

**AGENDA**  
**POQUOSON CITY SCHOOL BOARD MEETING**  
**September 21, 2021 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

- I. CALL TO ORDER, PLEDGE TO THE FLAG – *Marissa Woodruff a Sixth Grader at Poquoson Middle School, Pledge Leader and Inspirational Reader.***
- II. STUDENT PRESENTATION - *DECA Project Creating the PEF Annual Report***
- III. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA**
- IV. PRESENTATIONS AND REPORTS**
  - A. School Opening Update – *Arty Tillett, Superintendent***
  - B. Financial Update – *Tara Woodruff, Executive Director of Finance***
  - C. Operations Update – *Steve Pappas, Executive Director of Operations***
  - D. Instructional Update – *Christine Hill, PhD., Assistant Superintendent and Brandon Ratliff, Ed.D., Director of Accountability, Student Achievement & Technology***
- V. PUBLIC COMMENT**
- VI. CONSENT AGENDA**
  - A. Approval of Minutes of August’s Regular Meeting, Work Session, Closed Meeting, and Special Meeting (*Enclosed*)**
  - B. Approval of Financial Reports (*Enclosed*)**
  - C. Approval of Personnel Action**
  - D. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request (*Enclosed*)**
- VII. OTHER MATTERS FOR CONSIDERATION**
  - A. Consideration of Approval of PCPS Capital Improvement Plan for FY22-FY27 (*Reading File Enclosed*)**
  - B. Consideration of Approval of First Reading of Changes to Policy Manual (*Reading File Enclosed*)**
  - C. Consideration of Approval of Proclamations for National School Lunch Week and Bullying Prevention Month (*Enclosed*)**
- VIII. COMMUNICATIONS AND/OR OTHER MATTERS BY SCHOOL BOARD AND/OR SUPERINTENDENT**
- IX. MATERIAL FOR BOARD REVIEW**
- X. ADJOURNMENT**

**POQUOSON CITY SCHOOL BOARD**  
**September 21, 2021 – WORK SESSION, 5:30pm**  
**CITY OF POQUOSON COUNCIL CHAMBERS CONFERENCE ROOM**

**AGENDA**

- I. Capital Improvement Plan
- II. New Matters by the Board

**POQUOSON CITY SCHOOL**

**September 21, 2021  
After Regular Board Meeting  
Council Chambers**

**AGENDA**

**I. Call for Closed Session – *Michelle Sheeler, Chairman***

**A. Poquoson City Public Schools' School Board will meet in closed session pursuant to the Scholastic Exemption of Section 2.2-3711(A)(1) of the Virginia Freedom of Information for consideration of personnel matters.**

**POQUOSON CITY SCHOOL BOARD MEETING**  
**August 24, 2021 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Michelle Sheeler, Chairman  
Christy Helsel, Vice Chair  
Jeremy Jordan  
Craig Freeman  
Jonathan Ingram  
Camron "CJ" Childress  
Timothy Goodale  
Arty Tillett, Superintendent  
Christine Hill, PhD, Assistant Superintendent for Instruction and Support Services  
Lenna Reimers, Clerk of the Board

I. CALL TO ORDER, PLEDGE TO THE FLAG. Chairman Sheeler called the meeting to order at 6:00 p.m., and led in the Pledge of Allegiance to the flag.

II. ADDITIONS AND/OR MODIFICATIONS TO THE AGENDA

III. PRESENTATIONS.

A. Update on School Opening for 2021-2022. Mr. Arty Tillett, Superintendent, gave a presentation on Health Mitigation Strategies for 201-2022.

B. Instructional Update. Dr. Christine Hill, Assistant Superintendent for Instruction and Support shared information on Open House days and times for families to attend. She also informed families of the virtual option available for Open House. She presented information on Elementary Reading Instruction (K-5). She showed the Board how the Division website has been updated on curriculum and instruction. Dr. Hill advised that she will be providing teachers and administrators with a curriculum and instruction Newsletter.

C. Mrs. Tara Woodruff, Executive Director of Finance, presented to the Board the Elementary and Secondary School Emergency Relief (ESSER III) funding plan. She explained the purpose of the funding, which is to help safely reopen and sustain the safe operation of schools, plus address the impacts of COVID-19 by addressing students' academic, social, emotional, and mental health needs.

D. Operations Update. Mr. Steve Pappas, Executive Director of Operations, presented an update on the PMS modernization project, team rooms and new turf being installed on the field.

V. PUBLIC COMMENT. Brandon Call, 13 Bayview Dr spoke on mask mandate; David Jellison, 23 Terrace Dr spoke on mask mandate; Alicia Darouse, 56 Pasture Rd spoke on exemptions to masks; Doug Macloud of Poquoson spoke on transgender policy; Dave Dean of Poquoson spoke on COVID mandates.

VI. CONSENT AGENDA.

A. Approval of Financial Reports *(Enclosed)*

B. Approval of Personnel Action *(Enclosed)*

C. Authorization to Change Appropriation and to Accept and Expend Funds in Accordance with Attached Request *(Enclosed)*

D. Approval of Minutes of June Regular Meeting *(Enclosed)*

E. Approval of Minutes of July Special Organizational Meeting *(Enclosed)*



Ms. Helsel read the Consent Agenda above. Mr. Jordan made a motion, seconded by Mr. Freeman, that the Consent Agenda be approved as read. Vote was taken.

VOTE: 7:0

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

VII. OTHER MATTERS FOR CONSIDERATION.

A. Consideration of Approval of Health Mitigation Strategies for 2021-2022

Mr. Jordan made a motion, seconded by Ms. Helsel that voting on the Health Mitigation Strategies for 2021-22 be tabled for another meeting. Vote was taken.

VOTE: 6:1

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Nay; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

B. Consideration of Approval of Appointment of Deputy Clerk of the Board *(Reading File Enclosed)*.

Ms. Helsel made a motion, seconded by Mr. Goodale that Dr. Hill be approved as Deputy Clerk of the Board. Vote was taken.

VOTE: 7:0

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

C. Consideration of Approval of Second Reading of Changes to Policy Manual *(Reading File Enclosed)*.

Mr. Jordan made a motion, seconded by Mr. Freeman, that Changes to the Policy Manual be approved. Vote was taken.

VOTE: 7:0

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

D. Consideration of Approval of Authorized Signature in Absence of Division Superintendent *(Enclosed)*.

Mr. Jordan made a motion, seconded by Ms. Helsel that Dr. Hill be approved as Authorized Signature in Absence of Division Superintendent. Vote was taken.

VOTE: 7:0

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

E. Consideration of Approval of 2021-2022 Calendar Adjustments *(Reading File Enclosed)*.

Ms. Helsel made a motion, seconded by Mr. Freeman that Adjustments to the 2021-22 Calendar be approved. Vote was taken.

VOTE: 7:0

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

VIII. COMMUNICATIONS AND/OR OTHER MATTERS BY SCHOOL BOARD AND/OR SUPERINTENDENT.

- Mr. Tillett. No Comment.
- Mr. Ingram. He thanked the Kiwanis Club for hosting the breakfast for new PCPS teachers. He thanked Tabernacle United Methodist Church for sponsoring the breakfast. He thanked the speakers who came out to share their comments.
- Mr. Goodale. He thanked the speakers who came out to share their comments. He shared that he looks forward to serving on the Board.
- Mr. Freeman. He thanked the speakers who shared their comments with the Board.
- Mr. Jordan. He welcomed the new teachers and administrative staff to Poquoson. He shared that he is looking forward to the upcoming school year, even with the challenges that will have to be faced. He spoke on how pleased he was on how PCPS handled last year's school year, and how we were the only school division that had young children in school at least a couple of days a week at the start of the school year. He also shared that he is excited to have athletics starting soon.
- Mr. Childress. He shared that he is a new Board member and has noticed how passionate the teachers, staff, administrators and Board members are about education. He is looking forward to serving on the Board.
- Vice Chair Helsel. She echoed Mr. Jordan's comments. She thanked the speakers for coming out to share comments. She is excited about the new field and ready for sports to begin.
- Chairman Sheeler. She welcomed Dr. Hill as the new Assistant Superintendent. She welcomed the two newest Board members, Dr. Goodale and Mr. Childress. She read a statement to the community on the Oath that Board members take when appointed. She thanked Brad King, Division Attorney, for his attendance at the meeting and his continued support and advisement. She spoke in reference to everyone working together for the betterment of Poquoson students and their education. She thanked the speakers that came out to share comments and for all the people who wrote emails, Let's Talk, and letters.

IX. MATERIAL FOR BOARD REVIEW. There were none.

X. ADJOURNMENT. Chairman Sheeler announced that a Closed Session would follow the Board Meeting. There being no further business before the Board, Chairman Sheeler adjourned the meeting at 7:24 p.m.

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Michelle Sheeler, Chairman

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Lenna Reimers, Clerk of the Board

Date: \_\_\_\_\_

**POQUOSON CITY SCHOOL BOARD WORK SESSION**  
**August 24, 2021**  
**CITY OF POQUOSON COUNCIL CHAMBERS CONFERENCE ROOM**

Present: Michelle Sheeler, Chairman  
Christy Helsel, Vice Chair  
CJ Childress  
Jeremy Jordan  
Craig Freeman  
Timothy Goodale  
Jonathan Ingram  
Arty Tillett, Superintendent  
Christine Hill, PhD, Assistant Superintendent for Instruction and Support Services

Chairman Sheeler called the work session of the Poquoson City School Board to order at 5:00 p.m.

I. Health Mitigation Strategies for 2021-2022. Mr. Tillett, Superintendent, presented a presentation to the Board on PCPS' Health Mitigation Strategies for the 2021-2022 school year.

II, New Matters by the Board. There were none.

There being no further areas to be discussed by the board, Chairman Sheeler adjourned the work session at 5:57 p.m.

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Michelle Sheeler, Chairman

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Lenna Reimers, Clerk of the Board

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Date

**CLOSED MEETING  
POQUOSON CITY SCHOOL BOARD  
COUNCIL CONFERENCE ROOM, CITY HALL BUILDING  
August 24, 2021**

PRESENT:	Michelle Sheeler, Chairman	CJ Childress
	Christy Helsel, Vice Chair	Timothy Goodale
	Jeremy Jordan	Arty Tillett, Superintendent
	Craig Freeman	Bradley King, Esquire
	Jonathan Ingram	

Chairman Sheeler called the meeting to order at 7:34p.m.

**I. CONSIDERATION OF NEED FOR CLOSED SESSION**

A motion was made by Ms. Sheeler, and seconded by Ms. Helsel, pursuant to the scholastic exemption of Section 2.2-3711(8) of the Virginia Freedom of Information Act, to move into Closed Session for legal matters. A vote was taken.

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

The motion was approved by a vote of 7:0

**II. CLOSED SESSION**

The Board met in closed session for consideration of:

A. Legal Matters.

**III. MOVE TO OPEN SESSION**

A motion was made by Ms. Helsel, seconded by Ms. Jordan, to move back into open session.

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Jordan, Aye; Mr. Childress, Aye; Vice Chair Helsel, Aye; Chairman Sheeler, Aye

The motion was approved by a vote of 7:0

**IV. ADJOURNMENT**

There being no further business, Chairman Sheeler adjourned the meeting at 8:45 p.m.

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Michelle Sheeler, Chairman

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Date

**POQUOSON CITY SCHOOL BOARD SPECIAL MEETING**  
**August 26, 2021 – 6:00 P.M.**  
**CITY OF POQUOSON COUNCIL CHAMBERS**

Present: Michelle Sheeler, Chairman  
Christy Helsel, Vice Chair  
Jonathan Ingram  
Craig Freeman  
Timothy Goodale  
CJ Childress (by ZOOM)  
Arty Tillet, Superintendent  
Christine Hill, PhD, Assistant Superintendent for Instruction and Support Services  
Lenna Reimers, Clerk of the Board

I. CALL TO ORDER. Chairman Sheeler called the meeting to order at 6:00 p.m.

II. MATTERS FOR CONSIDERATION.

A. Consideration of Health Mitigation Strategies for 2021-2022.

Mr. Freeman and Mr. Ingram both made comments referencing the Health Commissioner's Order requirement to wear masks in K-12 schools.

Mr. Freeman made a motion to approve the Health Mitigation Strategies for 2021-2022, seconded by Ms. Helsel.

Vote was taken

VOTE: 5:1

Mr. Ingram, Aye; Mr. Goodale, Aye; Mr. Freeman, Aye; Mr. Childress, Aye; Vice Chair Helsel, Nay;  
Chairman Sheeler, Aye

