compliance with this policy; and
- ensures that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal employment opportunity and has the authority to protect the alleged victim and others during the investigation.

#### IV. Retaliation

Retaliation against employees who report discrimination or participate in the related proceedings is prohibited. The school division appropriate action against any employee who retaliates against another employee or candidate for employment who reports alleged discrimination or participates in related proceedings. The Compliance Officer informs persons who make complaints, who are the subject of complaints and who participate in investigations of how to report any subsequent problems.

---

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

<sup>1</sup> To avoid changing the policy any time the Compliance Officer or Alternate Compliance Officer changes, a school board may designate the positions by title and provide an email address established for those position. However, the division website **MUST** reflect the current, complete name and contact information for the Compliance Officer and Alternate Compliance Officer.

<sup>2</sup> ~~The Alternate Compliance Officer must be of the opposite gender than the Compliance Officer. The School Board may want to name an Alternate Compliance Officer who is not the same gender as the Compliance Officer.~~

## V. Right to Alternative Complaint Procedure

Nothing in this policy denies the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

## VI. Prevention and Notice of Policy

Training to prevent discrimination is included in employee orientations and in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to school personnel and (2) included in employee handbooks. All employees are notified annually of the names and contact information of the Compliance Officers.

## VII. False Charges

Employees who knowingly make false charges of discrimination are subject to disciplinary action.

Adopted:

---

---

Legal Refs.: 20 U.S.C. § 1681 et seq.  
29 U.S.C. § 701.  
42 U.S.C. §§ 6101 et seq., 2000e-2 et seq., 2000ff-1(a) and 12101 et seq.

Code of Virginia, 1950 as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3905.1, 22.1-23.3, 22.1-295.2, 22.1-306.

Cross Refs:	AC	Nondiscrimination
	AD	Educational Philosophy
	BCE	School Board Committees
	GB-F	Report of Discrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBM	Professional Staff Grievances
	GBMA	Support Staff Grievances
	GCPD	Professional Staff Discipline
	JB	Equal Educational Opportunities/Nondiscrimination
	KKA	Service Animals in Public Schools

## PROHIBITION OF ABUSIVE WORK ENVIRONMENTS

### Generally

The BLANK School Board prohibits abusive work environments in the school division.

Any ~~school board~~ School Board employee who contributes to an abusive work environment is appropriately disciplined.

Retaliation or reprisal against ~~school board~~ School Board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.

### Definitions

As used in this policy,

"Abusive conduct" means conduct of a School Board employee in the workplace that a reasonable person would find hostile and that is severe enough to cause physical harm or psychological harm to another School Board employee based on a determination in which the following factors are considered: the severity, nature, and frequency of the conduct and, when applicable, the continuation of the conduct after a School Board employee requests that it cease or demonstrates outward signs of physical harm or psychological harm in the face of the conduct. "Abusive conduct" includes verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; the gratuitous sabotage or undermining of another School Board employee's work performance; attempts to exploit another School Board employee's known psychological or physical vulnerability; or repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, or epithets. "Abusive conduct" does not include (i) a single act, unless it is especially severe, or (ii) conduct that the School Board proves with clear and convincing evidence is necessary for the furtherance of its legitimate and lawful interests.

"Abusive work environment" means a workplace in the school division in which abusive conduct occurs.

"Physical harm" means a material impairment of a School Board employee's physical health or bodily integrity, as documented by a licensed physician or another licensed health care provider.

"Psychological harm" means a material impairment of a School Board employee's mental health, as documented by a licensed psychologist, psychiatrist, or psychotherapist or another licensed mental health care provider.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-291.4.

EFFECT OF CRIMINAL CONVICTION OR FOUNDED  
COMPLAINT OF CHILD ABUSE OR NEGLECT

Generally

The Board ~~will~~ does not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. APPLICANTS FOR EMPLOYMENT

A. Criminal Convictions

As a condition of employment for all of its employees, whether full-time or part-time, permanent, or temporary, the BLANK School Board ~~shall require~~ requires on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or any crime of moral turpitude.

