

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: July 14, 2021

LOCATION: Board of Supervisors Meeting Room
County Administration Building

TIME: 6:30 P.M. / 5:30 P.M. (Closed)

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 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

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

1. S01/21-22
2. S02/21-22
3. S03/21-22

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

V. PLEDGE OF ALLEGIANCE

VI. SCHOOL BOARD INVOCATION

VII. APPROVAL OF AGENDA

VIII. APPROVAL OF MINUTES

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

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
- B. Familiar Faces in New Places – Effective July 1, 2021
 - Mattie Thweatt – Associate Director of School Administration, SBO
- 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

X. PUBLIC HEARING (as advertised)

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

XI. PRESENTATIONS

- A. ESS & Human Resources Update – ESS / Laura Estes

XII. PUBLIC COMMENT – GENERAL

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

XIV. SCHOOL BOARD MEMBER COMMENT

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

XVI. ACTION ITEMS

- A. Approval of 2022-2027 Comprehensive Plan – Betsy Overkamp-Smith
- B. Uniform Service & Related Supplies Renewal – Ron Rhodes
- C. Request for Approval for Supplemental Appropriation to the 2021-22 Grant Fund (0510) Budget – Monique Barnes
- D. Appointment of Superintendent as Special Agent for Public Law 89-10 and Other Federal Projects – Lisa Pennycuff
- E. VSBA Policy Services Agreement – Lisa Pennycuff
- F. VSBA Media Honor Roll – Lisa Pennycuff
- G. VPSA Technology Funds Reimbursement Resolution – Monique Barnes

XVII. DISCUSSION ITEMS

- A. VSBA May 2021 Policy Revisions (Part 1) – Lisa Pennycuff
- B. 2021-22 Student Conduct and Safety Handbook – William Barnes
- C. Online Payment for Schools – Monique Barnes
- D. Financial Report for June 2021 – Monique Barnes

XVIII. ADJOURNMENT

DRAFT
PRINCE GEORGE COUNTY SCHOOL BOARD
PRINCE GEORGE, VIRGINIA
June 7, 2021

The regular meeting of the Prince George County School Board was held at the Prince George High School Commons on Monday, June 7, 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, PUBLIC SAFETY MATTER RELATING TO SCHOOL PROJECTS, *LEGAL MATTER RELATING TO LEGAL CLAIM, AND STUDENT MATTER RELATING TO STUDENT PROGRAMS* (pursuant to Va. Code § 2.2-3711)

- A. Personnel Matters – Section 2.2-3711.A.1
1. P44/20-21
 2. P56/20-21
 3. P70/20-21

4. P71/20-21
 5. P72/20-21
 6. P73/20-21
 7. P74/20-21
 8. P75/20-21
 9. **P76/20-21 [added to agenda]**
- B. Public Safety Matters – Section 2.2-3711.A.19
1. PS16/20-21
- C. **Legal Matter – Section 2.2-3711.A.7 [added to agenda]**
1. **L12/20-21**
- D. **Student Matter – Section 2.2-3711.A.2 [added to agenda]**
1. **SM01/20-21**
 2. **SM02/20-21 [added to agenda]**
 3. **SM03/20-21 [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, public safety matter relating to school projects, legal matter relating to legal claim, and student matter 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.19, 2.2-3711.A.7, and 2.2-3711.A.2. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

The School Board returned out of closed session at 6:30 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

No action was taken on Personnel Matter P44/20-21; information only.

No action was taken on Personnel Matter P56/20-21; information only.

Mr. Smith made a motion that in Personnel Matter P70/20-21 to adjust contract from grandfathered status to 260 required workdays with annual vacation leave eligibility. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P71/20-21; information only.

No action was taken on Personnel Matter P72/20-21; information only.

No action was taken on Personnel Matter P73/20-21; 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 Mr. Chris Johnson

VI. INVOCATION BY SCHOOL BOARD – led by Mr. Cecil Smith

VII. APPROVAL OF AGENDA

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

Mr. Eley advised that two additional Personnel Matters needed to be added to closed session and a Resolution needed to be added under Recognitions, Item G.

Ms. Taylor amended her motion to approve the revised meeting agenda as presented, including two additional Personnel Matters for closed session and Resolution under Recognitions, Item G. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

VIII. APPROVAL OF MINUTES

A. May 3, 2021 Regular School Board Meeting

- B. May 4, 2021 Special School Board Meeting
- C. May 12, 2021 Special School Board Meeting
- D. June 3, 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. Rowanty Technical Center – Carpentry Award
 - Nathaniel Berry

Mr. James Kellenberger explained the Chris (Grizzley) Daly Carpentry Award was created by family and friends in memory of Chris Daly. The scholarship is to be awarded to a carpentry student who has completed the course at Rowanty Technical School. Applicants submitted an application, high school transcript with projection of graduation date, 250-word essay, and created a wooden object as part of application process. Nathaniel Berry is the first recipient from Prince George County to receive this award. He was presented a work tool set at a presentation at Rowanty Technical School on May 26, 2021.

- B. Girl Scout Gold Award (Jill Magruder – Scout Leader, Troop 360)
 - Lisa Parker

Lisa Parker was recognized for attaining the Girls Scout Gold Award, the highest award bestowed on a Girl Scout. She is a member of Troop 360. Dr. Pennycuff read a Commendation that had been prepared for Lisa. Lisa earned her Gold Award by completing her project, “Ouch-She Bit Me!” The 96-hour project was creating a website link for the Prince George Animal Services and Adoption Center. The website gives new pet owners links in finding training classes, vaccine schedules, veterinary advice, grooming tips, and places to find help for caring for pets. Ms. Magruder stated Lisa was a valued mentor for all students, and she made a difference everyday to her Brownie Troop. Dr. Pennycuff outlined Lisa’s accomplishments at school and expressed appreciation for her service to her community. The School Board congratulated Lisa and wished her continued success as a valuable member of society.

- C. 2021 Congressional Art Competition
 - Annabelle Starr, Prince George High School – 2nd Place

Annabelle Starr submitted a drawing to the Congressional Art Competition sponsored by the U.S. House of Representatives. Annabelle won second place in this nationwide competition. Mr. Elliott and the School Board recognized and congratulated Annabelle on her artwork entitled, "The King Will Come".

D. Southside Virginia Regional Technology Consortium Award

- Blair Sammler, South Elementary School

Mrs. Braswell stated Ms. Sammler has been one of the hardest workers at South this year to go beyond expectations for virtual and in-person students. She was proud to announce that Ms. Sammler had won the SVRTC Technology Teacher Award and then she listed a summary of things that Ms. Sammler did over the year to help staff, students, and parents to be proficient in new programs, troubleshoot technology issues, and assist in many ways possible for student achievement and success. She helped bring staff/students from no Chromebooks at the beginning of the year to being 1-1. SVRTC recognized her in March with the Technology Leadership Award and South Elementary School and the school division are appreciative of her going the extra mile for our students and staff.

E. New Faces in New Places

- Chrystal George – Associate Director of Student Services

Mrs. George will be joining the Student Services Department beginning July 1, and she brings additional experience to assist the department in her new role. Dr. Pennycuff spoke about her educational background, extensive training, and leadership attributes instrumental in leading a support services team. She also provided information on roles that she served in other areas which included Coordinator for Little Feet Meet, Homebound Instruction, 504 Plans, and overseeing transportation for special, outplaced, and homeless students. Mrs. George has had many roles in education from middle and high school Special Education teacher, Support Services Specialist, to Coordinator and Director. Her background, knowledge, and experiences will be a great asset for the division, and we welcome her to our Prince George family in her new role.

F. Retirees (individual years of service in parenthesis)

- Leslie Allin – Librarian, South (35)
- Wilbert Allen – Bus Driver, Transportation (18)
- Jennifer Brockwell – Teacher, South (32)
- Matt Hall – Visiting Teacher/Social Worker, SBO (32)
- Charlene Hebert – Teacher, Clements (31)
- Rose Lawhorn – Food and Nutrition Services Field Manager, SBO (20)
- Janice Leland – Teacher, Clements (30)
- Shelley Lewis – Speech-Language Pathologist, Beazley (32)

- Jaunita McDaniel – Food and Nutrition Services Café Manager, Clements (33)
- Nancy Pelter – Office Associate II, Harrison – July 1, 2021 (37)
- Karen Philbrook – Teacher, Moore (35)
- Barbara Phillips – Bus Driver, Transportation (37)
- Barbara Platte – Highly Qualified Paraprofessional, North (44)
- Lorraine Powell – Food and Nutrition Services, PGHS (27)
- Julia Richardson-Wooden – SPED Teacher, Moore (36)
- Iris Talley – Teacher, South (35)
- Lucille Thompson – Teacher, PGEC (36)
- George Tucker – Head Custodian, Moore (33)
- Jeannette Walker – Teacher, Harrison (33)
- Linda Washington – Kindergarten Teacher, Harrison (44)

TOTAL NUMBER OF YEARS EXPERIENCE = 660

Retirees were recognized for their combined years of service, totaling 660 years in education. Retirees were applauded for their dedicated years of service as teachers and support staff. 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.

G. Superintendent Recognition [added to agenda]

Mr. Eley stated that due to extraordinary leadership of 113 public school division superintendents during the 2020-21 school year and their roles in serving their communities through the COVID pandemic, VASS is honoring all 133 division superintendents as Virginia Superintendents of the Year. “It is my privilege to recognize Dr. Lisa Pennycuff as Superintendent of the Year for Prince George County.” He thanked her for her leadership over the last year.