III. ADJOURNMENT. There being no further business before the Board, Chairman Sheeler adjourned the meeting at 6:05 p.m.

\_\_\_\_\_  
Michelle Sheeler, Chairman

\_\_\_\_\_  
Lenna Reimers, Clerk of the Board

Date: \_\_\_\_\_

**Poquoson City Public Schools  
Expenditure Summary Report  
August 31, 2021**

Page: 1  
Date: 09/07/21  
Time: 13:10:13

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
PJT 100 STATE/LOCAL FUNDS								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,362,655.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,362,655.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 522,163.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 522,163.00	0.00	
3000	PURCHASE SERVICES	\$ 7,357.00	\$ 0.00	\$ 1,071.50	\$ 1,071.50	\$ 6,285.50	14.56	
5000	OTHER CHARGES	\$ 2,274.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,274.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 16,920.00	\$ 1,128.56	\$ 712.09	\$ 712.09	\$ 15,079.35	10.88	
8000	CAPITAL OUTLAY	\$ 2,450.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,450.00	0.00	
61100	CLASSROOM INSTRUCTION	\$ 1,913,819.00	\$ 1,128.56	\$ 1,783.59	\$ 1,783.59	\$ 1,910,906.85	0.15	
FUNC 61210 GUIDANCE SERVICE								
1000	SALARY AND WAGES	\$ 51,968.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,968.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 21,465.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,465.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 878.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 878.00	0.00	
61210	GUIDANCE SERVICE	\$ 74,311.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,311.00	0.00	
FUNC 61230 HOMEBOUND INSTRUCTION								
1000	SALARY AND WAGES	\$ 4,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,750.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 364.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 364.00	0.00	
61230	HOMEBOUND INSTRUCTION	\$ 5,114.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,114.00	0.00	
FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 87,891.00	\$ 0.00	\$ 7,274.88	\$ 14,192.21	\$ 73,698.79	16.15	
2000	EMPLOYEE BENEFITS	\$ 29,954.25	\$ 0.00	\$ 1,981.00	\$ 4,458.39	\$ 25,495.86	14.88	
3000	PURCHASE SERVICES	\$ 3,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,900.00	0.00	
5000	OTHER CHARGES	\$ 84.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 12,321.00	\$ 0.00	\$ 33.12	\$ 33.12	\$ 12,287.88	0.27	
61310	ELEM & SECOND PROGRAMS	\$ 134,150.25	\$ 0.00	\$ 9,289.00	\$ 18,683.72	\$ 115,466.53	13.93	
FUNC 61320 MEDIA SERVICES								
1000	SALARY AND WAGES	\$ 56,552.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 56,552.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 15,741.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,741.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 3,481.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,481.00	0.00	
61320	MEDIA SERVICES	\$ 75,774.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75,774.00	0.00	
FUNC 61410 OFFICE OF THE PRINCIPAL								
1000	SALARY AND WAGES	\$ 251,580.00	\$ 0.00	\$ 18,572.92	\$ 30,804.17	\$ 220,775.83	12.24	
2000	EMPLOYEE BENEFITS	\$ 117,416.00	\$ 0.00	\$ 8,495.87	\$ 14,341.27	\$ 103,074.73	12.21	
61410	OFFICE OF THE PRINCIPAL	\$ 368,996.00	\$ 0.00	\$ 27,068.79	\$ 45,145.44	\$ 323,850.56	12.23	
1	REGULAR	\$ 2,572,164.25	\$ 1,128.56	\$ 38,141.38	\$ 65,612.75	\$ 2,505,422.94	2.59	
PGM 2 SPECIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 300,619.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300,619.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 152,109.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 152,109.00	0.00	
3000	PURCHASE SERVICES	\$ 35,000.00	\$ 0.00	\$ 0.00	\$ 10,529.73	\$ 24,470.27	30.08	
6000	MATERIALS & SUPPLIES	\$ 3,321.00	\$ 0.00	\$ 570.59	\$ 570.59	\$ 2,750.41	17.18	
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 47,376.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 47,376.00	0.00	
61100	CLASSROOM INSTRUCTION	\$ 538,425.00	\$ 0.00	\$ 570.59	\$ 11,100.32	\$ 527,324.68	2.06	

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2022 (2021-2022 FISCAL YEAR)  
 Posted Only Figures  
 Executed By: jhulstin

Page: 2  
 Date: 09/07/21  
 Time: 13:10:13

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
2	SPECIAL	\$ 538,425.00	\$ 0.00	\$ 570.59		\$ 11,100.32	\$ 527,324.68	2.06
	PGM 4 GIFTED AND TALENTED							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 109,677.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 109,677.00	0.00
2000	EMPLOYEE BENEFITS	\$ 31,646.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 31,646.00	0.00
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 293.00	0.00
6000	MATERIALS & SUPPLIES	\$ 625.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 625.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 142,241.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 142,241.00	0.00
4	GIFTED AND TALENTED	\$ 142,241.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 142,241.00	0.00
	PGM 5 REMEDIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 34,788.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 34,788.00	0.00
2000	EMPLOYEE BENEFITS	\$ 10,051.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 10,051.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 44,839.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 44,839.00	0.00
5	REMEDIAL	\$ 44,839.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 44,839.00	0.00
150	POQUOSON ELEMENTARY SCHOOL	\$ 3,297,669.25	\$ 1,128.56	\$ 38,711.97		\$ 76,713.07	\$ 3,219,827.62	2.36
	LOC 160 POQUOSON PRIMARY SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 1,446,012.00	\$ 0.00	\$ 331.25		\$ 331.25	\$ 1,445,680.75	0.02
2000	EMPLOYEE BENEFITS	\$ 635,236.00	\$ 0.00	\$ 25.34		\$ 25.34	\$ 635,210.66	0.00
3000	PURCHASE SERVICES	\$ 7,214.00	\$ 0.00	\$ 1,071.50		\$ 1,071.50	\$ 6,142.50	14.85
5000	OTHER CHARGES	\$ 2,274.00	\$ 183.58	\$ 0.00		\$ 0.00	\$ 2,090.42	8.07
6000	MATERIALS & SUPPLIES	\$ 16,920.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 16,920.00	0.00
8000	CAPITAL OUTLAY	\$ 2,450.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,450.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 2,110,106.00	\$ 183.58	\$ 1,428.09		\$ 1,428.09	\$ 2,108,494.33	0.08
	FUNC 61210 GUIDANCE SERVICE							
1000	SALARY AND WAGES	\$ 47,452.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 47,452.00	0.00
2000	EMPLOYEE BENEFITS	\$ 12,730.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 12,730.00	0.00
6000	MATERIALS & SUPPLIES	\$ 1,045.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 1,045.00	0.00
61210	GUIDANCE SERVICE	\$ 61,227.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 61,227.00	0.00
	FUNC 61230 HOMEBOUND INSTRUCTION							
1000	SALARY AND WAGES	\$ 4,750.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,750.00	0.00
2000	EMPLOYEE BENEFITS	\$ 363.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 363.00	0.00
61230	HOMEBOUND INSTRUCTION	\$ 5,113.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 5,113.00	0.00
	FUNC 61310 ELEM & SECOND PROGRAMS							
1000	SALARY AND WAGES	\$ 87,891.00	\$ 0.00	\$ 7,274.68		\$ 14,191.81	\$ 73,699.19	16.15
2000	EMPLOYEE BENEFITS	\$ 29,954.25	\$ 0.00	\$ 1,980.89		\$ 4,458.16	\$ 25,496.09	14.88
3000	PURCHASE SERVICES	\$ 3,900.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,900.00	0.00
5000	OTHER CHARGES	\$ 85.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 85.00	0.00
6000	MATERIALS & SUPPLIES	\$ 12,322.00	\$ 0.00	\$ 33.12		\$ 33.12	\$ 12,288.88	0.27
61310	ELEM & SECOND PROGRAMS	\$ 134,152.25	\$ 0.00	\$ 9,288.69		\$ 18,683.09	\$ 115,469.16	13.93
	FUNC 61320 MEDIA SERVICES							
1000	SALARY AND WAGES	\$ 77,163.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 77,163.00	0.00
2000	EMPLOYEE BENEFITS	\$ 40,449.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 40,449.00	0.00
6000	MATERIALS & SUPPLIES	\$ 2,908.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,908.00	0.00



POQUOSON CITY PUBLIC SCHOOLS  
PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
for Fiscal Year 2022 (2021-2022 FISCAL YEAR)  
Posted Only Figures  
Executed By: jhulstin

Page: 3  
Date: 09/07/21  
Time: 13:10:13

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
61320	MEDIA SERVICES	\$ 120,520.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 120,520.00	0.00
	FUNC 61410 OFFICE OF THE PRINCIPAL							
1000	SALARY AND WAGES	\$ 231,778.00	\$ 0.00	\$ 14,476.17		\$ 23,987.42	\$ 207,790.58	10.35
2000	EMPLOYEE BENEFITS	\$ 86,770.00	\$ 0.00	\$ 6,240.41		\$ 10,366.38	\$ 76,403.62	11.95
61410	OFFICE OF THE PRINCIPAL	\$ 318,548.00	\$ 0.00	\$ 20,716.58		\$ 34,353.80	\$ 284,194.20	10.78
1	REGULAR	\$ 2,749,666.25	\$ 183.58	\$ 31,433.36		\$ 54,464.98	\$ 2,695,017.69	1.99
	PGM 2 SPECIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 363,167.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 363,167.00	0.00
2000	EMPLOYEE BENEFITS	\$ 158,061.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 158,061.00	0.00
6000	MATERIALS & SUPPLIES	\$ 3,136.00	\$ 0.00	\$ 907.17		\$ 907.17	\$ 2,228.83	28.93
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 108,686.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 108,686.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 633,050.00	\$ 0.00	\$ 907.17		\$ 907.17	\$ 632,142.83	0.14
2	SPECIAL	\$ 633,050.00	\$ 0.00	\$ 907.17		\$ 907.17	\$ 632,142.83	0.14
	PGM 4 GIFTED AND TALENTED							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 28,543.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 28,543.00	0.00
2000	EMPLOYEE BENEFITS	\$ 2,184.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,184.00	0.00
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 293.00	0.00
6000	MATERIALS & SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 400.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 31,420.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 31,420.00	0.00
4	GIFTED AND TALENTED	\$ 31,420.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 31,420.00	0.00
	PGM 5 REMEDIAL							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 88,526.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 88,526.00	0.00
2000	EMPLOYEE BENEFITS	\$ 24,902.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 24,902.00	0.00
6000	MATERIALS & SUPPLIES	\$ 641.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 641.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 114,069.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 114,069.00	0.00
5	REMEDIAL	\$ 114,069.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 114,069.00	0.00
160	POQUOSON PRIMARY SCHOOL	\$ 3,528,205.25	\$ 183.58	\$ 32,340.53		\$ 55,372.15	\$ 3,472,649.52	1.57
20		\$ 6,825,874.50	\$ 1,312.14	\$ 71,052.50		\$ 132,085.22	\$ 6,692,477.14	1.95
	C/C 30 SECONDARY							
	LOC 010 POQUOSON HIGH SCHOOL							
	PGM 1 REGULAR							
	FUNC 61100 CLASSROOM INSTRUCTION							
1000	SALARY AND WAGES	\$ 2,614,678.00	\$ 0.00	\$ 13,257.09		\$ 13,257.09	\$ 2,601,420.91	0.51
2000	EMPLOYEE BENEFITS	\$ 980,122.00	\$ 0.00	\$ 5,938.82		\$ 5,938.82	\$ 974,183.18	0.61
3000	PURCHASE SERVICES	\$ 59,351.00	\$ 0.00	\$ 6,300.50		\$ 6,300.50	\$ 53,050.50	10.62
5000	OTHER CHARGES	\$ 2,955.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 2,955.00	0.00
6000	MATERIALS & SUPPLIES	\$ 67,744.00	\$ 494.59	\$ 398.14		\$ 1,421.96	\$ 65,827.45	2.83
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 107,326.00	\$ 0.00	\$ 97,232.00		\$ 97,232.00	\$ 10,094.00	90.60
8000	CAPITAL OUTLAY	\$ 16,223.00	\$ 210.52	\$ 3,164.14		\$ 4,853.25	\$ 11,159.23	31.21
61100	CLASSROOM INSTRUCTION	\$ 3,848,399.00	\$ 705.11	\$ 125,494.41		\$ 129,003.62	\$ 3,718,690.27	3.37

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
-----								
FUNC 61210 GUIDANCE SERVICE								
1000	SALARY AND WAGES	\$ 220,359.00	\$ 0.00	\$ 5,888.24	\$ 5,888.24	\$ 214,470.76	2.67	
2000	EMPLOYEE BENEFITS	\$ 96,672.00	\$ 0.00	\$ 2,700.18	\$ 2,700.18	\$ 93,971.82	2.79	
3000	PURCHASE SERVICES	\$ 1,238.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,238.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 6,698.00	\$ 0.00	\$ 565.22	\$ 490.73	\$ 6,207.27	7.33	
-----								
61210	GUIDANCE SERVICE	\$ 324,967.00	\$ 0.00	\$ 8,023.20	\$ 9,079.15	\$ 315,887.85	2.79	
-----								
FUNC 61230 HOMEBOUND INSTRUCTION								
1000	SALARY AND WAGES	\$ 6,186.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,186.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 473.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 473.00	0.00	
-----								
61230	HOMEBOUND INSTRUCTION	\$ 6,659.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,659.00	0.00	
-----								
FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 87,891.00	\$ 0.00	\$ 7,624.88	\$ 14,542.21	\$ 73,348.79	16.55	
2000	EMPLOYEE BENEFITS	\$ 29,954.25	\$ 0.00	\$ 2,007.77	\$ 4,485.16	\$ 25,469.09	14.97	
3000	PURCHASE SERVICES	\$ 5,901.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,901.00	0.00	
5000	OTHER CHARGES	\$ 85.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 85.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 14,322.00	\$ 0.00	\$ 33.12	\$ 33.12	\$ 14,288.88	0.23	
-----								
61310	ELEM & SECOND PROGRAMS	\$ 138,153.25	\$ 0.00	\$ 9,665.77	\$ 19,060.49	\$ 119,092.76	13.80	
-----								
FUNC 61320 MEDIA SERVICES								
1000	SALARY AND WAGES	\$ 92,428.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 92,428.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 32,408.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 32,408.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 4,179.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,179.00	0.00	
-----								
61320	MEDIA SERVICES	\$ 129,015.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 129,015.00	0.00	
-----								
FUNC 61410 OFFICE OF THE PRINCIPAL								
1000	SALARY AND WAGES	\$ 365,906.00	\$ 0.00	\$ 26,210.09	\$ 40,381.84	\$ 325,524.16	11.04	
2000	EMPLOYEE BENEFITS	\$ 153,085.00	\$ 0.00	\$ 9,995.22	\$ 15,003.30	\$ 138,081.70	9.80	
-----								
61410	OFFICE OF THE PRINCIPAL	\$ 518,991.00	\$ 0.00	\$ 36,205.31	\$ 55,385.14	\$ 463,605.86	10.67	
-----								
1	REGULAR	\$ 4,966,184.25	\$ 705.11	\$ 179,388.69	\$ 212,528.40	\$ 4,752,950.74	4.29	
-----								
PGM 2 SPECIAL								
-----								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 537,104.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 537,104.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 265,473.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 265,473.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 3,880.00	\$ 0.00	\$ 59.98	\$ 163.04	\$ 3,716.96	4.20	
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 153,276.00	\$ 0.00	\$ 72,563.00	\$ 72,563.00	\$ 80,713.00	47.34	
-----								
61100	CLASSROOM INSTRUCTION	\$ 959,733.00	\$ 0.00	\$ 72,622.98	\$ 72,726.04	\$ 887,006.96	7.58	
-----								
2	SPECIAL	\$ 959,733.00	\$ 0.00	\$ 72,622.98	\$ 72,726.04	\$ 887,006.96	7.58	
-----								
PGM 3 VOCATIONAL								
-----								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 261,921.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 261,921.00	0.00	
2000	EMPLOYEE BENEFITS	\$ 108,023.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 108,023.00	0.00	
3000	PURCHASE SERVICES	\$ 5,656.24	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,656.24	0.00	
5000	OTHER CHARGES	\$ 1,208.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,208.00	0.00	
6000	MATERIALS & SUPPLIES	\$ 8,797.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,797.00	0.00	
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 184,104.00	\$ 0.00	\$ 142,153.00	\$ 142,153.00	\$ 41,951.00	77.21	
8000	CAPITAL OUTLAY	\$ 10,959.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,959.00	0.00	
-----								
61100	CLASSROOM INSTRUCTION	\$ 580,668.24	\$ 0.00	\$ 142,153.00	\$ 142,153.00	\$ 438,515.24	24.48	
-----								
3	VOCATIONAL	\$ 580,668.24	\$ 0.00	\$ 142,153.00	\$ 142,153.00	\$ 438,515.24	24.48	