The School Board does not employ any individual who has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

~~Notwithstanding the requirements of subsection A of Va. Code § 22.1-296.1, the School Board may employ an individual who, at the time of the individual's hiring, has been convicted of a felony, provided that such individual (i) was employed in good standing by a school board on or before December 17, 2015; (ii) has been granted a simple pardon for such offense by the Governor or other appropriate authority; and (iii) has had his civil rights restored by the Governor or other appropriate authority. However, the School Board may employ, until July 1, 2020, such an individual who does not satisfy the conditions set forth in clauses (ii) and (iii), provided that such individual has been continuously employed by the School Board from December 17, 2015 through July 1, 2018.~~

The BLANK School Board ~~shall also require~~ also requires on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect shall

be guilty of a Class 1 misdemeanor and upon conviction, the fact of said conviction shall be grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the BLANK School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who are offered or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, BLANK School Board shall inform another school board with which reciprocity has been established and to which the applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and BLANK School Board as provided by statute.

If an applicant is denied employment because of information appearing on his/her the applicant's criminal history record, the School Board ~~shall provide~~ provides a copy of the information provided by the Central Criminal Records Exchange to the applicant.

#### B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board ~~shall ensure~~ ensures that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board ~~shall take~~ takes reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted

pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on ~~his~~ the applicant's record in the registry, the School Board ~~shall provide~~ provides a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services ~~shall be~~ is confidential and ~~shall not be~~ is not disseminated by the School Board.

## II. EMPLOYEE CHARGES AND CONVICTIONS

### A. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on ~~his/her~~ the employee's criminal history record, the School Board ~~shall provide~~ provides a copy of the information provided by the Central Criminal Records Exchange to the employee.

The superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code § 19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§ 22.1-307 and 22.1-315 of the Code of Virginia.

### B. Founded Complaints of Child Abuse or Neglect

Any employee of BLANK School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, ~~shall be~~ is grounds for the local school division to recommend that the Board of Education revoke such person's license to teach.

### III. COURT ORDERED PROBATION

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 is treated as a conviction and as a finding of guilt.

### IV. COSTS OF FINGERPRINTING, CRIMINAL RECORD AND ABUSE AND NEGLECT CHECKS

**[Insert one of the following three options for payment of the fingerprinting, criminal record check and abuse and neglect check.]**

~~Option 1~~

~~The applicant or employee shall must pay for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.~~

✓ Option 2

The School Board shall pay pays for the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy.

~~Option 3~~

~~The School Board and the applicant or employee shall share the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy. The School Board shall pay pays [insert percentage] and the applicant or employee shall pay pays [insert percentage].~~

Adopted:

---

---

Legal Ref.: Code of Virginia, as amended, §§ 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

~~Acts 2018, c. 833.~~

Cross Refs.: GCPF            Suspension of Staff Members  
                  GCPD            Professional Staff Discipline



## EVALUATION OF PROFESSIONAL STAFF

Every employee of the BLANK School Board staff is evaluated on a regular basis at least as frequently as required by law.

The superintendent assures that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation are in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

~~The procedures are consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals.~~ Teacher, principal, and superintendent evaluations are consistent with the performance standards included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents. Evaluations include student academic progress as a significant component and an overall summative rating. Teacher evaluations include regular observation and evidence that instruction is aligned with the school's curriculum. Evaluations include identification of areas of individual strengths and weaknesses and recommendations for appropriate professional activities. Evaluations include an evaluation of cultural competency.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education as ~~revised July 23, 2015~~) (~~[http://www.doe.virginia.gov/teaching/performance\\_evaluation/guidelines\\_ups\\_eval\\_criteria\\_teachers.pdf](http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf)~~; approved March 18, 2021).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education as ~~revised July 23, 2015~~) (~~[http://www.doe.virginia.gov/teaching/performance\\_evaluation/guidelines\\_ups\\_eval\\_criteria\\_principals.pdf](http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf)~~; effective January 10, 2020).

Cross Ref.:   CBG           Evaluation of the Superintendent  
              GCG           Professional Staff Probationary Term and Continuing Contract

## SUSPENSION OF STAFF MEMBERS

Employees of BLANK School Board, whether full-time or part-time, permanent or temporary, may be suspended for good and just cause

- when the safety or welfare of the school division or the students therein is threatened or
- when the employee has been charged by summons, warrant, indictment or information with the commission of
  - a felony; or
  - a misdemeanor involving
    - sexual assault as established in Article 7 (§18.2-61 et seq.) of Chapter 4 of Title 18.2, of the Code of Virginia,
    - obscenity and related offenses as established in Article 5 (§18.2-372 et seq.) of Chapter 8 of Title 18.2, of the Code of Virginia,
    - drugs as established in Article 1 (§18.2-247 et seq.) of Chapter 7 of Title 18.2, of the Code of Virginia,
    - moral turpitude, or
    - the physical or sexual abuse or neglect of a child;
 or an equivalent offense in another state.