Mr. Smith made a motion to adopt the Resolution recognizing Dr. Lisa Pennycuff as a Virginia Superintendent of the Year for 2020-21, as designated by the Virginia Association of School Superintendents (VASS). Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

X. PRESENTATIONS

A. J.E.J. Moore Middle School – Robert Knowles, Principal

Mr. Knowles and Mr. Ligatti spoke about the successes at J.E.J. Moore for the 2020-21 school year. Moore’s Beta Club finished the year as a National Beta School of Distinction, while Jessica Chan was chosen as the Virginia State President. The girls’ basketball team won its second consecutive division title and students participated in

various activities (virtual PBLs, musical performances, virtual holiday concert, spring concerts, Honor's night, publishing its first digital school newspaper, televising Moore Meals and Munchies, and Memorial Garden tribute to the fallen soldiers of the county). Moore also celebrated the success of the new student drop off/pick up process. Mr. Knowles expressed his appreciation for "the greatest teachers" and their selfless dedication that provided "Moore" celebrations. A video, created by Mr. Dockan, highlighted a few more successes from Moore. It has been a year of challenges but the students and staff at Moore made it a successful year. The school's new motto is: Ready to be a Royal. This motto will carry on from year to year. The goal is to develop what the elementary schools started and continue to prepare each student to be their best and "Ready to be a Royal!"

B. VSBA Excellence in Workforce Readiness Regional Award Entry – Matt Weston

A Workforce Readiness Regional program was developed to promote the importance of work ethic, character skills, and technical aptitude among high school students, and aimed to give high school students the option to show they are ready to enter the workforce. He explained the criteria required of students to demonstrate workplace readiness standards for the Workforce Diploma Seal. Seven other local divisions participated. Seventeen businesses and industry partners were involved for the 2020-21 Pilot Year, and this number is expected to increase as the program grows. Four Prince George students earned the Workforce Diploma Seal and the opportunity to interview with our industry partners. "We are excited for the growth opportunities next year." The regional submission was submitted by Dinwiddie County to the VSBA for the Annual Excellence Workforce Readiness Award.

C. Instructional Update – Robin Germanos and Jason Chandler

Mrs. Germanos and Mr. Chandler stated Chromebooks and hot spots would be collected from elementary and secondary students during the week of June 14. Rising students in grades 7-11 will have the option to keep their Chromebooks over the summer. However, Chromebooks will be audited, and a device agreement is required from students who wish to keep them over the summer. They provided information on the Summer School programs (dates, locations/principals, number of teachers and student/teacher ratios for each program). Meals and transportation will be provided for elementary and secondary students and instruction focus will be on math and reading. In-person and virtual instruction will be offered during the summer. They summarized the parent requests for virtual instruction for 2021-22 (63 elementary / 118 secondary). Parents of students who are approved for virtual learning will be notified of their approval/denial by June 30, 2021. Virtual Virginia will offer virtual instruction to students, and the deadline for virtual student enrollment is July 15, 2021.

XI. PUBLIC COMMENT - None

XII. INFORMATION ITEMS/SUPERINTENDENT'S REPORT

- A. Current enrollment as of May 24, 2021
- B. Facility Use Requests for May 2021
- C. June Athletic Events
- D. VSBA Conference on Education – July 20, 2021 (Virtual)
- E. VSBA Legislative Advocacy Conference – Richmond Hilton – September 23, 2021
- F. PGCPS Superintendent Messages
 - 1. Upcoming Adjustments to PGCPS 2020-21 Calendar
 - 2. Virtual Instruction Requests for FY2022 School Year
 - 3. Support Employee of the Year Media Release
 - 4. *New Elementary School Groundbreaking Ceremony***
 - 5. VDH COVID-19 Vaccination Clinic for PGHS Students 12 and Older

Dr. Pennycuff provided her report to include a PowerPoint on the new elementary school groundbreaking ceremony on May 21. A new elementary school project page was created to share news, updates on the site's progress, and pictures with the community. The new portal page can be found at <http://www.pgs.k12.va.us/newschool/>. She thanked Michael Campbell, Ron Rhodes, and Scott Brubaker for their assistance in this new portal. She spoke about the VSBA training opportunities for Board members and thanked those who attended the latest virtual conference to help move our Board closer to a Board of Distinction status. She reminded all that June 17 and 18 would be staff workdays and graduation would be held on June 17 at 9:00 and 1:00 and the final ceremony would be held on June 18 at 9:00. Each ceremony would take place at the football stadium.

XIII. SCHOOL BOARD MEMBER COMMENT

Mrs. Andrews congratulated all retirees on their accomplishments and many years of service with the division. She has personally worked with many of the retirees, and she wished them the best. She also indicated that the teachers and staff leaving will be missed, and she thanked them for their service. She is also excited that graduation will be back on the football field this year and looks forward to the event.

Mr. Smith stated that it has been a tough year, but we did it and he looks forward to the upcoming year when things can "get back to normal." He attended events at N.B. Clements Junior High and J.E. J. Moore Middle Schools recently and expressed appreciation to our talented students. He has recently received anonymous letters and while he appreciates people taking time to write these letters, he would like for people to sign their names to the letters so that a follow-up conversation can be initiated with these people. "We cannot follow up with you if we do not know how to get in touch with you."

Ms. Taylor expressed her appreciation for the teachers and staff who have worked endlessly over this past year for student success. She also commented on the retirees for their outstanding, dedicated service over the years, and she hopes they will all enjoy retirement. She is looking forward to the 2021 graduation service on the football field, and she wished the graduates success and for all to have a great summer.

Mr. Johnson congratulated all the retirees recognized and wished them well upon retirement. He congratulated Dr. Pennycuff on the Superintendent of the Year Award and stated that it was well deserved for her successful efforts in challenging times. He commented on a recent America's Got Talent episode in which a sophomore at Prince George High School was seen on television performing an aerial routine. He is a self-taught aerialist who watched videos and used his grandmother's bedsheets tied to trees. He has an exciting story, and he wished the sophomore success on the show and hopes to follow his journey on prime time.

Mr. Eley also congratulated all retirees for the many years of combined service in education. He also reiterated Mr. Smith's comments about anonymous letters. One letter was about "unmasking" our children. He stated that the School Board continues to follow the state guidelines and the CDC recommendations. He hopes by September 8 each child will come back to school in a normal way. However, we must follow guidelines as mandated by the state and CDC. He thanked all school staff for working together to get us through this year and he looks forward to getting back to normal next year.

XIV. CONSENT AGENDA

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

Mrs. Andrews made a motion to approve the Consent Agenda as amended. Ms. Taylor seconded the motion.

Personnel Report - Appointments

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

Sharon Powers – Food Service Field Manager, SBO – May 17, 2021

Brenda Mason – Food Service Cafeteria Manager, Clements – September 1, 2021

Eva Stemler – Highly Qualified Paraprofessional, North – September 7, 2021

Karissa Jones-Parrett – Teacher, Harrison
Holly Warner – Music Teacher, South
Dallas Phelps – Speech Language Pathologist, Beazley
Virginia Pfister – Teacher, South
Michelle Gates – Teacher, South
Diana Johnson – Teacher, Walton
Janey Silas – Choir Teacher, Moore
Meghan Conwell – English Teacher, Clements
Alice Haltom – SPED Teacher, Clements
Hannah Walker – School Counselor, Clements
Emily Bowie – Teacher, Harrison
Erica Uber – School Counselor, Moore
Tammy Hines – English Teacher, Moore
Kyle McCrum – English Teacher, Moore
Merritt Bazemore – Learning Specialist, North
Brittany Boscola – Learning Specialist, North
Shenita Ruiz-Williamson – School Counselor – North – August 2, 2021
Iris Mackey – School Psychologist, SBO – August 9, 2021
Chelsey Newman – SPED Teacher, Beazley
Sabrina Wilson – Teacher, Beazley
Emma Schneider – Biology Teacher, PGHS
Kimberley Lee – SPED Teacher, PGHS
Courtney Amaral – Payroll/Accounting Associate, SBO – June 21, 2021
LaShunda Hudgison – Highly Qualified Paraprofessional, Harrison – September 7, 2021
Anita Martinez – Highly Qualified Paraprofessional, Harrison – September 7, 2021
Emily Davis – SPED Teacher, Walton
LaNae King – SPED Teacher, North
Leah Patton – Highly Qualified Paraprofessional, Harrison – September 7, 2021
Jessica McAllister – Office Associate II, Harrison – August 23, 2021
Evan Karlson – SPED Teacher (ECSE), Harrison
Kristine Garrett – SPED Teacher, Moore

Resignations

Katelin Curd – School Psychologist, SBO – June 25, 2021
April Young – Librarian, PGHS – June 30, 2021
Margaret Clark – Teacher, PGHS – June 18, 2021
Megan Phillips – SPED Instructional Assistant, South – May 4, 2021
Renee Bateson – Learning Specialist, Walton – August 24, 2021
Carley Slayden – Teacher, Walton – June 18, 2021
Megan Cutler – Teacher, Beazley – June 18, 2021
Ricky Wilford – Cafeteria Manager, Moore – June 17,
Melisa Naumann – Student Services Coordinator, PGHS – June 30, 2021
Chelsea Saunders – Teacher, Moore – June 18, 2021
Julie Wilson – Teacher, Moore – July 1, 2021
Chris Waugaman – Teacher, PGHS – June 18, 2021
Dalton Diaz – Spanish Teacher, PGHS – June 23, 2021