PGM 4 GIFTED AND TALENTED

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
-----								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 61,041.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 61,041.00	0.00
2000	EMPLOYEE BENEFITS	\$ 17,495.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 17,495.00	0.00
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 293.00	0.00
6000	MATERIALS & SUPPLIES	\$ 558.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 558.00	0.00
-----								
61100	CLASSROOM INSTRUCTION	\$ 79,387.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 79,387.00	0.00
-----								
4	GIFTED AND TALENTED	\$ 79,387.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 79,387.00	0.00
-----								
010	POQUOSON HIGH SCHOOL	\$ 6,585,972.49	\$ 705.11	\$ 394,164.67	\$ 427,407.44	\$ 6,157,859.94		6.50
LOC 130 POQUOSON MIDDLE SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 1,650,913.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,650,913.00	0.00
2000	EMPLOYEE BENEFITS	\$ 605,903.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 605,903.00	0.00
3000	PURCHASE SERVICES	\$ 13,486.00	\$ 0.00	\$ 1,071.50	\$ 1,071.50	\$ 12,414.50		7.95
5000	OTHER CHARGES	\$ 2,274.00	\$ 0.00	\$ 0.00	\$ 240.00	\$ 2,034.00		10.55
6000	MATERIALS & SUPPLIES	\$ 23,925.00	\$ 0.00	\$ 96.94	\$ 96.94	\$ 23,828.06		0.41
8000	CAPITAL OUTLAY	\$ 2,433.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,433.00		0.00
-----								
61100	CLASSROOM INSTRUCTION	\$ 2,298,934.00	\$ 0.00	\$ 1,168.44	\$ 1,408.44	\$ 2,297,525.56		0.06
-----								
FUNC 61210 GUIDANCE SERVICE								
1000	SALARY AND WAGES	\$ 159,703.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 159,703.00	0.00
2000	EMPLOYEE BENEFITS	\$ 66,574.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 66,574.00	0.00
6000	MATERIALS & SUPPLIES	\$ 2,265.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,265.00	0.00
-----								
61210	GUIDANCE SERVICE	\$ 228,542.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 228,542.00	0.00
-----								
FUNC 61230 HOMEBOUND INSTRUCTION								
1000	SALARY AND WAGES	\$ 6,186.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,186.00	0.00
2000	EMPLOYEE BENEFITS	\$ 473.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 473.00	0.00
-----								
61230	HOMEBOUND INSTRUCTION	\$ 6,659.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,659.00	0.00
-----								
FUNC 61310 ELEM & SECOND PROGRAMS								
1000	SALARY AND WAGES	\$ 87,891.00	\$ 0.00	\$ 7,274.76	\$ 14,191.97	\$ 73,699.03		16.15
2000	EMPLOYEE BENEFITS	\$ 29,954.25	\$ 0.00	\$ 1,980.93	\$ 4,458.25	\$ 25,496.00		14.88
3000	PURCHASE SERVICES	\$ 3,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,900.00		0.00
5000	OTHER CHARGES	\$ 84.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 84.00		0.00
6000	MATERIALS & SUPPLIES	\$ 12,321.00	\$ 0.00	\$ 33.14	\$ 33.14	\$ 12,287.86		0.27
-----								
61310	ELEM & SECOND PROGRAMS	\$ 134,150.25	\$ 0.00	\$ 9,288.83	\$ 18,683.36	\$ 115,466.89		13.93
-----								
FUNC 61320 MEDIA SERVICES								
1000	SALARY AND WAGES	\$ 86,724.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 86,724.00	0.00
2000	EMPLOYEE BENEFITS	\$ 34,568.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 34,568.00	0.00
6000	MATERIALS & SUPPLIES	\$ 3,766.00	\$ 1,432.72	\$ 0.00	\$ 0.00	\$ 2,333.28		38.04
-----								
61320	MEDIA SERVICES	\$ 125,058.00	\$ 1,432.72	\$ 0.00	\$ 0.00	\$ 123,625.28		1.15
-----								
FUNC 61410 OFFICE OF THE PRINCIPAL								
1000	SALARY AND WAGES	\$ 260,144.00	\$ 0.00	\$ 20,284.43	\$ 33,853.44	\$ 226,290.56		13.01
2000	EMPLOYEE BENEFITS	\$ 103,695.00	\$ 0.00	\$ 7,672.77	\$ 12,818.34	\$ 90,876.66		12.36
-----								
61410	OFFICE OF THE PRINCIPAL	\$ 363,839.00	\$ 0.00	\$ 27,957.20	\$ 46,671.78	\$ 317,167.22		12.83
-----								
1	REGULAR	\$ 3,157,182.25	\$ 1,432.72	\$ 38,414.47	\$ 66,763.58	\$ 3,088,985.95		2.16
PGM 2 SPECIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 290,525.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 290,525.00		0.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
2000	EMPLOYEE BENEFITS	\$ 122,653.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 122,653.00	0.00
6000	MATERIALS & SUPPLIES	\$ 2,425.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,425.00	0.00
7000	JOINT OPERATIONS/NEW HORIZONS	\$ 111,011.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 111,011.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 526,614.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 526,614.00	0.00
2	SPECIAL	\$ 526,614.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 526,614.00	0.00
PGM 3 VOCATIONAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 44,927.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 44,927.00	0.00
2000	EMPLOYEE BENEFITS	\$ 19,723.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 19,723.00	0.00
5000	OTHER CHARGES	\$ 440.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 440.00	0.00
6000	MATERIALS & SUPPLIES	\$ 3,217.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,217.00	0.00
8000	CAPITAL OUTLAY	\$ 1,743.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,743.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 70,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,050.00	0.00
3	VOCATIONAL	\$ 70,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,050.00	0.00
PGM 4 GIFTED AND TALENTED								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 47,927.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 47,927.00	0.00
2000	EMPLOYEE BENEFITS	\$ 14,057.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 14,057.00	0.00
3000	PURCHASE SERVICES	\$ 293.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 293.00	0.00
6000	MATERIALS & SUPPLIES	\$ 642.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 642.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 62,919.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,919.00	0.00
4	GIFTED AND TALENTED	\$ 62,919.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 62,919.00	0.00
PGM 5 REMEDIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 53,651.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 53,651.00	0.00
2000	EMPLOYEE BENEFITS	\$ 15,514.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,514.00	0.00
6000	MATERIALS & SUPPLIES	\$ 994.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 994.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 70,159.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,159.00	0.00
5	REMEDIAL	\$ 70,159.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70,159.00	0.00
130	POQUOSON MIDDLE SCHOOL	\$ 3,886,924.25	\$ 1,432.72	\$ 38,414.47	\$ 66,763.58	\$ 3,818,727.95	\$ 3,818,727.95	1.75
30	SECONDARY	\$ 10,472,896.74	\$ 2,137.83	\$ 432,579.14	\$ 494,171.02	\$ 9,976,587.89	\$ 9,976,587.89	4.74
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
6000	MATERIALS & SUPPLIES	\$ 0.00	\$ 0.00	\$ 2,792.00	\$ 5,016.00	\$ 5,016.00	\$ 5,016.00	100.00
61100	CLASSROOM INSTRUCTION	\$ 0.00	\$ 0.00	\$ 2,792.00	\$ 5,016.00	\$ 5,016.00	\$ 5,016.00	100.00
FUNC 62110 BOARD SERVICES								
1000	SALARY AND WAGES	\$ 24,053.00	\$ 0.00	\$ 2,004.42	\$ 3,973.84	\$ 20,079.16	\$ 20,079.16	16.52
2000	EMPLOYEE BENEFITS	\$ 6,306.00	\$ 0.00	\$ 501.94	\$ 1,001.20	\$ 5,304.80	\$ 5,304.80	15.88
62110	BOARD SERVICES	\$ 30,359.00	\$ 0.00	\$ 2,506.36	\$ 4,975.04	\$ 25,383.96	\$ 25,383.96	16.39
FUNC 62120 ADMINISTRATIVE SERVICES								
1000	SALARY AND WAGES	\$ 705,335.00	\$ 0.00	\$ 62,732.01	\$ 120,739.52	\$ 584,595.48	\$ 584,595.48	17.12

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		Appropriations	Outstanding	Expenditures	Expenditures	Available	Percent	
Code	Description		Encumbrances	For	AUGUST	Year-to-Date	Balance	Used
2000	EMPLOYEE BENEFITS	\$ 321,064.00	\$ 0.00	\$ 19,011.39	\$ 35,738.23	\$ 285,325.77		11.13
3000	PURCHASE SERVICES	\$ 89,361.00	\$ 0.00	\$ 3,250.03	\$ 4,307.53	\$ 85,053.47		4.82
4000	INTERNAL CHARGES	\$ 5,314.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,314.00		0.00
5000	OTHER CHARGES	\$ 48,692.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 48,692.00		0.00
6000	MATERIALS & SUPPLIES	\$ 8,100.00	\$ 0.00	\$ 133.63	\$ 359.58	\$ 7,740.42		4.44
8000	CAPITAL OUTLAY	\$ 1,080.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,080.00		0.00
62120	ADMINISTRATIVE SERVICES	\$ 1,178,946.00	\$ 0.00	\$ 85,127.06	\$ 161,144.86	\$ 1,017,801.14		13.67
FUNC 63100 TRANSPORTATION								
1000	SALARY AND WAGES	\$ 411,560.00	\$ 0.00	\$ 15,429.80	\$ 17,639.86	\$ 393,920.14		4.29
2000	EMPLOYEE BENEFITS	\$ 201,714.00	\$ 0.00	\$ 1,180.35	\$ 1,349.42	\$ 200,364.58		0.67
3000	PURCHASE SERVICES	\$ 222,150.00	\$ 0.00	\$ 12,359.44	\$ 16,559.44	\$ 205,590.56		7.45
5000	OTHER CHARGES	\$ 41,027.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,027.00		0.00
6000	MATERIALS & SUPPLIES	\$ 27,953.00	\$ 0.00	\$ 2,762.96	\$ 2,787.96	\$ 25,165.04		9.97
8000	CAPITAL OUTLAY	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00		0.00
63100	TRANSPORTATION	\$ 910,404.00	\$ 0.00	\$ 31,732.55	\$ 38,336.68	\$ 872,067.32		4.21
FUNC 64100 OPERATION AND MAINTENANCE								
1000	SALARY AND WAGES	\$ 501,721.00	\$ 0.00	\$ 34,838.77	\$ 64,356.29	\$ 437,364.71		12.83
2000	EMPLOYEE BENEFITS	\$ 145,113.00	\$ 0.00	\$ 9,115.11	\$ 17,830.81	\$ 127,282.19		12.29
3000	PURCHASE SERVICES	\$ 648,293.00	\$ 2,789.00	\$ 41,606.03	\$ 87,955.91	\$ 557,548.09		14.00
5000	OTHER CHARGES	\$ 837,983.00	\$ 0.00	\$ 46,558.48	\$ 52,371.37	\$ 785,611.63		6.25
6000	MATERIALS & SUPPLIES	\$ 61,614.00	\$ 0.00	\$ 12,573.72	\$ 14,168.53	\$ 47,445.47		23.00
8000	CAPITAL OUTLAY	\$ 24,138.00	\$ 0.00	\$ 1,226.51	\$ 1,226.51	\$ 22,911.49		5.08
64100	OPERATION AND MAINTENANCE	\$ 2,218,862.00	\$ 2,789.00	\$ 145,918.62	\$ 237,909.42	\$ 1,978,163.58		10.85
FUNC 65100 SCHOOL FOOD								
1000	SALARY AND WAGES	\$ 56,947.00	\$ 0.00	\$ 0.00	\$ 119.76	\$ 56,827.24		0.21
2000	EMPLOYEE BENEFITS	\$ 16,127.00	\$ 0.00	\$ 0.00	\$ 9.17	\$ 16,117.83		0.06
8000	CAPITAL OUTLAY	\$ 1,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,350.00		0.00
65100	SCHOOL FOOD	\$ 74,424.00	\$ 0.00	\$ 0.00	\$ 128.93	\$ 74,295.07		0.17
FUNC 66100 SITE ACQUITISION								
3000	PURCHASE SERVICES	\$ 5,500.00	\$ 0.00	\$ 0.00	\$ 6,153.00	\$ 653.00-		111.87
0		\$ 4,418,495.00	\$ 2,789.00	\$ 268,076.59	\$ 453,663.93	\$ 3,962,042.07		10.33
PGM 1 REGULAR								
FUNC 61220 SCHOOL SOCIAL WORKER SERVICES								
1000	SALARY AND WAGES	\$ 56,985.00	\$ 0.00	\$ 4,748.75	\$ 4,748.75	\$ 52,236.25		8.33
2000	EMPLOYEE BENEFITS	\$ 16,745.00	\$ 0.00	\$ 1,478.07	\$ 1,478.07	\$ 15,266.93		8.83
61220	SCHOOL SOCIAL WORKER SERVICES	\$ 73,730.00	\$ 0.00	\$ 6,226.82	\$ 6,226.82	\$ 67,503.18		8.45
FUNC 62220 HEALTH								
1000	SALARY AND WAGES	\$ 185,162.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 185,162.00		0.00
2000	EMPLOYEE BENEFITS	\$ 74,228.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 74,228.00		0.00
3000	PURCHASE SERVICES	\$ 383.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 383.00		0.00
5000	OTHER CHARGES	\$ 636.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 636.00		0.00
6000	MATERIALS & SUPPLIES	\$ 7,628.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,628.00		0.00
62220	HEALTH	\$ 268,037.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 268,037.00		0.00
FUNC 62230 PSYCHOLOGICAL								
1000	SALARY AND WAGES	\$ 124,869.00	\$ 0.00	\$ 10,881.41	\$ 10,881.41	\$ 113,987.59		8.71
2000	EMPLOYEE BENEFITS	\$ 35,749.00	\$ 0.00	\$ 3,298.07	\$ 3,298.07	\$ 32,450.93		9.23
62230	PSYCHOLOGICAL	\$ 160,618.00	\$ 0.00	\$ 14,179.48	\$ 14,179.48	\$ 146,438.52		8.83
FUNC 62240 SPEECH/AUDIOLOGY								
1000	SALARY AND WAGES	\$ 216,296.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 216,296.00		0.00
2000	EMPLOYEE BENEFITS	\$ 66,556.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 66,556.00		0.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
62240	SPEECH/AUDIOLOGY	\$ 282,852.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 282,852.00	0.00
1	REGULAR	\$ 785,237.00	\$ 0.00	\$ 20,406.30		\$ 20,406.30	\$ 764,830.70	2.60
PGM 7 ADULT								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 6,000.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 6,000.00	0.00
2000	EMPLOYEE BENEFITS	\$ 459.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 459.00	0.00
6000	MATERIALS & SUPPLIES	\$ 900.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 900.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 7,359.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 7,359.00	0.00
7	ADULT	\$ 7,359.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 7,359.00	0.00
PGM 9 NON LEA PROGRAMS								
FUNC 68100 INSTRUCTIONAL TECHNOLOGY								
1000	SALARY AND WAGES	\$ 175,732.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 175,732.00	0.00
2000	EMPLOYEE BENEFITS	\$ 81,834.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 81,834.00	0.00
3000	PURCHASE SERVICES	\$ 154,727.00	\$ 0.00	\$ 4,805.02		\$ 5,150.35	\$ 149,576.65	3.33
5000	OTHER CHARGES	\$ 18,640.00	\$ 0.00	\$ 1,808.68		\$ 2,013.28	\$ 16,626.72	10.80
6000	MATERIALS & SUPPLIES	\$ 128,573.00	\$ 5,748.00	\$ 23,007.50		\$ 23,007.50	\$ 99,817.50	22.37
8000	CAPITAL OUTLAY	\$ 44,427.00	\$ 2,404.80	\$ 2,355.90		\$ 3,032.60	\$ 38,989.60	12.24
68100	INSTRUCTIONAL TECHNOLOGY	\$ 603,933.00	\$ 8,152.80	\$ 31,977.10		\$ 33,203.73	\$ 562,576.47	6.85
FUNC 68200 INSTRUCTIONAL SUPPORT TECHNOLOGY								
1000	SALARY AND WAGES	\$ 304,820.00	\$ 0.00	\$ 30,085.16		\$ 51,365.82	\$ 253,454.18	16.85
2000	EMPLOYEE BENEFITS	\$ 122,596.00	\$ 0.00	\$ 10,147.19		\$ 17,906.60	\$ 104,689.40	14.61
3000	PURCHASE SERVICES	\$ 82,369.00	\$ 0.00	\$ 200.00		\$ 2,378.00	\$ 79,991.00	2.89
6000	MATERIALS & SUPPLIES	\$ 3,350.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,350.00	0.00
8000	CAPITAL OUTLAY	\$ 7,184.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 7,184.00	0.00
68200	INSTRUCTIONAL SUPPORT TECHNOLOGY	\$ 520,319.00	\$ 0.00	\$ 40,432.35		\$ 71,650.42	\$ 448,668.58	13.77
FUNC 68305 STATE TECHNOLOGY GRANT								
3000	PURCHASE SERVICES	\$ 6,000.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 6,000.00	0.00
6000	MATERIALS & SUPPLIES	\$ 39,629.00	\$ 0.00	\$ 8,829.00		\$ 8,829.00	\$ 30,800.00	22.28
8000	CAPITAL OUTLAY	\$ 203,153.45	\$ 0.00	\$ 0.00		\$ 0.00	\$ 203,153.45	0.00
68305	STATE TECHNOLOGY GRANT	\$ 248,782.45	\$ 0.00	\$ 8,829.00		\$ 8,829.00	\$ 239,953.45	3.55
9	NON LEA PROGRAMS	\$ 1,373,034.45	\$ 8,152.80	\$ 81,238.45		\$ 113,683.15	\$ 1,251,198.50	8.87
000		\$ 6,584,125.45	\$ 10,941.80	\$ 369,721.34		\$ 587,753.38	\$ 5,985,430.27	9.09
90	DISTRICT WIDE	\$ 6,584,125.45	\$ 10,941.80	\$ 369,721.34		\$ 587,753.38	\$ 5,985,430.27	9.09
100	STATE/LOCAL FUNDS	\$ 23,882,896.69	\$ 14,391.77	\$ 873,352.98		\$ 1,214,009.62	\$ 22,654,495.30	5.14
PJT 101 REMEDIAL SUMMER								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 6 SUMMER								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 31,905.00	\$ 0.00	\$ 40,073.95		\$ 57,118.95	\$ 25,213.95	179.03
2000	EMPLOYEE BENEFITS	\$ 2,443.00	\$ 0.00	\$ 3,065.65		\$ 4,369.55	\$ 1,926.55	178.86
6000	MATERIALS & SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 477.96		\$ 477.96	\$ 522.04	47.80
61100	CLASSROOM INSTRUCTION	\$ 35,348.00	\$ 0.00	\$ 43,617.56		\$ 61,966.46	\$ 26,618.46	175.30