Except when an employee is suspended because of being charged by summons, warrant, indictment or information with the commission of any of the above-listed offenses, the superintendent or appropriate central office designee shall not suspend an employee for longer than sixty (60) days and shall not suspend an employee for a period in excess of five (5) days unless such employee is advised in writing of the reason for the suspension and afforded an opportunity for a hearing before the school board in accordance with Va. Code §§ 22.1-311 and 22.1-313, if applicable. Any employee so suspended shall continue to receive his then applicable salary unless and until the school board, after a hearing, determines otherwise. No employee shall be suspended solely on the basis of the employee's refusal to submit to a polygraph examination requested by the School Board.

Any employee suspended because of being charged by summons, warrant, information or indictment with any of the above-listed criminal offenses may be suspended with or without pay. In the event an employee is suspended without pay, an amount equal to the employee's salary while on suspended status shall be placed in an interest-bearing demand escrow account. Upon being found not guilty of one of the above-listed criminal offenses or upon the dismissal or nolle prosequi of the charge, such employee shall be reinstated with all unpaid salary and accrued interest from the escrow account, less any earnings received by the employee during the period of suspension, but in no event shall such payment exceed one year's salary.

In the event an employee is found guilty by an appropriate court of any of the above-listed criminal offenses and, after all available appeals have been exhausted and

such conviction is upheld, all funds in the escrow account shall be repaid to the School Board.

If an employee is suspended because of information appearing on his/her the employee's criminal history record, the School Board ~~shall provide~~ provides a copy of the information obtained from the Central Criminal Records Exchange to the employee.

No employee will have his insurance benefits suspended or terminated because of suspension in accordance with this policy.

The placing of a school employee on probation pursuant to the terms and conditions of Va. Code § 18.2-251 shall be deemed a finding of guilt.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.2, 22.1-315.

Cross Refs.

GBMA	Support Staff Grievances
GCDA	Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect
GCPD	Professional Staff Discipline
GDG	Support Staff Probationary Period

## 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 BLANK 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 division; 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 BLANK School Board agrees to accept or send such communication electronically; and

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~~ the individual's 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 secure hard copy log of the PIN/password or actual signature of any individual authorized to provide an electronic signature in connection with School Board business.

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:

\_\_\_\_\_ )

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-79.3, 59.1-479 et seq.

Cross Ref.: JO                      Student Records

**XVI. DISCUSSION ITEM**

*D. Financial Report for July 2021 – Monique Barnes*

NOT AVAILABLE AT THE TIME OF DISTRIBUTION. TO BE DISTRIBUTED AT MEETING.



Date: August 2, 2021

Presenter: Lisa Pennycuff

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

---

TOPIC: Review of School Crisis, Emergency Management, and Medical Emergency Response Plan and School Safety Audit

RATIONALE: During the 2007 Session of the General Assembly, amendments were made to Va. Code § 22.1-279.8 that requires all local school boards to annually review the written school crisis, emergency management, and medical emergency response plans of each school it supervises. After review by the School Board, the Superintendent must certify completion of the review to the Virginia Center for School Safety (VCSS) no later than August 31 of each year.

A Crisis Management Team was formed within the school division in 2017 and a standard template was created for all schools (elementary and secondary) to follow the same guidelines. Attached is a copy of the David A. Harrison Elementary School plan. Except for staff changes and individual school locations for command posts, on-site regular/alternate loading/unloading bus areas and off-site emergency staging areas, all elementary and secondary guidelines shall be the same template.

RECOMMENDATION: Staff is requesting your review of the division's School Crisis, Emergency Management, and Medical Emergency Response Plan and School Safety Audit and will ask for your approval prior to August 31, 2021 to certify completion.

Date: August 2, 2021

Presenter: William Barnes

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Tabled: \_\_\_\_\_

---

TOPIC: Annual Professional Development Report for 2020-2021

RATIONALE: The Standards of Quality – Standard 5. *Quality of Classroom Instruction and Educational Leadership* in each local school board shall require (i) its members to participate annually in high-quality professional development activities at the state, local or national levels.