Ariel Love – Teacher, Beazley – June 18, 2021
Rebecca Hughes – Highly Qualified Paraprofessional, Beazley – June 18, 2021
Valerie Ivy – Teacher, Walton – June 18, 2021
Marlena Smith – Assistant Principal, Moore – June 30, 2021
Sarah Warwick – Teacher, PGHS – June 30, 2021
Jan Buetow – Teacher, PGHS – June 18, 2021
Jocelyn Coleman-Carter – Teacher, PGHS – June 18, 2021
Beth Andersen – Teacher, PGHS – June 25, 2021
Christopher Lehan – SPED Teacher, South – June 18, 2021
James Roberts – School Security Officer, Clements – June 30, 2021
Abigail de Krafft – Teacher, North – June 18, 2021
Hannah Clayman – Learning Specialist, Clements – June 18, 2021
Sharon Powers – Food Service Cafeteria Manager, Walton – May 17, 2021
Brenda Mason – Food Service Cafeteria Assistant Manager, Clements – September 1, 2021
Rekita Curley – Custodian, Moore – May 3, 2021
Brittne O’Neal – Teacher, Walton – June 30, 2021
Kristin Kelly – RN-School Nurse, South – June 18, 2021
Dustin Nase – Director of Transportation – June 30, 2021
Michelle Bryant – School Psychologist, SBO – June 30, 2021
Amy Johnson – Teacher, Clements – August 1, 2021
Christina Turnsek – Teacher, Moore – June 30, 2021
Khrista Herzing – Teacher, Beazley – June 18, 2021
Courtney Amaral – Administrative Associate III, SBO – June 21, 2021
Hollie Nase – Teacher, Walton – June 30, 2021
Latasha Wooden – School Social Worker, SBO
Emily Davis – Highly Qualified Paraprofessional, Walton – June 18, 2021
LaNae King – Highly Qualified Paraprofessional, North – June 18, 2021
Jessica McAllister – Highly Qualified Paraprofessional, Harrison – June 18, 2021
Evan Karlson – Highly Qualified Paraprofessional, Harrison – June 18, 2021
Kristine Garrett – Highly Qualified Paraprofessional, Moore – June 18, 2021

Retirement (effective July 1, 2021)

Barbara Phillips – Bus Driver, Transportation
Leslie Allin – Librarian, South
Lucille Thompson – Teacher, PGEC

Facility Use

John Vasquez/Prince George Police Department request permission for use of school facilities (Moore gym/auxiliary gym and block top area) to conduct Youth Safety Academy on June 21-25, 2021.

Cecil Smith/Grand Lodge of Virginia Masons request permission for use of school facilities (PGHS Football stadium) as a contingency plan for the Grand Master’s official visit on June 26, 2021.

Prince George Parks and Recreation request permission for use of school facilities (Clements gym) for boys’ basketball camp July 19-21, 2021.

Prince George Parks and Recreation request permission for use of school facilities (Clements gym) for girls' basketball camp July 26-30, 2021.

Prince George Parks and Recreation request permission for use of school facilities (PGHS baseball field) for baseball showcase tournament July 28-30, 2021.

Prince George Parks and Recreation request permission for use of school facilities (PGHS stadium) for World Series Opening Ceremony July 23, 2021.

Prince George Parks and Recreation request permission for use of school facilities (N.B. Clements Cafeteria/Gym) for World Series dinner and coaches meeting July 23, 2021.

Quisha Drew/Champion's request permission for use of school facilities (Walton cafeteria) for summer full-day program from June 18-August 27, 2021.

Bold indicates amendments to Consent Agenda.

VOTE: Ayes: Andrews, Johnson, Smith, Taylor
Abstain: Eley

XV. ACTION ITEMS

A. Fuel Bid Renewal – Propane & Other – Ron Rhodes

Mr. Rhodes recommended propane fuel be awarded to Suffolk Energies, Inc. on a fixed yearly price and the other fuels be awarded to James River Solutions on a fixed price (No. 2 fuel oil – 10,000-gallon tanks or larger; No 2-fuel oil – less than 10,000-gallon tanks; diesel fuel; regular gas-unleaded).

Mrs. Andrews made a motion to approve the recommendation as presented. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

B. Uniform Bid Renewal – Ron Rhodes

The invitation to bid for Uniform Service was posted on May 25, 2021 and was opened on June 1, 2021, however, there were no responses to the bid. The invitation to bid was posted back on the division's website on June 7 with an opening date of June 22, 2021. This Item will be placed on the July 14, 2021 agenda.

XVI. DISCUSSION ITEMS

A. Comprehensive Planning Committee Update – Betsy Overkamp-Smith

As we approach the end of the 2022-27 Comprehensive Plan process, Mrs. Overkamp-Smith provided Board members with final drafts of the vision and mission, and objectives

and strategies for each goal to obtain feedback to make additional changes before a final copy of the 2022-2027 Comprehensive Plan is presented to the School Board at its July 14, 2021 for final approval.

- B. VSBA Recognition Programs – Lisa Pennycuff
 - 1. VSBA Board of Distinction
 - 2. VSBA Regional School Board Member of the Year
 - 3. VSBA School Board of the Year

The VSBA has three recognition programs that school boards and members may apply for each year. Nomination forms for each program must be received by the VSBA before July 19, 2021. Our School Board is working towards the VSBA Board of Distinction but still needs to fulfill specific requirements.

- C. VSBA Advocate for Education – Lisa Pennycuff

The School Board has the opportunity to nominate and recognize a board member who has demonstrated significant and outstanding leadership, commitment, and contributions to public education that has had an impact on our region and the Commonwealth. Nominations must be the consensus of the Board and nominations must be submitted before July 30, 2021.

- D. 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.

- E. Review of GAB/IIBEA: Acceptable Computer System Use/Internet Safety Policy – Scott Brubaker

To be compliant with the Child Internet Protection Act (CIPA), the division's Internet Safety Policy must be publicly reviewed to meet requirements for E-rate funds. Mr. Brubaker explained the division's off/on site filtering and our Policy GAB/IIBEA satisfies requirements to be compliant and to maintain E-rate funds.

- F. Financial Report for May 2021 – Monique Barnes

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

XVII. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS A SPECIFIC PERSONNEL MATTER RELATING TO THE EMPLOYMENT, ASSIGNMENT, APPOINTMENT, PROMOTION, DEMOTION, PERFORMANCE, SALARIES, OR RESIGNATION OF DISTRICT EMPLOYEES, PUBLIC SAFETY MATTER RELATING TO SCHOOL PROJECTS, LEGAL MATTER RELATING TO LEGAL CLAIM, AND STUDENT MATTER RELATING TO STUDENT PROGRAMS (pursuant to Va. Code § 2.2-3711)

- 7. P74/20-21
- 8. P75/20-21
- 9. **P76/20-21**
- E. Public Safety Matters – Section 2.2-3711.A.19
 - 1. PS16/20-21
- F. **Legal Matter – Section 2.2-3711.A.7**
 - 1. **L12/20-21**
- G. **Student Matter – Section 2.2-3711.A.2**
 - 1. **SM01/20-21**
 - 2. **SM02/20-21 [added to agenda]**
 - 3. **SM03/20-21 [added to agenda]**

Ms. Taylor 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, public safety matter relating to school projects, legal matter relating to legal claim, and student matter 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.19, 2.2-3711.A.7, 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. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

Mrs. Andrews made a motion that in Personnel Matter P74/20-21 to approve the position of Coordinator of Educational Technology & Innovation to begin service on July 1, 2021. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

Mr. Smith made a motion that in Personnel Matter 75/20-21 to approve the position of Coordinator of Testing & Accountability to begin service on July 1, 2021. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P76/20-21; information only.

No action was taken on Public Safety Matter PS16/20-21; information only.

No action was taken on Legal Matter L12/20-21; information only.

No action was taken on Student Matters SM01/20-21, SM02/20-21, and SM03/20-21; information only.

XIX. ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 11:30 p.m. Mrs. Andrews seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 11:30 p.m.

IN WITNESS WHEREOF, we set our signatures this ____ day of July, 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
June 7, 2021
Meeting Date

DRAFT
PRINCE GEORGE COUNTY SCHOOL BOARD
PRINCE GEORGE, VIRGINIA
June 16, 2021

A special meeting of the Prince George School Board came to order at 5:30 p.m. on Wednesday, June 16, 2021, at the Prince George School Board Office.

School Board Members and staff present:

Mrs. Jill Andrews, Board Member

Mr. Robert E. L. Eley, III, Chairman

Mr. Christopher A. Johnson, Vice Chairman [arrived at approximately 6:24 p.m.]

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 special meeting to order at 5:33 P.M.

II. ROLL CALL

Roll call indicated School Board members present:

Present: Andrews, Eley, Smith, Taylor

Absent: Johnson

[For the record, Mr. Johnson was returning from a business trip and would be joining the meeting].

III. PLEDGE OF ALLEGIANCE – led by Ms. Taylor

IV. SCHOOL BOARD INVOCATION – led by Mr. Smith

V. APPROVAL OF AGENDA

Mr. Smith made a motion to approve the agenda as amended, including the addition of Personnel Matter P79/20-21, Public Safety Matter PS20/20-21 and the consent agenda. Mrs. Andrews seconded the motion.

VOTE: Ayes: Andrews, Eley, Smith, Taylor
Absent: Johnson

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

- A. Student Discipline Matter – Section 2.2-3711.A.2
 - 1. Student Matter 21/20-21 at approximately 5:35 p.m.
- B. Personnel Matters – Section 2.2-3711.A.1
 - 1. P73/20-21
 - 2. P77/20-21
 - 3. ***P78/20-21 [added to agenda]***
 - 4. ***P79/20-21 [added to agenda]***
- C. ***Public Safety Matters – Section 2.2-3711.A.19***
 - 1. ***PS20/20-21 [added to agenda]***
 - 2. ***PS19/20-21 [added to agenda]***

Mrs. Andrews made a motion to go into a closed meeting to discuss a student discipline matter, personnel matters relating to the employment, assignment, appointment, promotion, demotion, performance, salaries, or resignation of district employees and public safety matters pursuant to the student, employee, and public safety matter exemptions pursuant to VA Code §§ 2.2-3711.A.2, 2.2-3711.A.1, 2.2-3711.A.19. Ms. Taylor seconded the motion.

VOTE: Ayes: Andrews, Eley, Smith, Taylor
Absent: Johnson

VII. CERTIFICATION OF CLOSED MEETING AND ACTIONS

Mr. Smith moved that we 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. Ms. Taylor seconded the motion.

VOTE: Unanimous

[For the record, Mr. Johnson joined at approximately 6:24 p.m.]