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
6	SUMMER	\$ 35,348.00	\$ 0.00	\$ 43,617.56	\$ 61,966.46	\$ 26,618.46-	175.30	
000		\$ 35,348.00	\$ 0.00	\$ 43,617.56	\$ 61,966.46	\$ 26,618.46-	175.30	
90	DISTRICT WIDE	\$ 35,348.00	\$ 0.00	\$ 43,617.56	\$ 61,966.46	\$ 26,618.46-	175.30	
101	REMEDIAL SUMMER	\$ 35,348.00	\$ 0.00	\$ 43,617.56	\$ 61,966.46	\$ 26,618.46-	175.30	

PJT 201 TITLE I NCLB

C/C 20

LOC 150 POQUOSON ELEMENTARY SCHOOL

PGM 1 REGULAR

FUNC 61100 CLASSROOM INSTRUCTION

1000	SALARY AND WAGES	\$ 52,968.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 52,968.00	0.00
2000	EMPLOYEE BENEFITS	\$ 9,678.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,678.00	0.00
4000	INTERNAL CHARGES	\$ 640.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 640.00	0.00
5000	OTHER CHARGES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6000	MATERIALS & SUPPLIES	\$ 758.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 758.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 64,544.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,544.00	0.00
1	REGULAR	\$ 64,544.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,544.00	0.00
150	POQUOSON ELEMENTARY SCHOOL	\$ 64,544.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,544.00	0.00
20		\$ 64,544.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,544.00	0.00
201	TITLE I NCLB	\$ 64,544.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 64,544.00	0.00

PJT 202 CARL PERKINS

C/C 30 SECONDARY

LOC 010 POQUOSON HIGH SCHOOL

PGM 1 REGULAR

FUNC 61100 CLASSROOM INSTRUCTION

8000	CAPITAL OUTLAY	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46
61100	CLASSROOM INSTRUCTION	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46
1	REGULAR	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46
010	POQUOSON HIGH SCHOOL	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46
30	SECONDARY	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46
202	CARL PERKINS	\$ 21,436.83	\$ 0.00	\$ 99.00	\$ 99.00	\$ 21,337.83	0.46

PJT 203 VI-B

C/C 20

LOC 150 POQUOSON ELEMENTARY SCHOOL

PGM 2 SPECIAL

FUNC 61100 CLASSROOM INSTRUCTION

1000	SALARY AND WAGES	\$ 267,183.71	\$ 0.00	\$ 9,771.50	\$ 11,285.50	\$ 255,898.21	4.22
2000	EMPLOYEE BENEFITS	\$ 76,767.13	\$ 0.00	\$ 747.49	\$ 863.31	\$ 75,903.82	1.12
3000	PURCHASE SERVICES	\$ 4,791.25	\$ 0.00	\$ 56.00	\$ 56.00	\$ 4,735.25	1.17
6000	MATERIALS & SUPPLIES	\$ 11,506.14	\$ 0.00	\$ 2,140.05	\$ 2,140.05	\$ 9,366.09	18.60

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
<hr/>								
61100	CLASSROOM INSTRUCTION	\$ 360,248.23	\$ 0.00	\$ 12,715.04	\$ 14,344.86	\$ 345,903.37	3.98	
<hr/>								
2	SPECIAL	\$ 360,248.23	\$ 0.00	\$ 12,715.04	\$ 14,344.86	\$ 345,903.37	3.98	
<hr/>								
150	POQUOSON ELEMENTARY SCHOOL	\$ 360,248.23	\$ 0.00	\$ 12,715.04	\$ 14,344.86	\$ 345,903.37	3.98	
<hr/>								
LOC 160 POQUOSON PRIMARY SCHOOL								
<hr/>								
PGM 2 SPECIAL								
<hr/>								
FUNC 61100 CLASSROOM INSTRUCTION								
<hr/>								
1000	SALARY AND WAGES	\$ 25,238.75	\$ 0.00	\$ 420.00	\$ 420.00	\$ 24,818.75	1.66	
2000	EMPLOYEE BENEFITS	\$ 14,356.40	\$ 0.00	\$ 32.12	\$ 32.12	\$ 14,324.28	0.22	
3000	PURCHASE SERVICES	\$ 1,008.25	\$ 0.00	\$ 50.90	\$ 50.90	\$ 957.35	5.05	
6000	MATERIALS & SUPPLIES	\$ 323.50	\$ 0.00	\$ 2,140.05	\$ 2,140.05	\$ 1,816.55	661.53	
<hr/>								
61100	CLASSROOM INSTRUCTION	\$ 40,926.90	\$ 0.00	\$ 2,643.07	\$ 2,643.07	\$ 38,283.83	6.46	
<hr/>								
2	SPECIAL	\$ 40,926.90	\$ 0.00	\$ 2,643.07	\$ 2,643.07	\$ 38,283.83	6.46	
<hr/>								
160	POQUOSON PRIMARY SCHOOL	\$ 40,926.90	\$ 0.00	\$ 2,643.07	\$ 2,643.07	\$ 38,283.83	6.46	
<hr/>								
20		\$ 401,175.13	\$ 0.00	\$ 15,358.11	\$ 16,987.93	\$ 384,187.20	4.23	
<hr/>								
C/C 30 SECONDARY								
<hr/>								
LOC 010 POQUOSON HIGH SCHOOL								
<hr/>								
PGM 2 SPECIAL								
<hr/>								
FUNC 61100 CLASSROOM INSTRUCTION								
<hr/>								
1000	SALARY AND WAGES	\$ 54,491.75	\$ 0.00	\$ 529.25	\$ 529.25	\$ 53,962.50	0.97	
2000	EMPLOYEE BENEFITS	\$ 15,716.00	\$ 0.00	\$ 40.49	\$ 40.49	\$ 15,675.51	0.26	
3000	PURCHASE SERVICES	\$ 1,008.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,008.25	0.00	
6000	MATERIALS & SUPPLIES	\$ 323.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 323.50	0.00	
<hr/>								
61100	CLASSROOM INSTRUCTION	\$ 71,539.50	\$ 0.00	\$ 569.74	\$ 569.74	\$ 70,969.76	0.80	
<hr/>								
2	SPECIAL	\$ 71,539.50	\$ 0.00	\$ 569.74	\$ 569.74	\$ 70,969.76	0.80	
<hr/>								
010	POQUOSON HIGH SCHOOL	\$ 71,539.50	\$ 0.00	\$ 569.74	\$ 569.74	\$ 70,969.76	0.80	
<hr/>								
LOC 130 POQUOSON MIDDLE SCHOOL								
<hr/>								
PGM 2 SPECIAL								
<hr/>								
FUNC 61100 CLASSROOM INSTRUCTION								
<hr/>								
1000	SALARY AND WAGES	\$ 138,718.75	\$ 0.00	\$ 389.00	\$ 389.00	\$ 138,329.75	0.28	
2000	EMPLOYEE BENEFITS	\$ 38,916.20	\$ 0.00	\$ 29.75	\$ 29.75	\$ 38,886.45	0.08	
3000	PURCHASE SERVICES	\$ 1,008.25	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,008.25	0.00	
6000	MATERIALS & SUPPLIES	\$ 323.50	\$ 0.00	\$ 0.00	\$ 0.00	\$ 323.50	0.00	
<hr/>								
61100	CLASSROOM INSTRUCTION	\$ 178,966.70	\$ 0.00	\$ 418.75	\$ 418.75	\$ 178,547.95	0.23	
<hr/>								
2	SPECIAL	\$ 178,966.70	\$ 0.00	\$ 418.75	\$ 418.75	\$ 178,547.95	0.23	
<hr/>								
130	POQUOSON MIDDLE SCHOOL	\$ 178,966.70	\$ 0.00	\$ 418.75	\$ 418.75	\$ 178,547.95	0.23	
<hr/>								
30	SECONDARY	\$ 250,506.20	\$ 0.00	\$ 988.49	\$ 988.49	\$ 249,517.71	0.39	
<hr/>								
203	VI-B	\$ 651,681.33	\$ 0.00	\$ 16,346.60	\$ 17,976.42	\$ 633,704.91	2.76	
<hr/>								
PJT 204 TITLE II								
<hr/>								
C/C 20								



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-----								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 28,540.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 28,540.00	0.00
PJT 205 TITLE IV								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 1,725.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,725.00	0.00
6000	MATERIALS & SUPPLIES	\$ 90.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 90.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 1,815.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,815.00	0.00
1	REGULAR	\$ 1,815.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,815.00	0.00
150	POQUOSON ELEMENTARY SCHOOL	\$ 1,815.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,815.00	0.00
LOC 160 POQUOSON PRIMARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 1,725.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,725.00	0.00
6000	MATERIALS & SUPPLIES	\$ 80.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 80.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 1,805.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,805.00	0.00
1	REGULAR	\$ 1,805.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,805.00	0.00
160	POQUOSON PRIMARY SCHOOL	\$ 1,805.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,805.00	0.00
20		\$ 3,620.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,620.00	0.00
C/C 30 SECONDARY								
LOC 010 POQUOSON HIGH SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 2,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,750.00	0.00
6000	MATERIALS & SUPPLIES	\$ 175.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 175.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 2,925.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,925.00	0.00
1	REGULAR	\$ 2,925.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,925.00	0.00
010	POQUOSON HIGH SCHOOL	\$ 2,925.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,925.00	0.00
LOC 130 POQUOSON MIDDLE SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
6000	MATERIALS & SUPPLIES	\$ 135.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 135.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 2,635.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,635.00	0.00