RECOMMENDATION: Informational

# Prince George County Public Schools

## Annual Professional Development Report

### 2020-2021

**Division-wide professional development activities planned and coordinated by the Instruction Department:**

- 
- Switch- How To Change Things When Change Is Hard, by Chip Heath and Dan Heath
- Brain Pop: Beyond the Movie
- Foundations Refresher
- Interactive Reading
- Eligibility Handbook
- Book Study: Defusing Disruptive Behavior in the Classroom
- Google for Days!
- Opening Administrative Staff Meeting
- Performance Matters
- Student Services Opening Meeting
- Word Study Summer Professional Development
- Reading Station Teaching
- Tiered System of Support (TSS) 1 Elementary
- Tiered System of Support (TSS) 1 Secondary
- Classroom Management Elementary
- Classroom Management Secondary
- Step-up-to-Writing Elementary)
- Wilson Foundations
- CLASS VPI Training
- Writing Workshop K-2
- Writing Workshop 3-5
- Writing Training 6-8
- Go-Math Kindergarten
- Go-Math 4<sup>th</sup>
- Google Chromebook Professional Development
- HMH Textbook Professional Development
- Word Study 3-5
- Major Clarity Platform Training
- Return to Learn
- Saavas Textbook Training
- Word Study
- Reed Smith Training

- Science Textbook Adoption, Purchase, Alignment
- American Safety & Health Institute (ASHI) CPR/AED/First Aid Certification Class
- Work-Based Learning Challenge
- Apex Tutorials
- Apex Courses
- VPI Meeting
- LLI Benchmark
- Performance-Based Assessments
- Benchmark Assessment
- LLI Elementary
- Threat Assessment
- ITRT Meeting
- Comprehensive Plan Meetings
- Apex Training
- Staff Meeting
- Principal Meeting
- Assistant Principal & Coordinator Meeting
- TSS 2 Elementary
- TSS 2 Secondary
- Health Care Training Day
- Project-Based Learning and Assessments
- Local Alternative Assessments for Writing
- Fall 2020 STC Meeting
- Spring 2021 STC Meeting
- Attendance Training
- Strategies and Techniques for Teaching Gifted Learners
- Virtual-Spring Fling 2021
- PAAS Adjudication 2020-2021
- Gifted Advisory Committee Members
- Title I Resource Night 2020-21
- Fine Arts Staff Development
- Parent Workshops by Title I Reading Specialists 2020-2021
- Virginia Preschool Committee Meeting
- McGraw-Hill Textbook Meeting
- TSS 3 Elementary
- TSS 3 Secondary
- Benchmark Training
- S-Class 1.0 Grant Meeting
- S-Class 2.0 Grant Meeting
- K-12 Admin Leadership Training Sessions
- Olweus and MAP 2.0
- Secondary Writing Team for PBAs
- PG Lit Workshops
- Running Records with all grade levels
- F & P Benchmark- Elementary
- Mini Lessons and Interactive Read Aloud with all Grade Levels
- Title I and Reading Interventionists on Curriculum mapping and Pacing

- How to access and create sessions for testing on Performance Matters
- Shared Reading Training for Grades K-1
- Guided Reading Training for Grades K-5
- Canvas and Virtual Virginia Training for all teachers
- Interactive Read Alouds/Mini lessons/Guided Treading – Grades K-5
- Bullying Training
- VTSS
- Mentorship for New Teachers
- PG Lit Session 1
- 2019-2020 Professional Development for Librarians
- Leadership Academy

**Building level professional development activities planned and coordinated by the building administrators:**

### **North**

- Texas Christian University's Trauma Based Instruction Module
- VTSS training with the Virginia Department of Education
- Civil Rights training
- Google classroom support from Kelly Jones
- Blood Borne Pathogens
- Epi-pen
- Sexual Harassment
- Morning Meeting: Sustaining positive relationships
- Individualized professional development for teachers grappling with classroom management
- Fountas & Pinnell: Benchmark assessments
- Weekly PLCs with individual grade levels to provide additional supports and guidance for small group instruction

## Walton

- SEL Training
- PBIS implementation
- Classroom Management strategies
- Guided Reading trainings
- Fountas & Pinnell: Benchmark assessment review
- Google Classroom trainings
- Google Meet training
- IXL
- BrainPop
- Reading Eggs
- Nearpod software introduction
- Interactive Panel training
- Performance Matters training
- ClassLink training
- Tyler SIS training