Mr. Smith made a motion that in Student Matter 21/20-21, to assign student to Project Choice, beginning on September 7, 2021. Student is to discuss options with counselor on course of study at Rowanty. Administrative review required at the end of the first semester. Ms. Taylor seconded the motion.

VOTE: Ayes: Andrews, Eley, Smith, Taylor
Abstain: Johnson [was not present for the student matter]

Ms. Taylor made a motion that in Personnel Matter P73/20-21 to accept the recommendation and approve Mattie Thweatt as Associate Director of School Administration. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

Ms. Taylor made a motion that in Personnel Matter P77/20-21 to accept the recommendation and approve Elizabeth Pell as Principal of L.L. Beazley Elementary School. Mr. Smith seconded the motion.

VOTE: Ayes: Unanimous

No action was taken on Personnel Matter P78/20-21; information only.

Mr. Smith made a motion that in Personnel Matter P79/20-21 to accept the recommendation and approve Burke George as Principal of Prince George Education Center. Ms. Taylor seconded the motion.

VOTE: Ayes: Unanimous

VIII. CONSENT AGENDA [added to agenda]

A. Personnel Report

Mr. Johnson made a motion to approve the Consent Agenda as presented. Ms. Taylor seconded the motion.

Appointments (Effective August 16, 2021 unless otherwise noted)

John Clark – History/Social Studies Teacher – PGHS
Charles Barhite – History/Social Studies Teacher – PGHS
Jeremy Dreis – History/Social Studies Teacher, PGHS
Christina Pope – Student Services Coordinator, SBO – July 1, 2021
Tiffany Maxwell – Librarian, South – August 9, 2021

Resignations

Whitney Robbins – Pre-K Teacher, North – July 1, 2021
Pinkie Hall – Business Teacher, Clements – June 11, 2021
Christina Pope – Assistant Principal, PGHS – June 30, 2021
Tiffany Maxwell – Teacher, Beazley – August 8, 2021
Priscilla Hicks – Assistant Principal, Beazley – June 30, 2021

Reappointments for 2021-22 School Year

Sharon Powers – Food Service Field Manager, SBO
Courtney Amaral – Payroll/Accounting Associate, SBO

Retirement

Karen Belcher – Office Associate III, South – August 1, 2021

IX. ADJOURNMENT

Mr. Smith made a motion to adjourn the meeting at 7:50 p.m. Mr. Johnson seconded the motion.

VOTE: Ayes: Unanimous

The meeting adjourned at 7:50 p.m.

IN WITNESS WHEREOF, we set our signatures this ___ day of July 2021.

Approved:

Robert E. L. Eley, III – Chairman of the Board

Attest:

Rebecca B. Kirk, Clerk of the Board

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

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

- Mattie Thweatt – Associate Director of School Administration, SBO

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

NOTICE OF PUBLIC HEARING

PRINCE GEORGE COUNTY SCHOOL BOARD

Notice is hereby given to all interested persons that the Prince George County School Board will hold a public hearing on Wednesday, July 14, 2021, during its regular meeting, beginning at 6:30 p.m. at the County Administration Building Boardroom, third floor, 6602 Courts Dr., Prince George, VA (Located at the intersection of Laurel Spring Road and Courts Drive in the County Government Complex) 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.

All interested persons shall have the opportunity to be heard at the public hearing.

Lisa Pennycuff, Ed.D.
Superintendent of Schools

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											501	411	446	388	1746
William A. Walton Elementary	0280	33	79	77	93	76	80	73								511
North Elementary	0290	48	124	122	107	121	118	119								759
South Elementary	0300	23	87	74	70	70	71	74								469
L. L. Beazley Elementary	0310	32	86	98	108	105	95	107								631
J. E. J. Moore Middle School	0320								457	482	495					1434
David A. Harrison Elementary	0340	36	95	84	73	84	84	77								533
Student Special Services	8000			2		3		2	1	3	4	2	1	3	2	23
Appomattox Regional Governor's School	ARGS											3	2	4	3	12
CodeRVA Regional High School	CRVA											4	6	1	1	12
Maggie L Walker Governor's School	MWGS											2	3	4	2	11
Total		172	471	457	451	459	448	452	458	485	499	512	423	458	396	6141



VSBA

Virginia School Boards Association

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Education



Earn 10 VSBA Academy Credits

VSBA Conference on Education **July 20, 2021** **Virtual Conference**

Join school division leaders from across Virginia at the 35th annual VSBA Conference on Education.

Attendees will have the opportunity to choose from a variety of mini-workshops which highlight successful practices in Virginia's school divisions. Participants will be provided with many great insights and practical ideas. After the virtual presentations, attendees will break to visit with our VSBA Business Affiliates where they can learn about valuable resources that can be utilized within their school division.

In the morning general session, you will hear from Virginia Teacher of the Year, Anthony Swann from Franklin County Public Schools and a member of the Virginia State Board of Education. We have the honor and privilege of having Mr. Andrew Aldrin, Director of the Aldrin Space Institute as the Keynote Speaker in the afternoon. He will be presenting on the topic "Space is Real and Attainable for All".

Register today, and don't miss out on one of the VSBA's most highly regarded and attended conferences!

Thank You to Our Conference Sponsor!

QUINN EVANS

www.vsba.org | 434-295-8722 | 800-446-8722 | Fax: 434-295-8785

Agenda

Tuesday, July 20, 2021

- 9:00 am **Welcome and Greetings**
Janet Turner-Giles, President, VSBA
The Honorable Governor Ralph S. Northam
- 9:05 am **Morning General Session**
Anthony Swann, 2021 VA Teacher of the Year, Franklin County
Public Schools, and Member of the Virginia Board of Education
Presentation of the First VSBA 2021 Student Essay Contest Award
- 9:30 am **JLARC Report on Special Education Services**
Jason Ballum, Attorney, Sands Anderson
LaRana Owens, Attorney, Sands Anderson
- 10:30 am **Mini-Workshops**
- 12:00 pm **Stretch and Stroll: Exhibit Hall Hours**
- 12:30 pm **Afternoon General Session**
Presentation of the 2021 Food for Thought Awards
Presentation of the 2021 Excellence in Workforce Readiness
Awards
Keynote Presentation
Andrew Aldrin, Director of the Aldrin Space Institute
- 1:30 pm **Adjournment**

**Questions?
Contact Mikaela
Coffey at
Mikaela@vsba.org**

**Thank You to Our
Award Sponsors!**

V M D O

ABM.



VACORP

Registration:

Registration for VSBA virtual conferences 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.

Cost: \$195 per registration attendee (multiple registrations needed if viewing from multiple devices/locations, VSBA Academy Credit Points will NOT be awarded for any individual not registered)

Please mail payment to:

VSBA 200 Hansen Road, Suite 2 Charlottesville, VA 22911



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

2021 VSBA CONFERENCE ON EDUCATION REFUND AND CANCELLATION POLICY

Substitution of an individual may be made at any time. If a meeting or conference is canceled and/or postponed 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 recording of the conference will be supplied to the registered individual. Registrations will not be refunded, if you can not attend the conference the recording will be provided to you afterward for your viewing.

BACK TO SCHOOL FAIR



WHEN

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

WHERE

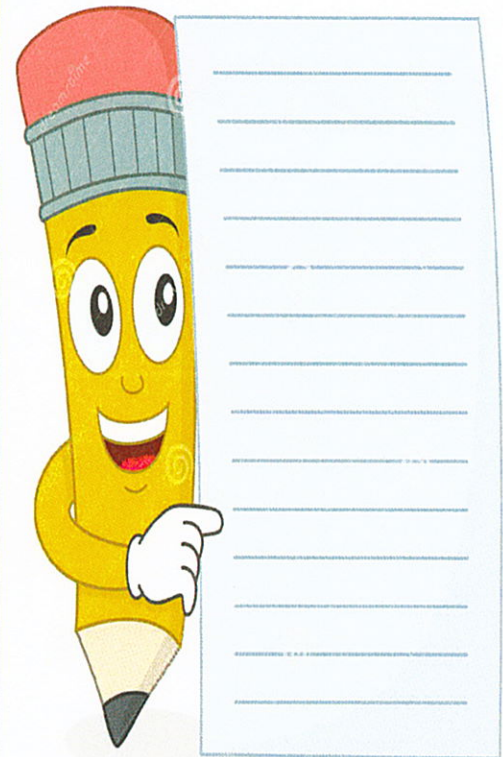
Prince George High School
7801 Laurel Spring Rd
Prince George, VA 23875