POQUOSON CITY PUBLIC SCHOOLS  
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1	REGULAR	\$ 2,635.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,635.00	0.00
130	POQUOSON MIDDLE SCHOOL	\$ 2,635.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,635.00	0.00
30	SECONDARY	\$ 5,560.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,560.00	0.00
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6000	MATERIALS & SUPPLIES	\$ 70.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 70.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
1	REGULAR	\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
000		\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
90	DISTRICT WIDE	\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
205	TITLE IV	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
PJT 207 PRESCHOOL HANDICAPPED								
C/C 20								
LOC 160 POQUOSON PRIMARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
61100	CLASSROOM INSTRUCTION	\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
1	REGULAR	\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
160	POQUOSON PRIMARY SCHOOL	\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
20		\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
207	PRESCHOOL HANDICAPPED	\$ 19,458.10	\$ 704.96	\$ 1,400.96	\$ 1,400.96	\$ 1,400.96	\$ 17,352.18	10.82
PJT 208 IMPACT AID								
C/C 30 SECONDARY								
LOC 010 POQUOSON HIGH SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 41,930.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 41,930.00	0.00
2000	EMPLOYEE BENEFITS	\$ 12,078.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,078.00	0.00
3000	PURCHASE SERVICES	\$ 60,223.00	\$ 8,795.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 51,428.00	14.60
6000	MATERIALS & SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
8000	CAPITAL OUTLAY	\$ 28,769.00	\$ 19,710.31	\$ 200.00	\$ 200.00	\$ 200.00	\$ 8,858.69	69.21
61100	CLASSROOM INSTRUCTION	\$ 153,000.00	\$ 28,505.31	\$ 200.00	\$ 200.00	\$ 200.00	\$ 124,294.69	18.76
1	REGULAR	\$ 153,000.00	\$ 28,505.31	\$ 200.00	\$ 200.00	\$ 200.00	\$ 124,294.69	18.76
010	POQUOSON HIGH SCHOOL	\$ 153,000.00	\$ 28,505.31	\$ 200.00	\$ 200.00	\$ 200.00	\$ 124,294.69	18.76

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
 for Fiscal Year 2022 (2021-2022 FISCAL YEAR)  
 Posted Only Figures  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
30	SECONDARY	\$ 153,000.00	\$ 28,505.31	\$	200.00	\$ 200.00	\$ 124,294.69	18.76
208	IMPACT AID	\$ 153,000.00	\$ 28,505.31	\$	200.00	\$ 200.00	\$ 124,294.69	18.76
PJT 210 SCHOOL FOOD								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 65100 SCHOOL FOOD								
5000	OTHER CHARGES	\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
65100	SCHOOL FOOD	\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
0		\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
000		\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
90	DISTRICT WIDE	\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
210	SCHOOL FOOD	\$ 185,000.00	\$ 0.00	\$	10,946.63	\$ 10,946.63	\$ 174,053.37	5.92
PJT 211 DODEA VTSS								
C/C 20								
LOC 150 POQUOSON ELEMENTARY SCHOOL								
PGM 1 REGULAR								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 46,780.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 46,780.00	0.00
2000	EMPLOYEE BENEFITS	\$ 7,003.51	\$ 0.00	\$	0.00	\$ 0.00	\$ 7,003.51	0.00
3000	PURCHASE SERVICES	\$ 24,255.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 24,255.00	0.00
5000	OTHER CHARGES	\$ 42,955.09	\$ 0.00	\$	0.00	\$ 0.00	\$ 42,955.09	0.00
6000	MATERIALS & SUPPLIES	\$ 71,697.85	\$ 0.00	\$	0.00	\$ 0.00	\$ 71,697.85	0.00
8000	CAPITAL OUTLAY	\$ 175.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 175.00	0.00
61100	CLASSROOM INSTRUCTION	\$ 192,866.45	\$ 0.00	\$	0.00	\$ 0.00	\$ 192,866.45	0.00
1	REGULAR	\$ 192,866.45	\$ 0.00	\$	0.00	\$ 0.00	\$ 192,866.45	0.00
150	POQUOSON ELEMENTARY SCHOOL	\$ 192,866.45	\$ 0.00	\$	0.00	\$ 0.00	\$ 192,866.45	0.00
20		\$ 192,866.45	\$ 0.00	\$	0.00	\$ 0.00	\$ 192,866.45	0.00
211	DODEA VTSS	\$ 192,866.45	\$ 0.00	\$	0.00	\$ 0.00	\$ 192,866.45	0.00
PJT 212 CARES ACT								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
3000	PURCHASE SERVICES	\$ 19,400.00	\$ 0.00	\$	5,000.00	\$ 5,000.00	\$ 14,400.00	25.77
6000	MATERIALS & SUPPLIES	\$ 6,333.75	\$ 5,755.44	\$	414.91	\$ 414.91	\$ 163.40	97.42
61100	CLASSROOM INSTRUCTION	\$ 25,733.75	\$ 5,755.44	\$	5,414.91	\$ 5,414.91	\$ 14,563.40	43.41
0		\$ 25,733.75	\$ 5,755.44	\$	5,414.91	\$ 5,414.91	\$ 14,563.40	43.41

POQUOSON CITY PUBLIC SCHOOLS  
 PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
000		\$ 25,733.75	\$ 5,755.44	\$ 5,414.91		\$ 5,414.91	\$ 14,563.40	43.41
90	DISTRICT WIDE	\$ 25,733.75	\$ 5,755.44	\$ 5,414.91		\$ 5,414.91	\$ 14,563.40	43.41
212	CARES ACT	\$ 25,733.75	\$ 5,755.44	\$ 5,414.91		\$ 5,414.91	\$ 14,563.40	43.41
PJT 213 CARES GEER & ESSER								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 3,250.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,250.00	0.00
2000	EMPLOYEE BENEFITS	\$ 248.66	\$ 0.00	\$ 0.00		\$ 0.00	\$ 248.66	0.00
61100	CLASSROOM INSTRUCTION	\$ 3,498.66	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,498.66	0.00
FUNC 64100 OPERATION AND MAINTENANCE								
6000	MATERIALS & SUPPLIES	\$ 13,121.01	\$ 0.00	\$ 0.00		\$ 0.00	\$ 13,121.01	0.00
0		\$ 16,619.67	\$ 0.00	\$ 0.00		\$ 0.00	\$ 16,619.67	0.00
PGM 2 SPECIAL								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 637.50	\$ 0.00	\$ 0.00		\$ 0.00	\$ 637.50	0.00
2000	EMPLOYEE BENEFITS	\$ 48.77	\$ 0.00	\$ 0.00		\$ 0.00	\$ 48.77	0.00
6000	MATERIALS & SUPPLIES	\$ 3,578.09	\$ 0.00	\$ 0.00		\$ 0.00	\$ 3,578.09	0.00
61100	CLASSROOM INSTRUCTION	\$ 4,264.36	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,264.36	0.00
2	SPECIAL	\$ 4,264.36	\$ 0.00	\$ 0.00		\$ 0.00	\$ 4,264.36	0.00
PGM 9 NON LEA PROGRAMS								
FUNC 68100 INSTRUCTIONAL TECHNOLOGY								
6000	MATERIALS & SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 0.00		\$ 0.00	\$ 5,000.00	0.00
000		\$ 25,884.03	\$ 0.00	\$ 0.00		\$ 0.00	\$ 25,884.03	0.00
90	DISTRICT WIDE	\$ 25,884.03	\$ 0.00	\$ 0.00		\$ 0.00	\$ 25,884.03	0.00
213	CARES GEER & ESSER	\$ 25,884.03	\$ 0.00	\$ 0.00		\$ 0.00	\$ 25,884.03	0.00
PJT 214 CARES ACT ESSER II								
C/C 90 DISTRICT WIDE								
LOC 000								
PGM 0								
FUNC 61100 CLASSROOM INSTRUCTION								
1000	SALARY AND WAGES	\$ 42,618.00	\$ 0.00	\$ 58,563.80		\$ 58,563.80	\$ 15,945.80	137.42
2000	EMPLOYEE BENEFITS	\$ 3,260.00	\$ 0.00	\$ 4,480.13		\$ 4,480.13	\$ 1,220.13	137.43
6000	MATERIALS & SUPPLIES	\$ 160,850.80	\$ 7,220.57	\$ 0.00		\$ 0.00	\$ 153,630.23	4.49
61100	CLASSROOM INSTRUCTION	\$ 206,728.80	\$ 7,220.57	\$ 63,043.93		\$ 63,043.93	\$ 136,464.30	33.99
0		\$ 206,728.80	\$ 7,220.57	\$ 63,043.93		\$ 63,043.93	\$ 136,464.30	33.99
000		\$ 206,728.80	\$ 7,220.57	\$ 63,043.93		\$ 63,043.93	\$ 136,464.30	33.99

POQUOSON CITY PUBLIC SCHOOLS  
PJT-C/C-LOC-PGM-FUNC-OBJ- EXPENDITURES SUMMARY REPORT  
for Fiscal Year 2022 (2021-2022 FISCAL YEAR)  
Posted Only Figures  
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
90	DISTRICT WIDE	\$ 206,728.80	\$ 7,220.57	\$ 63,043.93	\$ 63,043.93	\$ 136,464.30	33.99
214	CARES ACT ESSER II	\$ 206,728.80	\$ 7,220.57	\$ 63,043.93	\$ 63,043.93	\$ 136,464.30	33.99
=====		=====	=====	=====	=====	=====	=====
GRAND TOTAL		\$ 25,503,117.98	\$ 56,578.05	\$ 1,014,422.57	\$ 1,375,057.93	\$ 24,071,482.00	5.61

**Poquoson City Public Schools  
Revenue Summary Report  
August 31, 2021**

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Code	Description	Estimated Revenue	Est. Revenue For	AUGUST	For	Revenue AUGUST	Revenue YTD	Unrealized Balance	Percent Real
<b>FD 1 GENERAL FUND</b>									
<b>CAT 1 LOCAL FUNDS</b>									
1602020	ATHLETIC FEES	\$ 38,000.00	\$	0.00	\$	0.00	\$ 38,000.00	\$	0.00
1612040	SCHOOL FOOD SERVICE	\$ 45,758.00	\$	0.00	\$	0.00	\$ 128.93	\$ 45,629.07	0.28
1899120	MISCELLANEOUS/OTHER FUNDS	\$ 25,000.00	\$	0.00	\$	1,555.40	\$ 1,555.40	\$ 23,444.60	6.22
1900110	E-RATE	\$ 11,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 11,000.00	0.00
5105000	OPERATION	\$ 10,428,429.00	\$	0.00	\$	0.00	\$ 127.92	\$ 10,428,301.08	0.00
5105011	CITY FUND TECHNOLOGY	\$ 34,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 34,000.00	0.00
5105013	CITY CAPITAL PROJECTS	\$ 53,825.00	\$	53,825.00	\$	4,485.42	\$ 8,970.84	\$ 44,854.16	16.67
1	LOCAL FUNDS	\$ 10,636,012.00	\$	53,825.00	\$	6,040.82	\$ 10,783.09	\$ 10,625,228.91	0.10
<b>CAT 2 STATE FUNDS</b>									
2402020	BASIC AID	\$ 6,427,502.00	\$	0.00	\$	535,625.16	\$ 1,071,250.32	\$ 5,356,251.68	16.67
2402030	GED ISAEF FUNDING	\$ 8,386.00	\$	0.00	\$	0.00	\$ 0.00	\$ 8,386.00	0.00
2402040	REMEDIAL SUMMER SCHOOL	\$ 35,348.00	\$	0.00	\$	0.00	\$ 0.00	\$ 35,348.00	0.00
2402050	FOSTER REGULAR ED STUDENTS	\$ 28.00	\$	0.00	\$	0.00	\$ 0.00	\$ 28.00	0.00
2402070	GIFTED AND TALENTED	\$ 67,745.00	\$	0.00	\$	5,645.42	\$ 11,290.84	\$ 56,454.16	16.67
2402080	REMEDIAL SOQ	\$ 69,048.00	\$	0.00	\$	5,754.00	\$ 11,508.00	\$ 57,540.00	16.67
2402110	COMPENSATION SUPPLEMENT	\$ 415,640.00	\$	0.00	\$	34,636.66	\$ 69,273.32	\$ 346,366.68	16.67
2402120	SPECIAL EDUCATION SOQ	\$ 866,353.00	\$	0.00	\$	72,196.08	\$ 144,392.16	\$ 721,960.84	16.67
2402140	TEXTBOOK PAYMENTS	\$ 140,010.00	\$	0.00	\$	11,667.50	\$ 23,335.00	\$ 116,675.00	16.67
2402150	SCHOOL FOOD PAYMENTS	\$ 5,914.00	\$	0.00	\$	0.00	\$ 0.00	\$ 5,914.00	0.00
2402170	VOCATIONAL ED.SQ	\$ 102,920.00	\$	0.00	\$	8,576.66	\$ 17,153.32	\$ 85,766.68	16.67
2402210	SOCIAL SECURITY INSTRUCTIONAL	\$ 388,230.00	\$	0.00	\$	32,352.50	\$ 64,705.00	\$ 323,525.00	16.67
2402230	TEACHER RETIREMENT-INSTRUCTIONAL	\$ 905,436.00	\$	0.00	\$	75,453.00	\$ 150,906.00	\$ 754,530.00	16.67
2402280	EARLY READING/INTERVENTION	\$ 20,147.00	\$	0.00	\$	0.00	\$ 0.00	\$ 20,147.00	0.00
2402410	GROUP LIFE	\$ 27,359.00	\$	0.00	\$	2,279.92	\$ 4,559.84	\$ 22,799.16	16.67
2402460	HOMEBOUND	\$ 7,728.00	\$	0.00	\$	0.00	\$ 0.00	\$ 7,728.00	0.00
2402480	SPECIAL ED REGIONAL PROGRAM	\$ 268,142.00	\$	0.00	\$	0.00	\$ 0.00	\$ 268,142.00	0.00
2402510	CAREER & TECHNICAL EDUCATION	\$ 10,550.00	\$	0.00	\$	0.00	\$ 0.00	\$ 10,550.00	0.00
2402650	AT RISK SOQ	\$ 37,803.00	\$	0.00	\$	3,150.25	\$ 6,300.50	\$ 31,502.50	16.67
2402810	VIRGINIA PRESCHOOL INITIATIVE	\$ 21,692.00	\$	0.00	\$	0.00	\$ 0.00	\$ 21,692.00	0.00
2402811	COMMUNITY PROVIDER ADD-ON FUNDS	\$ 7,500.00	\$	0.00	\$	0.00	\$ 0.00	\$ 7,500.00	0.00
2402860	SUPPLEMENTAL LOTTERY PER PUPIL AL	\$ 526,700.00	\$	0.00	\$	0.00	\$ 0.00	\$ 526,700.00	0.00
2402910	MENTOR TEACHER PROGRAM	\$ 1,351.00	\$	0.00	\$	0.00	\$ 0.00	\$ 1,351.00	0.00
2403080	SALES TAX	\$ 2,522,698.00	\$	0.00	\$	132,150.12	\$ 132,150.12	\$ 2,390,547.88	5.24
2403090	ESL	\$ 3,615.00	\$	0.00	\$	301.25	\$ 602.50	\$ 3,012.50	16.67
2403340	CTE EQUIPMENT SCHOOL DIV HIGH DEM	\$ 2,958.48	\$	2,958.48	\$	0.00	\$ 0.00	\$ 2,958.48	0.00
2403360	CTE STEM-H INDUSTRY CREDENTIALS	\$ 630.28	\$	630.28	\$	0.00	\$ 0.00	\$ 630.28	0.00
2403472	SCHOOL MEALS EXPANSION	\$ 3,188.00	\$	0.00	\$	0.00	\$ 0.00	\$ 3,188.00	0.00
2403490	INDUSTRY CERTIFICATION COSTS	\$ 1,678.40	\$	1,678.40	\$	0.00	\$ 0.00	\$ 1,678.40	0.00
2403650	WORKPLACE READINESS SKILLS ASSESS	\$ 389.08	\$	389.08	\$	0.00	\$ 0.00	\$ 389.08	0.00
2404050	SOL ALGEBRA READINESS	\$ 9,045.00	\$	0.00	\$	0.00	\$ 0.00	\$ 9,045.00	0.00
2404150	PROJECT GRADUATION	\$ 3,758.00	\$	0.00	\$	0.00	\$ 0.00	\$ 3,758.00	0.00
2404270	PBIS of the VTSS	\$ 0.00	\$	0.00	\$	0.00	\$ 14,327.68	\$ 14,327.68	100.00
2408680	NO LOSS FUNDING	\$ 119,758.00	\$	0.00	\$	0.00	\$ 0.00	\$ 119,758.00	0.00
2500000	DIRECT SERVICES	\$ 35,000.00	\$	0.00	\$	13,070.72	\$ 13,070.72	\$ 21,929.28	37.34
4104050	VPSSA FUNDING FOR TECHNOLOGY	\$ 154,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 154,000.00	0.00
4104051	VPSSA TECHNOLOGY CARRYOVER COMBINE	\$ 63,982.45	\$	63,982.45	\$	0.00	\$ 0.00	\$ 63,982.45	0.00
2	STATE FUNDS	\$ 13,282,232.69	\$	69,638.69	\$	932,859.24	\$ 1,734,825.32	\$ 11,547,407.37	13.06
<b>CAT 3 FEDERAL FUNDS</b>									
10.5530	SCHOOL BREAKFAST	\$ 30,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 30,000.00	0.00
10.5550	SCHOOL LUNCH	\$ 155,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 155,000.00	0.00
10.559	SFSP MEALS	\$ 0.00	\$	0.00	\$	10,946.63	\$ 10,946.63	\$ 10,946.63	100.00
12.558	VTSS-TIERED SYSTEMS OF SUPPORT	\$ 80,257.00	\$	0.00	\$	0.00	\$ 0.00	\$ 80,257.00	0.00
12.5581	VTSS-TIERD SYSTEM OF SUPPORT CARR	\$ 112,609.45	\$	112,609.45	\$	0.00	\$ 0.00	\$ 112,609.45	0.00
84.0100	TITLE I NO CHILD LEFT BEHIND	\$ 64,544.00	\$	0.00	\$	0.00	\$ 0.00	\$ 64,544.00	0.00
84.0270	TITLE VIB	\$ 403,044.00	\$	0.00	\$	0.00	\$ 0.00	\$ 403,044.00	0.00
84.0271	VI-B CARRYOVER	\$ 248,637.33	\$	248,637.33	\$	0.00	\$ 0.00	\$ 248,637.33	0.00
84.0410	IMPACT AID	\$ 153,000.00	\$	0.00	\$	53,499.07	\$ 53,499.07	\$ 99,500.93	34.97
84.0481	CARL PERKINS/DISADVANTAGE HANDICA	\$ 20,440.36	\$	3,018.36	\$	0.00	\$ 0.00	\$ 20,440.36	0.00
84.0482	CARL PERKINS CARRYOVER FUNDS	\$ 996.47	\$	996.47	\$	0.00	\$ 0.00	\$ 996.47	0.00