## South

- Leveled Literacy Intervention training
- Writing Workshop training
- Brain POP- Beyond the Movie
- Wilson's Just Words training
- Canvas training
- Google Apps and Classroom training
- Class Link training
- Ongoing IXL training
- Guided Reading training
- Tiered Systems of Support Training
- Virtual Virginia training
- VSLA Conference
- Monthly VTSS Training
- Performance Matters, including making your own assessments and data disaggregation.
- Wilson's Foundations training
- F & P Benchmark Assessment training
- F & P Mini-lessons training

### **Beazley**

- Teacher Online Tech Tools
- Teacher Tech Toolbox
- Google Classroom
- Performance Matters
- Classlink
- IXL
- Canvas/Virtual Virginia
- Fountas & Pinnell Benchmark Assessment

### **Harrison**

- VTSS/PBIS
- Google Apps
- Canvas Training
- Virtual Instruction Strategies & Resources
- Guided Reading
- Data Disaggregation
- Nearpod
- Reflex Math
- F&P Mini Lessons
- F&P Assessments
- Family Engagement (SURN)

## High School

- Olweus Training for New Staff
- DMV Remote Testing Training
- Virtual Virginia and Canvas Training
- SPED Training: Data Collection, Goal Development, and Progress Reports- SPED Teachers
- Develop Instructional Maps and Units using new Textbooks=English
- ClassWize Training
- Google Training
- How to Create an Interactive Document
- Creating A Bitmoji Classroom
- Blood borne pathogen, Sexual Harassment, Title 9 (Through Safe Schools)
- Power School Training for Teachers
- Transition Planning for IEP Development

## Clements

- Casel Training
- All Teachers Are Reading Teachers
- Understanding by Design
- Active Shooter Training
- Nearpod Training
- Zoom/Google Meet Training
- Restraint and Seclusion Training
- Google Classroom Training
- Blood Borne Pathogen Training
- Medication Administration: Epinephrine Auto-Injectors
- Sexual Harassment: Staff to Staff
- Stress Management

## Moore

- Virtual Project Based Learning (PBL 101 for 3 days for Science and Social Studies Teachers and 2 days of PBL coaching from *PBL Works*) July, 2020
- Google Classroom, Google Meet, Zoom Training August 26, 2020
- SMART Goal Training October 2, 2020
- Virtual Breakout Box Training, October 2020
- Common Assessment Development, November 2020
- "Let the Kids Do It" Part 1, December 4, 2020
- "Let the Kids Do It" Part 2, April 12, 2021
- VA IEP Training June 14, 2021
- Blood Borne Pathogens
- Epi-pen
- Sexual Harassment
- *Frontline/AESOP*



**PGEC**

- Google Classroom Training
- Virtual Virginia
- Canvas Course Setup Training
- Nearpod Training
- Flipgrid Training
- Performance Matters
- SOL Data Analysis Training

**Conference Requests for Professional Development Activities by Staff:**

Elementary	3
PGEC	0
Middle School	12
Junior High	5
High School	6
Principals/Assistant Principals	0
School Board Office	10 (SPED)
Crater Detention	0
Riverside Jail	0
Transportation	0
<b>TOTAL</b>	<b>36</b>

Date: August 2, 2021

Presenter: Lisa Pennycuff  
Monique Barnes

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Tabled: \_\_\_\_\_

TOPIC: BoardDocs

RATIONALE: BoardDocs Pro is a state-of-the-art, cloud-based Board Management Service developed specifically for public governing bodies. BoardDocs provides a means of immediately publishing and revising agenda items, supporting documents, and policies and procedures via the internet. Staff Members can quickly and easily create, approve and track agenda items and other correspondence. BoardDocs services offer governing bodies a simple way to eliminate paper-based and less advanced electronic processes while maintaining a searchable, legal repository for all documents. BoardDocs improves governance by making documents readily available to governing bodies, designated staff and the public in a professional, easy-to-access format.

Features include:

- Create, manage and publish meeting agendas and supporting documents
- Archive meetings, minutes and related documents for access by all stakeholders
- Manage policies and procedures through entire lifecycle
- Take minutes notes and record voting
- Search publicly shared agenda and policy information from other public governing bodies
- Easily associate video or audio with each meeting and index individual agenda items to any part of the video
- Advance workflow to distribute agenda item creation, approval and collaboration throughout the division
- Track progress on strategic plans and goals
- Meeting control panel to track, share and record board actions including motions and voting in real time
- Provide access to reference documents in the library
- Utilize the actions collected during the meeting to generate minutes, attach them for adoption by the board.

RECOMMENDATION: Information Item.