Sponsored by: Prince George County

**PRINCE GEORGE
COUNTY
RESIDENTS ONLY**

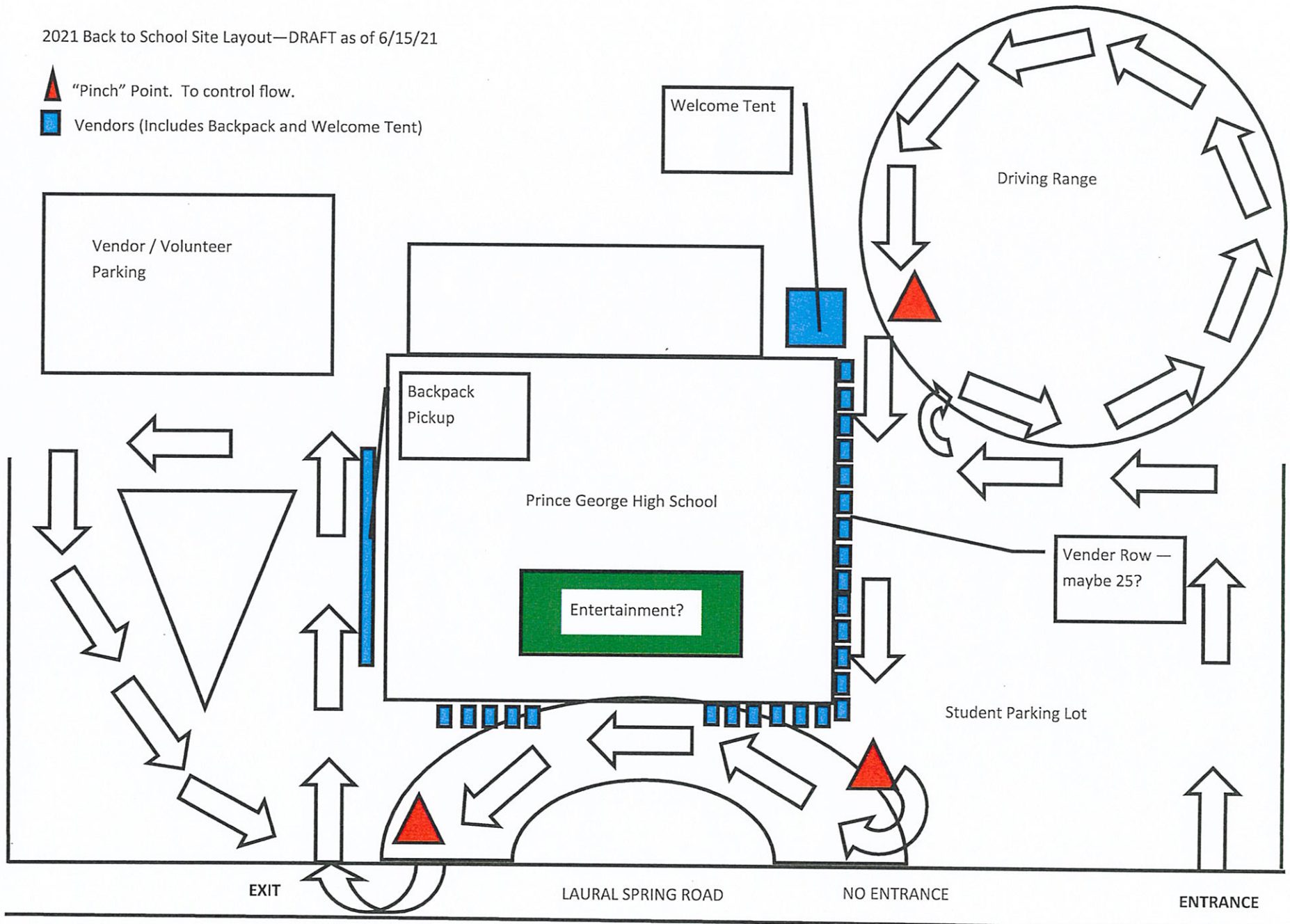
DRIVE UP EVENT

- ◆ **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)

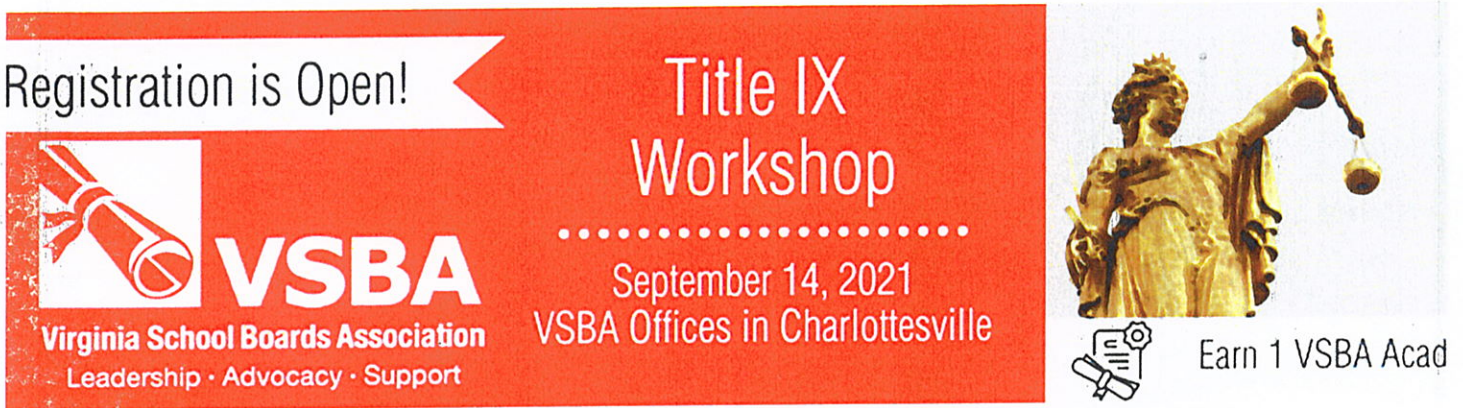


Becky Kirk

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




Registration is Open!

Title IX Workshop

September 14, 2021
VSBA Offices in Charlottesville

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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.

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@vsba.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.*



VSBA

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ADVOCACY



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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.



Questions? Contact Mikaela Coffey at Mikaela@vsba.org

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!**

V M D O

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.

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 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

Subject: FW: MEDIA RELEASE: As Summer Approaches, Families Encouraged to Schedule Student Registration Appointments For PGCPs' 2021-22 School Year

From: Michael J. Campbell <mcampbell@pgs.k12.va.us>

Sent: Tuesday, June 8, 2021 4:12 PM

Subject: MEDIA RELEASE: As Summer Approaches, Families Encouraged to Schedule Student Registration Appointments For PGCPs' 2021-22 School Year

Good afternoon,

As the end of the 2020-2021 School Year approaches, we would appreciate your help in sharing this information with your audiences regarding student registration for the upcoming year.

Families are encouraged to call the school their child will be attending in the 2021-2022 School Year to make a registration appointment. They can also utilize our Student Registration webpage linked in this press release to submit information. Once they complete the online form, their child's school will contact them to set an appointment date.

Safety remains a top priority and families should be prepared to adhere to any COVID-19 safety measures that are in place when attending registration, including wearing a mask that covers their nose and mouth while inside the school building, and adhering to social distancing guidelines.

This information will also be linked on our website at <http://www.pgs.k12.va.us/news/>.

Thank you very much and have a great day!

Michael Campbell

Coordinator of Communications & Public Relations

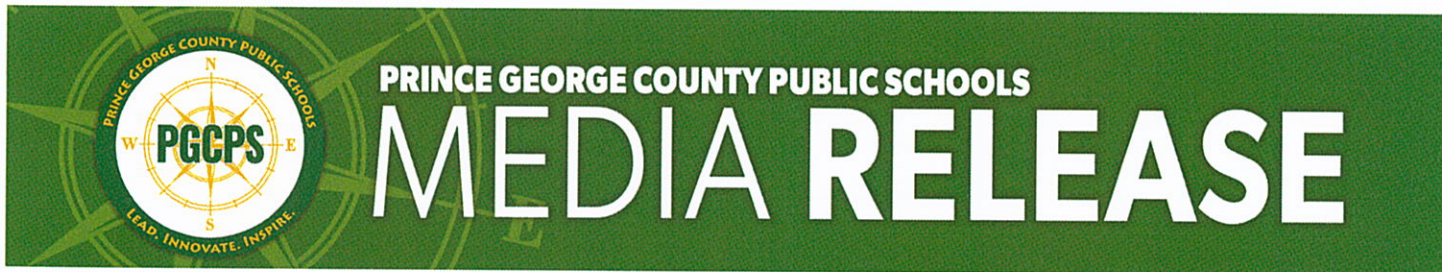
Prince George County Public Schools

6410 Courts Drive

Prince George, Va. 23875

Phone: (804)-733-2700

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



**As Summer Approaches, Families Encouraged to Schedule Student Registration
Appointments For PGCPS' 2021-22 School Year**
Visit PGCPS' Division Website for School Contact, Registration Information

PRINCE GEORGE, Va. (June 8, 2021) - Prince George County Public Schools will open for the 2021-22 School Year on September 7, 2021. Parents/guardians are encouraged to call and schedule an appointment this summer at the school their child will be attending in the coming year.

Contact information for PGCPS' schools can be found on the district's main website, <http://www.pgs.k12.va.us>, and clicking "Schools" in the menu bar.

Families can also contact their child's school online by visiting Prince George County Public Schools' Student Registration webpage at <http://www.pgs.k12.va.us/studentregistration/>. From there, families can complete an online form that corresponds to the school their child will be attending in the 2021-22 School Year. Once the digital form is submitted, the school's staff will contact families to schedule a registration time. Along with helpful forms, the page also has a list of documents families will need to bring with them for enrollment, residency information, and frequently asked questions specifically for kindergarten registration.

Registration for each student will take approximately 60 to 90 minutes, depending upon completion and review of documents. Appointments are limited and fill quickly, so families are encouraged to call or submit their online form early.

** NOTE: If a child receives special services (e.g., Individualized Education Program (IEP), 504, and/or health plan, etc.), families are asked to bring a copy of the paperwork with them at the time of their registration appointment.*

When attending registration, families should be prepared to adhere to any COVID-19 safety protocols that may be in place at that time, such as wearing a mask that covers their nose and mouth while inside the school building and adhering to social distancing guidelines.

To prepare for the start of the school year, Prince George County Public Schools will not schedule any student registrations on the following days:

- August: 30, 31
- September: 1,2,3,7

Student registrations will resume by appointment beginning September 8, 2021.



PGCPS, Prince George Social Services Team Up for Annual Back-to-School Fair on August 7

Donations of school supplies are being accepted now through August 2, 2021, at the Prince George County School Board Office and the Prince George Department of Social Services for this year's event!

June 15, 2021 - Prince George County Public Schools and Prince George Department of Social Services are partnering again to support the needs of local students through the annual Back-To-School Fair on **Saturday, August 7 from 9 a.m. to 12 p.m. at Prince George High School.**



Prince George County's kickoff to the school year is set to return after being canceled in 2020 due to the COVID-19 pandemic. The goal of the Back-To-School Fair is to help assist families by providing school supplies and valuable information to help parents and students start the upcoming school year in a positive way.