POQUOSON CITY PUBLIC SCHOOLS  
FD-CAT-REV REVENUES SUMMARY REPORT  
for Fiscal Year 2022 (2021-2022 FISCAL YEAR)  
Posted and Distributed Figures  
Executed By: jhulstin

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Code	Description	Estimated Revenue	Est. Revenue For	AUGUST	For	Revenue AUGUST	Revenue YTD	Unrealized Balance	Percent Real
84.1730	PRESCHOOL HANDICAPPED GRANT	\$ 12,219.00	\$	0.00	\$	0.00	\$ 0.00	\$ 12,219.00	0.00
84.1731	PRESCHOOL HANDICAPPED CARRYOVER	\$ 7,239.10	\$	7,239.10	\$	0.00	\$ 0.00	\$ 7,239.10	0.00
84.2810	TITLE II	\$ 28,540.00	\$	0.00	\$	0.00	\$ 0.00	\$ 28,540.00	0.00
84.424	TITLE IV	\$ 10,000.00	\$	0.00	\$	0.00	\$ 0.00	\$ 10,000.00	0.00
84.425C	CARES GEER	\$ 5,000.00	\$	5,000.00	\$	0.00	\$ 0.00	\$ 5,000.00	0.00
84.425D	CARES ESSER	\$ 253,346.58	\$	253,346.58	\$	0.00	\$ 0.00	\$ 253,346.58	0.00
3	FEDERAL FUNDS	\$ 1,584,873.29	\$	630,847.29	\$	64,445.70	\$ 64,445.70	\$ 1,520,427.59	4.07
1	GENERAL FUND	\$ 25,503,117.98	\$	754,310.98	\$	1,003,345.76	\$ 1,810,054.11	\$ 23,693,063.87	7.10
GRAND TOTAL		\$ 25,503,117.98	\$	754,310.98	\$	1,003,345.76	\$ 1,810,054.11	\$ 23,693,063.87	7.10

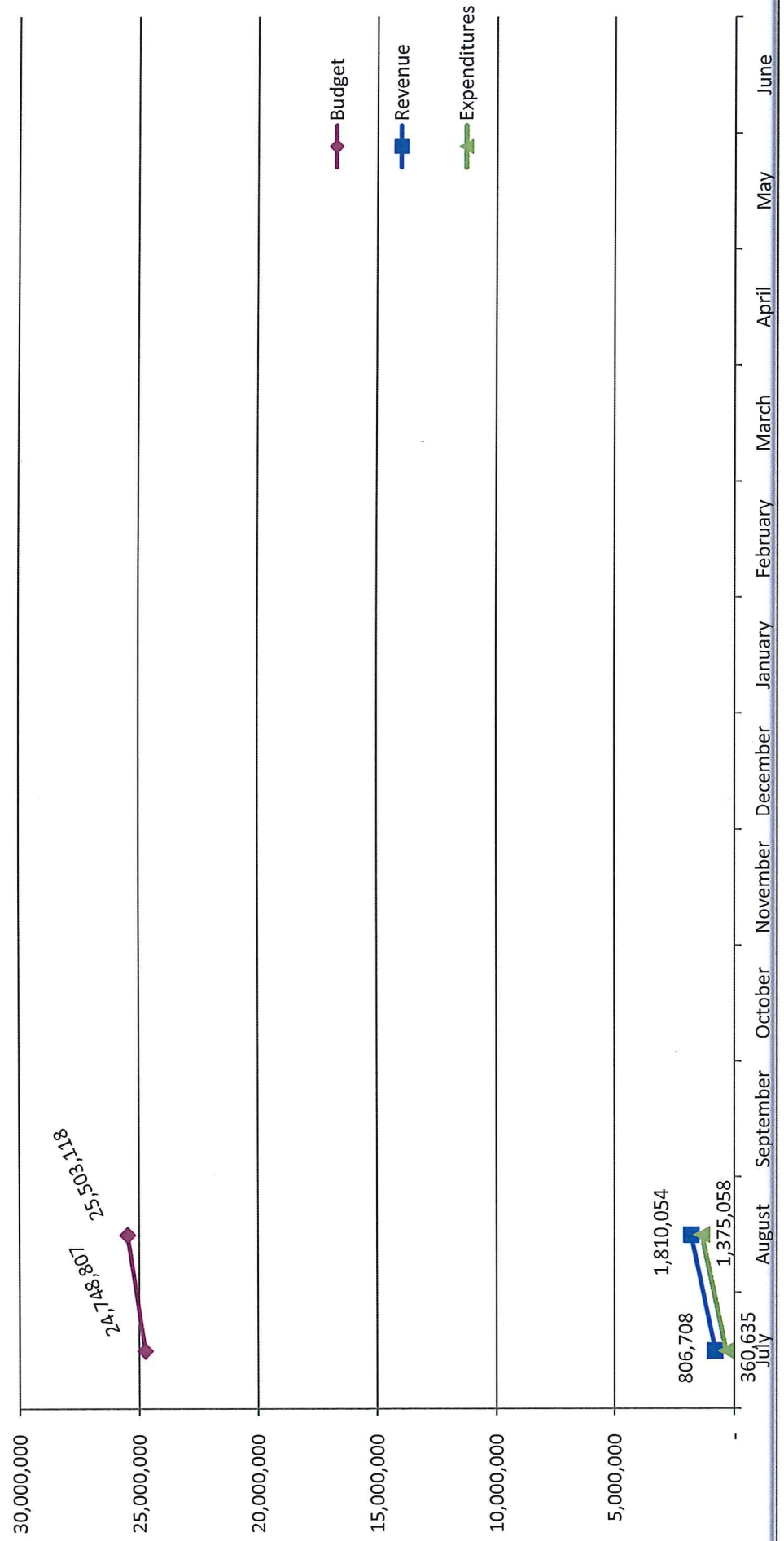
POQUOSON CITY PUBLIC SCHOOLS  
EXPENDITURE ACCOUNT REPORT

FOR MONTH ENDING August 2021

	APPROPRIATIONS	OUTSTANDING ENCUMBRANCES	EXPENDITURES MONTH TO DATE	EXPENDITURES YEAR TO DATE	AVAILABLE BALANCE	PERCENT USED
ELEMENTARY						
HOMEBOUND INSTRUCTION	\$10,227.00	\$0.00	\$0.00	\$0.00	\$10,227.00	0%
SECONDARY						
HOMEBOUND INSTRUCTION	\$13,318.00	\$0.00	\$0.00	\$0.00	\$13,318.00	0%
TOTAL FOR						
POQUOSON PRIMARY	\$3,523,092.25	\$183.58	\$32,340.53	\$55,372.15	\$3,467,536.52	2%
TOTAL FOR						
POQUOSON ELEMENTARY	\$3,292,555.25	\$1,128.56	\$38,711.97	\$76,713.07	\$3,214,713.62	2%
TOTAL FOR						
POQUOSON MIDDLE	\$3,880,265.25	\$1,432.72	\$38,414.47	\$66,763.58	\$3,812,068.95	2%
TOTAL FOR						
POQUOSON HIGH	\$6,579,313.49	\$705.11	\$394,164.67	\$427,407.44	\$6,151,200.94	7%
TOTAL FOR						
ELEM & SECOND PROGRAMS	\$785,237.00	\$0.00	\$20,406.30	\$20,406.30	\$764,830.70	3%
TOTAL FOR						
ADMINISTRATION	\$6,019,236.45	\$10,941.80	\$401,087.23	\$635,244.17	\$5,373,050.48	11%
TOTAL FOR GRANTS:						
POSITIVE BEHAVIORIAL INTERVENTION AND SUPPORT	\$0.00	\$0.00	\$2,792.00	\$5,016.00	(\$5,016.00)	0%
TITLE I NCLB	\$64,544.00	\$0.00	\$0.00	\$0.00	\$64,544.00	0%
CARL PERKINS	\$21,436.83	\$0.00	\$99.00	\$99.00	\$21,337.83	0%
VI-B	\$651,681.33	\$0.00	\$16,346.60	\$17,976.42	\$633,704.91	3%
TITLE II	\$28,540.00	\$0.00	\$0.00	\$0.00	\$28,540.00	0%
TITLE IV	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
DODEA TIERED SYSTEM OF SUPPORT GRANT	\$192,866.45	\$0.00	\$0.00	\$0.00	\$192,866.45	0%
IMPACT AID	\$153,000.00	\$28,505.31	\$200.00	\$200.00	\$124,294.69	19%
PRESCHOOL	\$19,458.10	\$704.96	\$1,400.96	\$1,400.96	\$17,352.18	11%
CARES ACT	\$25,733.75	\$5,755.44	\$5,414.91	\$5,414.91	\$14,563.40	0%
CARES-GEER & ESSER	\$25,884.03	\$0.00	\$0.00	\$0.00	\$25,884.03	0%
CARES-ESSER II	\$206,728.80	\$7,220.57	\$63,043.93	\$63,043.93	\$136,464.30	0%
TOTAL	\$25,503,117.98	\$56,578.05	\$1,014,422.57	\$1,375,057.93	\$24,071,482.00	6%



# 2021 - 2022 Expenditures and Revenue Year-To-Date



**Personnel Action  
September 21, 2021**

<b>Name</b>	<b>Position</b>	<b>Work Location</b>
<b>Recommendation(s) 2021-22 SY</b>		
S. Mark Carr	Maintenance Worker	PCPS
Taryn Doak	Cafeteria Monitor	PPS
Tammy Fisher	Educational Interpreter	PPS
Makayla French	Paraprofessional	PHS
Sureena French	Paraprofessional	PPS
John Lewis	Paraprofessional	PPS
Michele McPherson	Bus Driver	PCPS
Dale Simmons	Bus Driver	PCPS
Andrea Turner	Paraprofessional	PHS
<b>Resignation(s) Current</b>		
Sheree Jenkins	Office Clerk-Vestibule	PPS
Marianna Latham	Teacher	PHS
James Logan	Systems Administrator	PCPS
Michele McPherson	Bus Driver	PCPS
<b>Recommendation(s)-Substitutes</b>		
<b>Recommendation(s)-Supplements</b>		
Brett Bradshaw	Volunteer Football Coach	PHS
Dan Davison	Volunteer Golf Coach	PHS
Dan Lewis	Volunteer Football Coach	PHS
<b>Leave of Absence</b>		

## Authorization to Accept and Expend Additional Revenues

The following is a list of additional revenues and corresponding additional expenditures for the grant carryovers to the 2021-2022 Operating Budget requiring authorization from the Board to accept and expend. Please note that total revenue equals total expenditures.