This year's Back-To-School Fair will look slightly different than in years past as the event will be held at Prince George High School, located at 7801 Laurel Spring Road, in a drive-thru format. Similar to the successful Storybook Character Parade held last October to give local children and their families a safe trick-or-treating experience, the Back-to-School fair will allow families to drive through the parking areas of Prince George High School to pick up pre-packaged items from vendors and backpacks full of community donations.

Attendees will be asked to stay in their car as they move through the drive-thru line and travel through the entirety of the line to receive their backpacks. A child must attend either an elementary or secondary school in Prince George County to receive a backpack during the event. The backpacks will be available while supplies last, distributed on a first-come, first-served basis, and one backpack per child.

Donations of school supplies are being accepted now through August 2, 2021, at the Prince George County School Board Office, located at 6410 Courts Drive, and the Prince George Department of Social Services, located at 6450 Administration Drive. Complete supply lists are available below this article for download. Backpacks will be filled with donated supplies, including:

- No. 2 Pencils
- Blue/Black Ink Pens
- Filler Paper (Wide & College Ruled)
- 24-Count Crayons
- Composition Notebooks
- Spiral Notebooks
- Glue Sticks
- Pocket Folders
- Fluorescent Highlighters

Volunteers will fill donated backpacks with supplies contributed by the community for distribution at the Back-To-School Fair. Families can expect to see familiar faces as teachers and staff from Prince George County's schools will be in attendance, helping to hand out bags and supplies to students, along with staff from the Prince George Department of Social Services and other county employees.

Prince George County Public Schools thanks the Prince George Department of Social Services in advance for their continued support of the Back-To-School Fair. Their efforts, paired with the generosity of the Prince George community, help make the Back-To-School

Schools

Parent Portal

Staff Directory

Calendar

Fair the success it has been since its inception.

For more information about the Back-To-School Fair, visit Prince George County Public Schools' website at <http://www.pgs.k12.va.us>.

In Pictures: Prince George High School Grads Celebrate Accomplishments During Commencement Exercises

Experience the Prince George High School Class of 2021 graduation ceremonies in photos, captured during the school's three ceremonies on Thursday, June 17, and Friday, June 18.

June 17, 2021 - The Prince George High School Class of 2021 celebrated the completion of over a decade of formal education during a series of commencement exercises at the school's athletic field on Thursday, June 17, and Friday, June 18.



Family, friends, and supporters filed into the stadium with flowers, signs, and banners close by as they attended the school's three graduation ceremonies. Cheers filled the air as the students' names were read by Prince George High School administrators, leading up to them receiving their diploma and a warm greeting from Prince George High School interim principal Willie Elliott.

Enjoy photographic selections from each graduation ceremony from our gallery below, captured by Prince George County Public Schools Coordinator of Communications and Public Relations Michael Campbell.

(Desktop Users: To enlarge, right-click, select 'Open in New Tab' or 'Open in New Window')

PHGS Class of 2021 Graduation Ceremony #1
Thursday, June 17, 2021 | 9 a.m | Honor Graduates and last names A-D

Becky Kirk

From: PGCPS - Royal Messenger
Sent: Thursday, June 24, 2021 4:06 PM
Subject: SURVEY: PGCPS American Rescue Plan Act Funding Survey of School Community



Good afternoon Prince George Family,

Prince George County Public Schools has been allocated funds through the American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) Fund III, and we are interested in your opinion as to how you feel those funds should be spent.

Included in this message is a brief survey that includes a list of acceptable uses for the funds. We ask that you complete the survey and provide your top five selections for the funds' use. You will also be able to share additional comments on your selections as part of this survey.

<https://www.surveymonkey.com/r/YWQ3323>

PGCPS will hold a public hearing regarding the American Rescue Plan Act Elementary and Secondary School Emergency Relief Fund III during the Prince George School Board meeting scheduled for July 14, 2021, at the Prince George County Administration Building in the third-floor boardroom, located at 6602 Courts Drive.

At this meeting, you will have the opportunity to voice your opinion regarding the funds' use and the survey's results will be shared with the community.

This survey will be available until 5 p.m. on Tuesday, July 13, 2021.

We appreciate your time, involvement, and voice in this important process to help support the needs of the children of Prince George County.

Thank you,

Lisa Pennycuff, Ed.D.
Superintendent

Date: July 14, 2021
Presenter: Dr. Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: PERSONNEL.

- A. Appointments – 13
- B. Resignations – 9
- C. Reappointments for 2021-22 School Year - 1
- D. Reassignment - 1
- E. Retirements - 2

RECOMMENDATION: Approval

Date: July 14, 2021
Presenter: Dr. Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: BOARD REQUESTS

- A. Facility Use – 1
 - B. Religious Exemptions - Section 22.1-254.B.1 of the Code of Virginia – 2
 - C. Other – 1
-

RECOMMENDATION: Approve

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA



6410 Courts Drive | Prince George, Virginia 23875 | (804) 733-2700

Date: July 14, 2021

Presenter: Ronald Rhodes

Approved: _____

Disapproved: _____

Tabled: _____

Topic: Uniform Service & Related Supplies

RATIONALE: The purchase for Uniform Service and related supplies was bid for the period of July 1, 2021– June 30, 2022.

RECOMMENDATION: Recommend uniform service and related supplies be awarded to Cintas as the only bidder.

Bid tabulation is attached.

Reviewed by:

Ronald T. Rhodes, Director of Operations

Date: July 14, 2021

Presenter: Monique Barnes

Approved: _____
 Disapproved: _____
 Tabled: _____

TOPIC: Request for Approval for Supplemental Appropriation to the 2021-2022 Grant Fund (0510) Budget.

RATIONALE: Prince George County Public Schools has received a state set-aside grant award under the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act Elementary and Secondary School Emergency Relief (ESSER) II funds to support unfinished learning and to explore extended learning options.

RECOMMENDATION: Approval by School Board to make a request of 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.

Revenue:		
0510-30-000-0000-00000-000-000-855-333855	ESSER II SET-ASIDE	\$ 676,163.66

Expenditure:		
0510-06-201-6000-61100-100-900-855-41600	SUPPLEMENTS	\$ 45,000.00
0510-06-201-6000-61100-100-900-855-41343	TUTORING	108,000.00
0510-06-201-6000-61100-100-900-855-42100	FICA	11,704.50
0510-06-201-6000-61100-100-900-855-42100	MATERIALS	105,317.16
0510-06-201-6000-61100-100-900-855-43101	PURCHASED SERVICES	50,000.00
<u>0510-06-207-6009-68100-100-900-855-48104</u>	<u>SOFTWARE</u>	<u>356,142.00</u>
TOTAL EXPENDITURES		\$ 676,163.66

Date: July 14, 2021

Presenter: Dr. Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: Appointment of Lisa Pennycuff as Special Agent for Public Law 89-10 and Other Federal Projects

RATIONALE: Federal law requires the School Board appoint, in a regular meeting, the Superintendent to act as special agent for Public Law 89-10. This gives the Superintendent authority to sign off on federal grants and projects, including but not limited to the Impact Aid Application.

RECOMMENDATION: To appoint and authorize Dr. Pennycuff as special agent for Public Law 89-10.

Date: July 14, 2021

Presenter: Lisa Pennycuff

Approved: _____

Disapproved: _____

Tabled: _____

Topic: VSBA Policy Services Agreement

RATIONALE: The VSBA Policy Services Agreement will expire July 31, 2021. A new one -year contract has been submitted to continue with VSBA services. The agreement is renewable for an additional one-year terms at the original contract fee. Annual installments are \$3,000.00 each year and are due on or before August 1 of each year.

Services include:

- A manual containing sample policies
- update services including, but not limited to, new and revised policies based on:
 - statutory law
 - case law
 - agency rules and regulations
 - Attorney General opinions
- availability of VSBA staff member/attorney to answer questions regarding policies

RECOMMENDATION: Staff recommends approval of a one year VSBA Policy Services subscription contract (August 1, 2021 through July 31, 2022).

Date: July 14, 2021

Presenter: Lisa Pennycuff

Approved: _____
Disapproved: _____
Tabled: _____

TOPIC: 2021 Media Honor Roll

RATIONALE: The School Board may determine if they want to recognize a reporter (print, radio, or television) who deserves Media Honor Roll recognition. Criteria for honorees include (1) makes an effort to get to know the superintendent, board chairman; 2) understands the division’s mission and goals; (3) reports school news in a manner that is fair, accurate, and balanced; (4) gives a high-profile position to good news about schools; (5) regularly visits the schools, attends board meetings, etc.; (6) maintains a policy of “no surprises” by sharing information with school representatives.

RECOMMENDATION: The School Board may nominate up to three media representatives. The Superintendent recommends Michael Campbell and the Board may also choose to nominate others. A Resolution (copy attached) must be passed by the School Board and nomination form submitted to the VSBA before August 23, 2021.

MEDIA HONOR ROLL RESOLUTION

WHEREAS, in each community, the public schools are shaped by the community to provide the most appropriate and effective education for the schoolchildren who attend those schools; and

WHEREAS, public schools are dependent on the community's support in countless ways, including support in setting goals for the education of our children, in establishing successful volunteer and booster programs at the schools, for annual funding of operations, in periodic bond elections, in the election of qualified school board members; and

WHEREAS, much of the community's knowledge and opinions about the public schools rely on responsible reporting by local media representatives who decide which news to share with the community, how much attention will be focused on various issues, and what the tone of the reporting will be; and

NOW BE IT RESOLVED that the Prince George County School Board places the name of

Michael Campbell

on the statewide *VSBA Media Honor Roll*, calling attention to the ongoing responsible and exemplary nature of reporting on this community's public schools. We express our appreciation for your balanced and accurate approach to sharing with this community both the challenges facing our schools and the successes achieved by the teachers and students. Your work has aided this community in focusing on the goal of providing the best public schools we can for the children who attend them.

Dated this ____ day of _____, 2021.

Robert E. L. Eley, III, Chairman

Christopher A. Johnson, Vice Chairman

Jill A. Andrews, Board Member

Cecil M. Smith, Board Member

Sherry D. Taylor, Board Member

Date: July 14, 2021

Presenter: Monique Barnes

Approved: _____

Disapproved: _____

Tabled: _____

TOPIC: Technology Funds Reimbursement Resolution

RATIONALE: Prince George County Public Schools is scheduled to receive \$432,800 in State Technology Funds in 2021-2022, with a required local match of \$86,560. As in past years, the funds are to be used for specific technology purchases with regards to Standards of Learning (SOL) testing. In order for Prince George County Public Schools to make qualified purchases throughout the year, the Board must adopt a resolution (attached).

RECOMMENDATION: Adopt the attached reimbursement resolution.

ATTACHMENTS: Sups Memo #131-21 (May 14, 2021)
PGCPS Resolution

REIMBURSEMENT RESOLUTION

RESOLUTION NO. 2122-1

RESOLUTION OF THE PRINCE GEORGE COUNTY SCHOOL BOARD OF PRINCE GEORGE COUNTY PUBLIC SCHOOLS DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE GRANTS MADE BY THE COMMONWEALTH OF VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, **Prince George County Public Schools** (the “Division”) is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division [has paid, beginning no earlier than **July 1, 2021** and] will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in connection with the capital project (the “Project”), as more fully described in Appendix A attached hereto; and

WHEREAS, the **Prince George County School Board** of the Division (the “Board”) has determined that the money [previously advanced no more than 60 days prior to the date hereof and] to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the “Grants”) from the proceeds of its tax exempt equipment notes (the “Notes”).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The Board hereby declares the Division’s intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after [**July 1, 2021**, which date is no more than 60 days prior to] the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each Expenditure [was and] will be of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$519,360. (\$232,000 VPSA Allocation + \$46,400 Local Match + \$200,800 e-Learning Backpack + \$40,160 Local Match)

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 14th day of July, 2021.

Robert E. L. Eley, III
School Board Chair

Attested to:

Rebecca Kirk
Clerk of the Board

DESCRIPTION OF PROJECT

Check the Applicable Box(es):

X	(1) Classroom Multimedia Network Computers Requests in this category include only the cost of the new computer system itself (e.g., monitor, CPU, keyboard, mouse, operating system software). Additional software or peripherals such as printers or modems should not be included in this category
X	(2) Internet-Ready Local Area Network (LAN) Capability Requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to Internet-ready local area network capability (e.g., wiring, servers, power upgrade, etc.).
X	(3) Assure Adequate High-Speed, High-Bandwidth Capability Requests in this category include costs related to networking, retrofitting, upgrading of school buildings, and operating software related to access the Internet (e.g., wiring, servers, power upgrade, etc.).
X	(4) Instructional Software Requests in this category shall not exceed 1/13th of the amount spent on Classroom Multimedia Network Computers (see A1 on the reimbursement form). Software purchased must have a useful life of at least one year and be included in the division's approved technology plan.
X	(5) Handheld Devices Requests in this category include handheld multi-functional computing devices that support a broad range of applications and that are controlled by operating systems providing full multimedia support and mobile Internet.

Date: July 14, 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. The policies will be presented at the August 2, 2021 meeting for approval.

RECOMMENDATION: Approve revisions as presented.

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

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

Policy Code	Revision
IGAG	Teaching About Drugs, Alcohol and Tobacco Policy updated to reflect amendment of VA Code §22.1-206 by HB2312/SB 1406.
IGAI	Character Education Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
IGBC	Parent and Family Engagement Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
IJ	Guidance and Counseling Program Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
INB (PG changes)	Teaching About Controversial Issues Policy updated administratively.
JB	Equal Educational Opportunities/Nondiscrimination Policy Updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
JFC (PG Changes)	Student Conduct Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020).
JFHA/GBA (PG Changes)	Prohibition Against Harassment and Retaliation 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).
JHCF (PG Changes)	Student Wellness Policy updated with administrative revisions.
JOA	Student Transcripts 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).
KK/KK-R (PG Changes)	School Visitors 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 minutes¹ 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.²

~~Overtime and Compensatory Time~~³ Overtime³

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.

¹ If the length of the usual workday is different, the correct length should be substituted.

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

³ 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 writing⁴ by the superintendent or superintendent's designee.⁵ 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.⁶ 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.⁷ 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 240⁸ 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.

⁴ 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.

⁵ This sentence is not required by the Fair Labor Standards Act but is recommended.

⁶ 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.

⁷ Each division should designate the person to whom the time sheets should be given.

⁸ ~~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.⁹

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.

⁹ 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.

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

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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

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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. 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.¹

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.

¹ 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.

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.¹

Nutrition Promotion and Education

Nutrition Promotion¹

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 Activity¹

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.

¹ Each division must determine its own goals and include them in its policy.

Other Activities that Promote Student Wellness¹

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 20-740-40.²

The superintendent is responsible for creating³

- 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.

² 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.

³ 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 Involvement¹

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]⁴ 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

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.

⁴ 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 Information¹

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 under Wellness Policy. Please contact the wellness policy designee at 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.⁵

~~The process for monitoring compliance with this policy is~~

Triennial Assessment¹

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.

⁵ 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

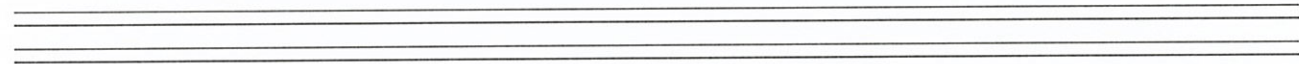
Prince George County is committed to creating a school environment that promotes active movement outside of the traditional opportunities to engage in physical activity. The school division encourages daily active recess and a comprehensive physical education program.

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 with 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: July 14, 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: A copy of the 2021-22 Student Conduct and Safety Handbook is provided for Board Member review. Approval will be requested at the August 2, 2021 School Board meeting.

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 30th.**

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

TBD
Assistant Superintendent

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.

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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, bananas, 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 membership¹

¹Any 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 21st 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: July 14, 2021

Presenter: Monique Barnes

Approved: _____
 Disapproved: _____
 Tabled: _____

TOPIC: Online Payments for Schools

RATIONALE: In an effort 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. Edlio functions with our website and each URL or school has the option to have a special page and account, allowing the division to seamlessly integrate this with our website, also utilizing the format of the hosting school's page; therefore, the page mimics our website.

Regarding the security of the site, the division may determine who has access to creating the page or form for the types of payments that could be posted. This process would go through a workflow for approval before the page or form goes "live" on the website. The site provides secure and encrypted payments. Following an online payment, the bookkeeper would receive an email, advising of the payment. We may also add other individuals to the list of those who receive the email notifications, such as Principals and Assistant Principals. Also, the purchaser receives an email confirmation.

Payments are processed on the 1st and the 16th of each month via ACH. There are several reports that are available, and these include transaction reports, as well as payout statements. These may be imported into Excel. The system also integrates with EPES, the software that supports the accounting system that is used at each of our schools.

The only fees are a convenience fee that would be passed on to the purchaser. This is 4%, plus a transaction fee of 35 cents. Of this, Edlio receives 1.75% and the credit card company, receives 2.25%, as well as the transaction fee of 35 cents.

RECOMMENDATION: Information Item.

Online Payments for Schools/Parents

- Edlio- works with our website and each URL or school can have an account.
- Appearance mimics our website
- Fees are 4% plus a transaction fee of 35 cents.
 - Edlio receives 1.75% and credit card receives 2.25% and the 35 cent transaction fee.
- Edlio will send payments to each bank account via ACH on the 1st & 16th of each month.

Security

- Can restrict who creates forms
- Approval before going live
- Notifications are sent to each bookkeeper and can include Principals, as well
- Confirmation email to each purchaser
- Secure & encrypted payments

Reports

- Transaction Reports
- Payout Statements
- Integrates with EPES- the schools' activity fund accounting program

Convenience Fee

- Parents Pay the Fee
- **PGCPS Food Service**
 - Uses My School Bucks
 - Set fee of \$4.30 per transaction
 - Parents pay \$1.50/transaction
 - Division pays \$2.80/transaction

- **Other Participating School Divisions Responding to Survey**
 - York
 - Goochland
 - Williamsburg-James City
 - Montgomery
 - Dinwiddie
 - New Kent
 - Northampton
 - Spotsylvania

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Financial Report for JUNE 2021