		<u>Revenue</u>	<u>Expenditures</u>
1. PBIS-Positive Behavioral Intervention & Support State Grant - FY21 Carryover:			
Revenue for PBIS	#1-2-2404270	<u>\$14,327.68</u>	
Expenditure for Subs & Stipends	#1-100-90-000-0-61100-1521		\$5,100.00
Expenditure for FICA Benefits	#1-100-90-000-0-61100-2100		\$351.90
Expenditure for Travel/Professional Development	#1-100-90-000-0-61100-5001		\$2,818.15
Expenditure for Materials & Supplies	#1-100-90-000-0-61100-6001		<u>\$6,057.63</u>
			<u>\$14,327.68</u>
2. Title VI-B Special Education Federal Grant - FY21 Carryover:			
Revenue for Title VI-B	#1-3-84.0271	<u>\$71,148.83</u>	
Expenditure for Instructional Salaries	#1-203-20-150-2-61100-1121		\$8,755.82
Expenditure for Paraprofessional Salaries	#1-203-20-150-2-61100-1152		\$42,621.02
Expenditure for Bus Aide Salaries	#1-203-20-150-2-61100-1161		\$3,954.00
Expenditure for FICA Benefits	#1-203-20-150-2-61100-2100		\$3,969.21
Expenditure for Health Maintenance Benefits	#1-203-20-150-2-61100-2300		<u>\$11,848.78</u>
			<u>\$71,148.83</u>
3. Additional Preschool Handicapped Federal Grant:			
Revenue for Preschool Handicapped	#1-3-84.1730	<u>\$138.00</u>	
Expenditure for Preschool Purchase Services	#1-207-20-160-1-61100-3001		<u>\$138.00</u>
4. Additional VI-B Special Education Federal Grant:			
Revenue for Title VI-B	#1-3-84.0270	<u>\$5,321.00</u>	
Expenditures for Paraprofessional Salaries	#1-203-20-150-1-61100-1151		<u>\$5,321.00</u>
5. Additional Title II Federal Grant:			
Revenue for Title II	#1-3-84.2810	<u>\$5,587.90</u>	
Expenditure for Instructional Salaries	#1-204-20-150-1-61100-1120		<u>\$5,587.90</u>
6. State Funding for Albuterol & Valve Holding Chambers:			
Revenue for Albuterol & Valve Holding Chambers	#1-2-2404000	<u>\$247.55</u>	
Expenditure for Albuterol & Valve Holding Chambers	#1-100-90-000-1-62220-6014		<u>\$247.55</u>

### The following is a list of donations to Poquoson City Public Schools Activity Accounts:

#### Poquoson High School

A donation from Boy Scouts of America to be used by the Garden Club as needed	\$184.76
A donation from Bright Funds to be used by the Chorus Department as needed	\$393.25

#### Poquoson Elementary School

A donation from Coca-Cola Gives to be used as needed for students	\$37.31
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## **Poquoson City School Board Reading File Item Brief**

**Reading File Item:** VII-A

**Meeting Date:** September 21, 2021

**Subject:**

Motion to approve the Capital Improvement Plan (CIP) for FY22 – FY27

**Background:**

School Board Policy requires that a CIP be updated annually. The CIP is a long range plan that will be sent to the Planning Commission and City Council for funding approval as is required by the City Charter.

**Discussion:**

The goal of the five year CIP is to provide ample lead time to prepare for large capital outlays which are not included in an operating budget. It is designed to ensure that aging infrastructure, typically at or beyond the scheduled useful life, is replaced on a schedule that will minimize the likelihood of product failure, or to modernize large assets such as buildings. The facility upgrades support the instructional needs of the building.

Fiscal Year 2022 CIP was revised to remove two projects. The PHS Gym HVAC was completed during FY21 utilizing Coronavirus Relief Funds to enhance ventilation in this area. The Turf Field Replacement was moved to FY21 because the City included this in the borrowing for the PMS Modernization Project. This project was completed at the beginning of September 2021.

Other revisions to FY22 include the PPS HVAC Upgrade, PHS Traffic Control Loop and Bus Replacements. There are two options for the PPS HVAC Upgrade. Option 1 includes a full building replacement and has a useful life of 30 years. Option 2 is a partial replacement and repair and has a useful life of 15 years.

The Traffic Control Loop at PHS provides for the addition of an asphalt driveway behind the school building to help alleviate the traffic congestion on Odd Road. PHS experiences a significant amount of vehicle traffic, particularly in the morning during bus and parent drop-off. Bus replacements include two conventional buses to address the aging fleet.

FY23-27 includes the same projects as the past CIP and the current Consumer Price Index (CPI) was applied to the projects.

**Recommendation:** Approval of the CIP FY22 – FY27 as presented.

**Attachment:** FY22 – FY27 CIP

**References:** School Board Policy 3-2.2, 8 VAC 20-70-490

PCPS PROPOSED CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2022 - BEYOND 2027								
School	FY 2022 *	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	Total FY22 - FY27	Beyond FY 2027
<b>Primary School:</b>								
HVAC Upgrade <sup>1</sup>	Option 1: \$4,100,000; Option 2: \$2,000,000	-	-	-	-	-	-	-
<b>Elementary School:</b> (No projects at this time)	-	-	-	-	-	-	-	-
<b>Middle School:</b> (No projects at this time)	-	-	-	-	-	-	-	-
<b>High School:</b>								
Gym HVAC <sup>2</sup>	-	-	-	-	-	-	-	-
Traffic Control Loop	175,000	-	-	-	-	-	175,000	-
Locker Room Renovation	-	-	-	-	-	-	-	108,000
Chiller/Water Tower	-	-	-	-	-	-	-	337,500
<b>Division Wide:</b>								
Turf Field Replacement <sup>4</sup>	-	-	-	-	-	-	-	-
Asphalt Repairs	-	-	-	-	-	-	-	168,000
Bus Replacement	214,000	109,000	120,000	109,000	109,000	109,000	770,000	109,000
<b>Total Capital Projects</b>	<b>\$389,000</b>	<b>\$109,000</b>	<b>\$120,000</b>	<b>\$109,000</b>	<b>\$109,000</b>	<b>\$109,000</b>	<b>\$945,000</b>	<b>\$722,500</b>

\* Proposed changes to FY2022 are included here.

<sup>1</sup> There are two options for the HVAC Upgrade at the Primary School:

Option 1 - Full building replacement with a Variable Refrigerant Flow System (VFR), which has a 30 year useful life.

Option 2 - Partial replacement and repair, which has a 15 year useful life.

<sup>2</sup> The PHS Gym HVAC project was completed during FY21 utilizing Coronavirus Relief Funds to enhance air quality.

<sup>3</sup> The Turf Field Replacement project was moved to FY21 and approved by City Council to use PMS borrowing. It was completed in September 2021.

<sup>4</sup>

**Poquoson City School Board  
Reading File Item Brief**

**Reading File:** VII-B

**Meeting Date:** September 21, 2021

**Subject:** First Reading of Proposed School Board Policy Changes

**Background**

The Poquoson City School Board annually updates its Policy to align with changes in State Code, legal counsel and current practices.

**Discussion**

The changes being recommended are a result of changes to State Code that were made by the General Assembly and in consultation with the school division attorney. PCPS practices will be aligned with the policy changes.

**Recommendation:** Approve policy changes to align with State Code.

**Attachment:** Policy changes noted with red track changes.

**References:** School Board Policy 1-5.4

## **POLICY 7-3.1 CODE OF STUDENT CONDUCT**

### **Philosophy**

Recognizing the importance of the dignity and worth of each individual, the Poquoson City School Board believes that it should provide an atmosphere of respect conducive to teaching and learning in which the intellectual, physical, emotional, and social needs of students are met. Students, parents, administrators, teachers and all other staff members are responsible for maintaining a school environment in which educational programs can prosper and extracurricular programs can be provided for the benefit of all participants.

It is the primary responsibility of students to maintain a climate of mutual respect and trust so the dignity of the individual can be protected and the pursuit of opportunities for each student may be realized. It is the responsibility of administrators, teachers, and all other school staff to be consistent and fair in the application of all School Board policies and all school regulations.

### **Code of Student Conduct**

The Code of Student Conduct shall be reviewed, revised, if necessary, and re-adopted annually. The School Board shall supervise and discipline students in accordance with federal and state law and regulations.

### **Communication of Policy to Students and Parents**

Students and parents will receive a copy of the student conduct policy and the Code of Student Conduct annually. Students and parents will be required to sign a statement indicating that they are aware of the policy guidelines and sanctions for misconduct. The signed statement will be kept on file in the school office. Students will receive information about this policy and the Code of Student Conduct from teachers and/or other school personnel during the first 10 days of school.

### **Students with Disabilities**

Students with disabilities will be disciplined consistent with all applicable law.

LEGAL REFERENCE: Code of Virginia, §§ 22.1-23.3, 22.1-78, 22.1-276.01 through 22.1-280.4, 18.2-128, 18.2-308.1, 18.2-310

*Adopted: July 2009*

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## **POLICY 7-1.4 STUDENT RECORDS**

The Poquoson City School Board shall maintain accurate and complete individual, permanent and cumulative records for every student enrolled in the school division according to applicable federal and state law. These records shall include cumulative and confidential information and shall constitute the student's official school record identified as "education records" in Title 20, § 1232(g) of the United States Code and in Chapter 14 of Title 22.1 of the Code of Virginia, 1950, as amended.

The division superintendent or his/her designee(s) shall be responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability, at the request of the parents. The division superintendent or his/her designee shall also provide for notification to all division personnel of policy and procedures for management of education records and notification to parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of the Poquoson City Public Schools' written policy and procedure on the management of the education records and their location. The division superintendent or his/her designee shall provide for the periodic evaluation of records by the professional personnel and the removal of data no longer educationally useful.

The school division shall provide a copy of this policy on request to a parent or eligible student.

### **Definitions**

As used in this policy, the following definitions apply:

Student – any person who attends or has attended a school in the school division.

Eligible student – a student or former student who has reached age 18, is emancipated under Virginia law, or has complied with compulsory attendance requirements as set forth in the Code of Virginia, 1950, as amended.

Parent – either natural parent of a student, a guardian, an individual acting as a parent or guardian in the absence of the student's parent or guardian, or other person in the Commonwealth having control or charge of any child of school age as defined in the Code of Virginia, 1950, as amended.

Education records – any record (recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tapes, film, microfilm, microfiche, or other medium) maintained by the school division or an agent of the school division which is directly related to a student, except:

1. a personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record;
2. an employment record which is used only in relation to a student's employment by the school division; or
3. alumni records which contain information about a student after he is no longer in attendance in the division and which do not relate to the person as a student.

Education records include:

1. Court notice of adjudication as provided in § 16.1-305.1 of the Code of Virginia, 1950, as amended, if disciplinary action against a student is based upon an incident which formed the basis for the adjudication or conviction. Any notice of disposition shall not be retained after the student has been awarded a diploma or certificate.
2. Any disciplinary record of action taken based on notice of adjudication as specified in number 1.
3. Any disciplinary action taken against a student for violation of school rules or policies occurring on school property or at school-sponsored events and information concerning disciplinary action



taken against such student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

If disciplinary action is taken by the school division in regard to the incident upon which the adjudication or conviction was based, notice shall be provided to the parent or guardian in accordance with state law. With the consent of the parent or guardian, or in compliance with a court order, the school division must also notify the court of the disciplinary action. If the school division does not take disciplinary action, every notice of adjudication or conviction received by the division superintendent, and information contained in the notice, shall be maintained by the division superintendent, and by any others to whom he/she disseminates it as permitted by law, separately from all other records concerning the student.

### **Dissemination of Information about Court Proceedings**

The division superintendent or his/her designee shall disseminate the notice or information about an adjudication of delinquency or conviction of an offense listed in § 16.1-260(g) contained in a notice received pursuant to § 16.1-305.1 of the Code of Virginia, 1950, as amended, to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who:

1. provide direct educational and support services to the student; and
2. have a legitimate educational interest in such information.

The division superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to § 16.1-260 except as follows:

1. If the juvenile is not enrolled as a student in a public school in the division (to which the notice was given), the division superintendent shall promptly notify the intake officer of the juvenile and domestic relations district court in which the petition was filed and may forward the notice of petition to the division superintendent of the division in which the juvenile is enrolled, if known.
2. Prior to receipt of the notice of disposition, the division superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the division superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students or school personnel within the division.
3. After the student has been taken into custody, whether or not the student has been released, the principal may further disseminate the information only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety, appropriate educational placement or other educational services.

### **Annual Notification**

Parents will be notified of their rights under the Federal Educational Rights and Privacy Act (FERPA) annually by publication in the Code of Student Conduct booklet published/distributed at the beginning of each academic year.

The school division shall notify, at least annually, the parents of students in attendance (including those parents identified as having a primary or home language other than English) and eligible students in attendance by such means as are reasonably likely to inform them of their rights as follows:

1. The right to inspect and review any educational records relating to the student, which are on file within the school division.
2. The right to receive any of the student's record information within 14 days after filing your request.
3. The right to receive a response from the Poquoson City Schools to reasonable requests for explanations and interpretations of your child's records.

4. The right to request that the Poquoson City Schools provide copies of records. A fee for copying records may be charged, provided that the charge does not exceed the cost of reproduction. Such a fee shall not effectively prevent you from exercising your right to inspect and review your child's records. Fees are charged for high school transcripts and multiple copies of records.
5. The right to have a representative review your child's records. Poquoson City Schools will assume that both of the student's parents have authority to inspect and review records relating to his/her child unless the division has been advised otherwise.
6. The right to a list of the types and locations of education records collected, maintained or used by Poquoson City Schools.
7. The right to a copy of your child's Individualized Education Plan (IEP) at no cost.
8. The right to request that the Poquoson City Schools amend information found in education records when you believe that the information is inaccurate or misleading or violates privacy or other rights. Parents or eligible students should write to the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the division decides not to amend the record, Poquoson City Schools will notify you of the decision and advise you or your right to a hearing.
9. The right to place in your student's record a statement commenting on the information you feel is not accurate, is misleading, or otherwise in violation of privacy or other rights of your child.
10. The right to be informed that directory information may be made available for publicity or other purposes without prior parental consent. This information will include the name and address of the student. For publicity purposes as related to school activities, the directory information also will include dates of attendance, participation in officially recognized activities and sports, height and weight (if member of athletic team), awards and honors received, photograph, and other similar information. To refuse release of directory information, you must submit a **written request** to the school office at the beginning of each school year.
11. The right to review, upon request, a copy of Poquoson City Schools' written policy and procedures on the management of the scholastic records and location of the same.
12. The right to file a complaint with the U.S. Department of Education concerning an alleged failure by Poquoson City Schools to comply with the requirements of FERPA.
13. The right to be informed that education records may be disclosed without the consent of the parent or eligible student to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer. Parents and eligible students have a right to inspect and review the record of such disclosures.