	Adopted	Adopted Changes	Revised	Prior Period Actual	Current Month	Year to Date Actual	Year to Date Encumbered	Remaining Revenue Amount	Remaining Revenue %
Revenue									
Operating Fund									
Other Funds	\$ 260,000	\$ -	\$ 260,000	\$ 209,997	\$ 18,540	\$ 228,537	\$ -	\$ 31,463	12.1%
State Funds	\$ 43,802,352	\$ 1,142,030	\$ 44,944,382	\$ 40,387,830	\$ 4,093,296	\$ 44,481,126	\$ -	\$ 463,256	1.0%
Federal Funds	\$ 5,039,686	\$ 1,480,997	\$ 6,520,683	\$ 6,460,220	\$ 85	\$ 6,460,306	\$ -	\$ 60,377	0.9%
Local Transfer	\$ 16,525,450	\$ 47,039	\$ 16,572,489	\$ 12,441,127	\$ 4,131,363	\$ 16,572,489	\$ -	\$ -	0.0%
	\$ 65,627,488	\$ 2,670,066	\$ 68,297,554	\$ 59,499,174	\$ 8,243,284	\$ 67,742,458	\$ -	\$ 555,096	0.8%
Federal Funds									
All Grants	\$ 2,265,345	\$ 581,041	\$ 2,846,386	\$ 1,583,036	\$ 464,635	\$ 2,047,671	\$ -	\$ 798,715	28.1%
	\$ 2,265,345	\$ 581,041	\$ 2,846,386	\$ 1,583,036	\$ 464,635	\$ 2,047,671	\$ -	\$ 798,715	28.1%
Textbook Fund									
State Funds	\$ 498,898	\$ -	\$ 498,898	\$ 457,323	\$ 22,572	\$ 479,895	\$ -	\$ 19,003	3.8%
Use of Fund Balance	\$ -	\$ 347,122	\$ 347,122	\$ -	\$ -	\$ -	\$ -	\$ 347,122	100.0%
Transfer from School Fund	\$ 163,385	\$ -	\$ 163,385	\$ 122,539	\$ 40,846	\$ 163,385	\$ -	\$ -	0.0%
	\$ 662,283	\$ 347,122	\$ 1,009,405	\$ 579,862	\$ 63,418	\$ 643,280	\$ -	\$ 366,125	36.3%
Nutritional Services Fund									
Revenue - Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Cafeteria Receipts	\$ 1,334,135	\$ -	\$ 1,334,135	\$ 91,155	\$ -	\$ 91,155	\$ -	\$ 1,242,980	93.2%
Food Commodities	\$ 180,000	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000	100.0%
State Funds	\$ 63,756	\$ -	\$ 63,756	\$ 32,051	\$ 17,479	\$ 49,531	\$ -	\$ 14,225	22.3%
Federal Funds	\$ 1,590,061	\$ 37,284	\$ 1,627,345	\$ 1,809,197	\$ 261,632	\$ 2,070,829	\$ -	\$ (443,484)	-27.3%
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
	\$ 3,167,952	\$ 37,284	\$ 3,205,236	\$ 1,932,403	\$ 279,111	\$ 2,211,514	\$ -	\$ 993,722	31.0%
TOTAL ALL SCHOOL FUNDS	\$ 71,723,068	\$ 3,635,513	\$ 75,358,581	\$ 63,594,475	\$ 9,050,449	\$ 72,644,923	\$ -	\$ 2,713,658	3.6%

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Financial Report for JUNE 2021

	Adopted	Adopted Changes	Revised	Prior Period Actual	Current Month	Year to Date Actual	Year to Date Encumbered	Available Budget Amount	%
Expenses									
Operating Fund									
Instruction	\$ 47,236,502	\$ 1,054,408	\$ 48,290,910	\$ 37,043,217	\$ 9,734,067	\$ 46,777,284	\$ 187,071	\$ 1,326,555	2.8%
Technology	\$ 2,927,493	\$ 1,173,619	\$ 4,101,112	\$ 3,096,292	\$ 753,455	\$ 3,849,746	\$ 1,364	\$ 250,002	6.1%
Total Instruction	\$ 50,163,995	\$ 2,228,027	\$ 52,392,022	\$ 40,139,509	\$ 10,487,521	\$ 50,627,030	\$ 188,434	\$ 1,576,557	3.0%
Admin., Health & Attendance	\$ 3,695,068	\$ -	\$ 3,695,068	\$ 3,431,831	\$ 509,143	\$ 3,940,974	\$ 13,274	\$ (259,180)	-7.0%
Pupil Transportation	\$ 4,545,750	\$ -	\$ 4,545,750	\$ 3,348,979	\$ 909,824	\$ 4,258,803	\$ 14,243	\$ 272,704	6.0%
Maintenance & Operations	\$ 5,983,422	\$ (169,360)	\$ 5,814,062	\$ 5,288,423	\$ 499,193	\$ 5,787,616	\$ 68,968	\$ (42,522)	-0.7%
Capital Improvements	\$ 322,253	\$ 961,399	\$ 1,283,652	\$ 760,261	\$ 623,043	\$ 1,383,304	\$ 413,642	\$ (513,294)	-40.0%
Contingency Fund	\$ 350,000	\$ (350,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
County CIP Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
County CSA Transfer	\$ 567,000	\$ -	\$ 567,000	\$ 425,250	\$ 141,750	\$ 567,000	\$ -	\$ -	0.0%
Total Regular Fund	\$ 65,627,488	\$ 2,670,066	\$ 68,297,554	\$ 53,394,253	\$ 13,170,475	\$ 66,564,727	\$ 698,562	\$ 1,034,265	1.5%
Federal Funds									
Instruction - Title I	\$ 624,151	\$ 69,303	\$ 693,454	\$ 478,429	\$ 139,766	\$ 618,195	\$ -	\$ 75,259	10.9%
All Grants	\$ 1,641,194	\$ 511,738	\$ 2,152,932	\$ 1,467,784	\$ 534,713	\$ 2,002,497	\$ 6,761	\$ 143,674	6.7%
Total Federal	\$ 2,265,345	\$ 581,041	\$ 2,846,386	\$ 1,946,213	\$ 674,479	\$ 2,620,692	\$ 6,761	\$ 218,933	7.7%
Textbook Fund	\$ 662,283	\$ 347,122	\$ 1,009,405	\$ 916,400	\$ 64,967	\$ 981,368	\$ -	\$ 28,037	2.8%
Nutritional Services Fund	\$ 3,167,952	\$ 37,284	\$ 3,205,236	\$ 2,073,548	\$ 543,971	\$ 2,617,519	\$ 197,835	\$ 389,882	12.2%
TOTAL ALL SCHOOL FUNDS	\$ 71,723,068	\$ 3,635,513	\$ 75,358,581	\$ 58,330,414	\$ 14,453,892	\$ 72,784,306	\$ 903,157	\$ 1,671,118	2.2%

PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Financial Report for JUNE 2021

Fund Balance from Operations

	Beginning Balance	Prior Period Y.T.D.	Current Month	Current Y.T.D.	Current Balance
Operating Fund	\$ -	\$ 6,104,921	\$ (4,927,191)	\$ 1,177,730	\$ 1,177,730
Federal Funds	\$ -	\$ (363,177)	\$ (209,844)	\$ (573,021)	\$ (573,021)
Textbook Fund	\$ 347,122	\$ (336,538)	\$ (1,549)	\$ (338,088)	\$ 9,034
Nutritional Services Fund	\$ 966,676	\$ (141,145)	\$ (264,860)	\$ (406,005)	\$ 560,671
Total All School Funds	\$ 1,313,798	\$ 5,264,060	\$ (5,403,443)	\$ (139,383)	\$ 1,174,415

LEAD. INNOVATE. INSPIRE.

Prince George County Public Schools

PRINCE GEORGE, VIRGINIA

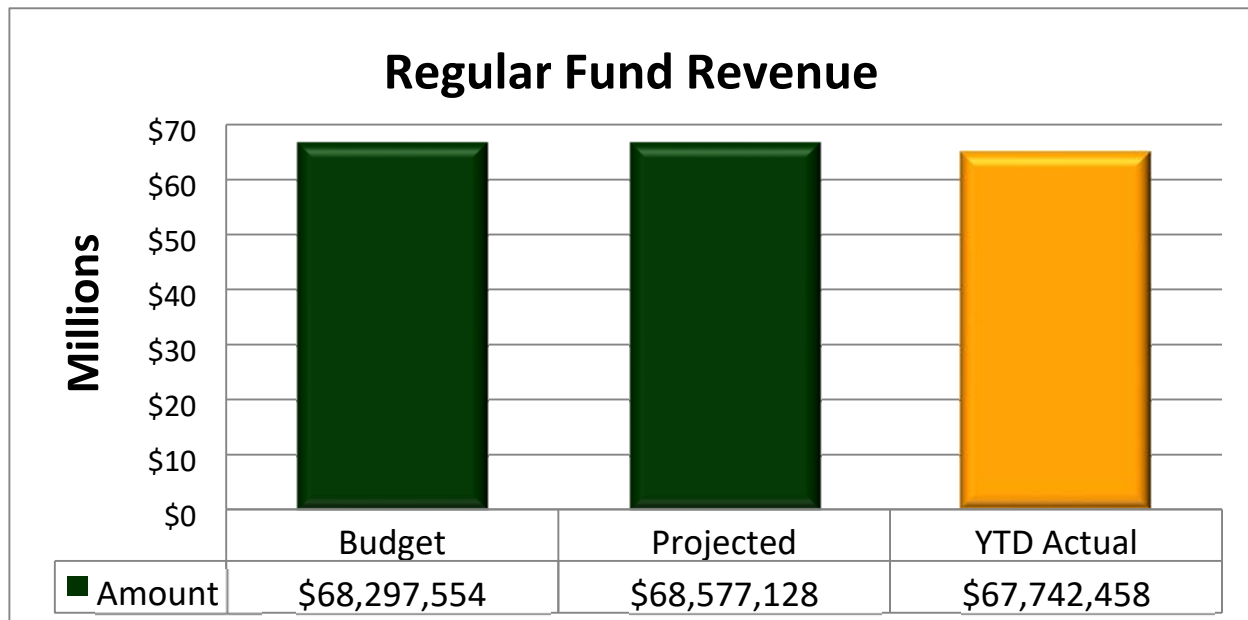


FINANCIAL HIGHLIGHTS

FY 2021 JUNE

REGULAR/OPERATING FUND REVENUE

For the month ended June 30, 2021, we had received revenues of \$67,742,458 or 99.2% of budgeted funds. This compares to 95.6% at the same time last year.



Revenue Type	FY2021 Budget	FY2021 Projected	\$ Diff.	% Diff.
Local Appropriations	\$16,572,489	\$16,572,489	\$ 0	0.0%
State Funds	44,944,382	45,315,796	371,414	.8%
Federal Funds	6,520,683	6,460,306	-60,377	-0.9%
Other Local Funds	260,000	228,537	-31,463	-1.2%
Total Revenues	\$68,297,554	\$68,577,128	\$ 279,574	.4%

REGULAR FUND EXPENDITURES & ENCUMBRANCES

For the month ending June 30, 2021 we had obligated (encumbrances + YTD expenses) \$67,263,289 or 98.5% of available funds in the general operating fund. This compares to 89.1% at the same time last year. As school divisions operate on a modified accrual basis, we will continue to have transactions that will be applied to FY21 through August 15, 2021.