#### **Procedure to Inspect Education Records**

Parents of students or eligible students may inspect and review the education records relating to their children without unnecessary delay and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents shall have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record. Neither parent, regardless of whether such parent has custody, shall be denied access to educational records of that parent's minor child unless ordered by the court for good cause shown.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parents or eligible students of the time and place where the records may be inspected. Access must be given no later than 14 days from the receipt of the request.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

When disciplinary action is taken by the school division in regard to an incident upon which an adjudication of delinquency or a conviction of acts specified in § 16.1-305.1 of the Code of Virginia, 1950, as amended, has been made, the parent or guardian must be notified of the action, the reasons therefor and

his right to review and to request amendment of the student's education records. Every notice of adjudication or conviction received by the division superintendent and information in the notice which is not a disciplinary record, shall be maintained by the division superintendent and other school personnel separately from all other records concerning such student unless the school division takes disciplinary action based on an incident which was the basis for the adjudication or conviction.

### **Refusal To Provide Copies**

Although Poquoson City Public Schools cannot deny parents access to their children's education records, the school division will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student the right to inspect and review the records.

### **Fees for Copies of Records**

The fee for copies will be .10 per page. The actual cost of copying time and postage will be charged. The school division shall not charge for search and retrieval of the records. The school division shall not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

### **Types, Locations, and Custodians of Education Records**

Poquoson City Public Schools shall provide parents, on request, a list of the types and locations of education records collected, maintained, or used by the school division. Persons interested in obtaining information about the types of records maintained by Poquoson City Public Schools, their location and custodian, may contact the school division's record manager.

### **Disclosure of Education Records**

When parental consent is required in order to release a student's records and the parent refuses to give such consent, the division shall use informal means to secure the consent. If the parent continues to refuse to consent, the school division shall provide written notification to the person/agency requesting the information that parental consent is required and has been refused. If the school division wishes to disclose the information and has been unable to secure the necessary consent through informal means, the school division may use more formal measures, as appropriate, to effect release of information. Poquoson City Public Schools shall disclose information from a student's education records only with the written consent of the parent or eligible student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
  - a. a person employed by the School Board as an administrator, supervisor, instructor, or support staff member;
  - b. a person appointed or elected to the School Board;
  - c. a person employed by or under contract with the School Board to perform a special task, such as an attorney, auditor, medical consultant, or therapist; and
  - d. a person who is a teacher or school official, including teachers and school officials in other schools, who have legitimate educational interests in the student. A school official has a "legitimate educational interest" if the official is:
    - i. performing a task that is specified in his position description or by a contract agreement;
    - ii. performing a task related to a student's education;
    - iii. performing a task related to the discipline of a student; and/or
    - iv. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
2. To officials of another school, upon request, in which a student seeks or intends to enroll. Poquoson City Public Schools shall provide written notice of the transfer including the identity of the requester to the parent, guardian or other person having control or charge of the student or to a

student who is 18 years of age or older within five days of the date on which the record was transferred. This notice requirement applies to the transfer of records to education programs in jails and detention centers.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state law adopted:
  - a. Prior to November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve the student whose records are released; or
  - b. After November 19, 1974, if the allowed disclosure or reporting concerns the juvenile justice system and its ability to effectively serve, prior to adjudication, the student whose records are released, and the officials to whom the records are disclosed certify in writing to the school division that the information will not be disclosed to any other party without the prior written consent of the parent or eligible student, except as provided by state law.
6. To organizations conducting certain studies for or on behalf of the school division.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
10. To appropriate parties in a health or safety emergency.
11. Directory information so designated by the school division.

#### **Release to Juvenile Justice Authorities**

The principal or his/her designee may disclose identifying information from a pupil's scholastic record for the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his/her designee may disclose identifying information from a pupil's scholastic record to the following agencies or individuals:

1. State or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his/her duties.
2. An officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency.
3. Attorneys for the Commonwealth, court service units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies.

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.

#### **Release to Federal Government Agencies**

Except as required by federal law or regulation, no member or employee of the Poquoson City School Board shall transmit personally identifiable information, as that term is defined in the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and related regulations, from a student's record to a federal government agency or an authorized representative of such agency.

## **Record of Requests for Disclosure**

Poquoson City Public Schools shall maintain a record kept with the education records of each student, indicating all individuals, agencies or organizations which request or obtain access to a student's education records, except those who receive records with consent. The record will indicate the legitimate interest the party had in obtaining the information. The record of access will be available only to parents, to the school official and his/her assistant(s) who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of requests for disclosure stated above do not apply to requests made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails to destroy information, the school division will not permit access to information from educational records to that third party for a period of at least five years.

## **Directory Information**

Poquoson City Public Schools shall notify parents and eligible students at the beginning of each school year what information, if any, the school division has designated as directory information, the right to refuse to let the school 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.

Directory information may include the name, gender, address, telephone listing, date and place of birth, the student's major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received and photographs.

In addition, two federal laws (the No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002) require Poquoson City Public Schools, because they receive assistance under the Elementary and Secondary Education Act of 1965, to provide military recruiters, upon request, student names, addresses, and telephone numbers, subject to a parent's request not to disclose such information without written consent.

To refuse release of directory information, submit a **written request** to the office of the school the child attends at the beginning of each school year. Further, notwithstanding the definition of directory information above, the custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) unless the parent or eligible student has affirmatively consented in writing to such disclosure. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or (iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required. Additionally, except as required by state or federal law, no school shall disclose the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with this subsection and school board policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

## **Correction of Education Records**

Parents or eligible students shall be notified of their right to challenge the content of student records and to ask to have records corrected (including expungement) that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. Parents or the eligible student must request in writing that Poquoson City Public Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. School division officials shall decide whether to amend the record in accordance with the request within a reasonable period of time. If they decide not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon written request, the school division shall arrange for a hearing and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. At any such hearing, the parent may be accompanied and represented by one or more individuals/attorneys.
5. A hearing officer who is a disinterested party shall conduct the hearing; the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. The school division shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision.
7. If the school division decides that the challenged information is not inaccurate, is misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the student's official record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education record as long as the contested portion is maintained.
8. If the school division decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
9. Poquoson City Public Schools shall notify the parent and eligible student of their right to file with the FERPA Office a complaint concerning an alleged failure by the school division to comply with federal law.

#### **Confidentiality of HIV and Drug And Alcohol Treatment Records**

The school division shall comply with the confidentiality requirements of § 32.1-36.1 of the Code of Virginia, 1950, as amended, providing for the confidentiality of records related to any test for human immunodeficiency virus (HIV). In addition, the school division shall maintain confidentiality of drug and alcohol treatment records as required by federal and state law.

#### **Electronic Records and Signatures**

Poquoson City Public Schools may accept electronic records and electronic signatures from any parent, guardian, or other person having control or charge of a child enrolled in the Poquoson City Public Schools, in accordance with applicable law. The division superintendent shall promulgate regulations to accept electronic records and electronic signatures that meet the requirements of Virginia Code Sections 22.1-79.3(F) and 59.1-479, et seq.

#### **Report of Missing Children**

The School Board shall receive from local law enforcement, as required by applicable law, reports of disappearances of any children living within the school division. Upon notification by a local law enforcement agency of a child's disappearance, the principal of any school in which the child was enrolled at the time of the disappearance shall indicate, by mark, in the child's cumulative record that the child has

been reported missing. Upon notification by law enforcement that the child is located, the principal shall remove the mark from the record. For purposes of this Policy, a “mark” shall mean an electronic or other indicator that:

1. is readily apparent on the student’s record; and
2. will immediately alert any school personnel that the record is that of a missing child.

Upon receiving a request from any school or person for copies of the cumulative records and birth certificate of any child who has been reported by a local law-enforcement agency to be missing, the school being requested to transfer the records shall immediately notify the law-enforcement agency that provided the report to the school of the child’s disappearance of the location of the school or person requesting the cumulative records and birth certificate of the child, without alerting the requestor of such report.

See Superintendent’s Regulation 7-1.4 A, B, and C.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 16.1-301, 16.1-305.1, 16.1-305.2, 22.1-23.3, 22.1-79.3; 22.1-287 through 22.1-289, 32.1-36.1; 59.1-479 et seq; Virginia Board of Education Special Education Program Standards, 8 VAC 20-570-10, et seq.; Regulations Governing Management of the Student’s Scholastic Record, 8 VAC 20-150-10; Family Educational Rights and Privacy Act of 1974 (FERPA), P.L. 93-380, 20 U.S.C. § 1232(g) (1979); 34 C.F.R. Part 99; No Child Left Behind Act of 2001, P.L. 107-110; the National Defense Authorization Act for Fiscal Year 2002, P.L. 107-107; Individuals With Disabilities Education Act of 1990, P.L. 94-142, 20 U.S.C. § 1401, et seq. (1982), 34 C.F.R., § 300, et seq.; Education Division General Administrative Regulations (EDGAR) 34 C.F.R. § 75.734; 42 United States Code, § 290dd.

*Adopted: November 2002*

*Revised: July 2003, August 2006, July 2007, June 2011, August 2014, June 2015, August 2018, August 2019*

## **POLICY 6-5.1 SCHOOL COUNSELING PROGRAMS**

### **Definition of Service Domains**

Pursuant to the Standards of Quality, the following guidance and counseling services are available to all students in Poquoson City Public Schools:

1. Academic guidance and counseling that assist students and their parents in acquiring knowledge of the curricula choices available to students, including planning a program of studies, arranging and interpreting academic testing, and seeking post-secondary educational and career opportunities.
2. Career guidance and counseling that help students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities.
3. Personal/social guidance and counseling that assist students in developing an understanding of themselves and the rights and needs of others, resolving conflict and defining individual goals that reflect their interests, abilities and aptitudes.
4. Employment counseling and placement services which furnish information relating to the employment opportunities available to students graduating from or leaving the public schools. Such information will be provided to secondary students and will include all types of employment opportunities, including, but not limited to, apprenticeships, the military, career education schools, and the teaching profession. In providing such services, the School Board will consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations, and career schools.

### **Types of Service Delivery**

These services are provided through:

1. Classroom Guidance: a series of classroom lessons conducted by the school guidance counselor in the classroom for all students at each grade level.
2. Small Group Counseling: available to students experiencing specific and commonly shared concerns. Emphasis is on problem solving and the development of positive and effective personal skills.
3. Individual Counseling: direct assistance to individual students. Counseling of individual students is conducted to help them learn more efficiently and effectively with emphasis on identifying concerns early before they interfere with learning.

### **Procedures for Service Delivery**

The framework for the delivery of these services is as follows:

1. Written notification will be provided to parent(s)/guardian(s) at least annually about the academic, career and personal/social guidance and counseling services which are available to their children. The notification shall include the purpose and general description of the programs, information regarding ways parent(s)/guardian(s) may review materials to be used in guidance and counseling programs at their child's school and information about the procedure by which parent(s)/guardian(s) may limit their child's participation in such programs.
2. School counselors are prohibited from using 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.



3. All information and records of personal/social counseling shall be kept confidential and separate from a student's cumulative educational record and shall not be disclosed to third parties without prior parental (guardian) consent or as otherwise provided by law. See Policy and Regulation 7-1.4 (Student Records).
4. Parent(s)/guardian(s) may elect in writing to have their child not participate in classroom guidance lessons, or any counseling activity to which they object.
5. Parental (guardian) permission is required in writing for any small group counseling or on-going, structured individual counseling in the personal/social domain following initial contacts.
6. Parental (guardian) permission is not required for short duration personal/social counseling which is needed to maintain order, discipline or a productive learning environment.
7. School officials may permit on-going, structured personal/social counseling for children whom they believe would benefit from such counseling, but whose parent(s)/guardian(s) fail to respond either affirmatively or negatively to reasonable requests for consent. Refusal of services must be in writing to the principal.
8. Each school counselor shall spend at least 80 percent of his/her staff time during normal school hours in the direct counseling of individual students or groups of students.

#### **Psychological Services**

The services of the school psychologists are available to students who have been identified as in need of these services.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-209, 22.1-209.1, 22.1-291.1; Virginia Board of Education Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia, 8 VAC 20-620-10.

*Adopted: November 2002*

*Revised: August 2006, August 2019*

## **POLICY 6-1.1 EDUCATION PHILOSOPHY**

It shall be the philosophy of the Poquoson City School Board to provide equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth, to insure that each individual 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 life.

It shall be the policy of the School Board to:

1. provide the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student, regardless of race, color, sex, physical condition, or national origin;
2. treat all personnel equally with the highest degree of respect; and
3. appropriate funds fairly and equally.

The School Board believes that quality is essential to sustain its mission, develop shared values, and accomplish its goals.

**LEGAL REFERENCE:** Constitution of Virginia, Article VIII, § 7; Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-78, 22.1-79, 22.1-293, 22.1-295; Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10, et seq.

*Adopted: November 2002*

Revised: June 2020

## **POLICY 5-4.5 LICENSED PERSONNEL: PROFESSIONAL GROWTH**

### **Generally**

The Poquoson City School Board believes that the continuous educational growth of staff members both in educational techniques and subject depth is necessary for the continued improvement of the school division. The School Board, therefore, encourages the professional growth of staff members through college courses and other means as outlined in this policy.

### **Staff Development**

There shall be an organized program of staff development for all employees of the School Board directed towards increasing their knowledge, improving their performance and generally upgrading the school division. The program shall be in compliance with the State Accreditation Standards and the Standards of Quality.

The goal of the School Board's professional development program is to provide better learning experiences in the classroom that result in a positive effect on student performance and attitude. This can be accomplished through the improved awareness and effectiveness of the staff. The professional development program consists of identifying the areas in which improvement is needed, establishing programs that are designed to achieve the desired results and implementing these programs with evaluation and revision as needed.

To increase proficiency in instructional leadership and management, the School Board shall provide a program of professional development for administrative personnel including the Division Superintendent. This program shall include (1) training in the evaluation and documentation of teacher and administrator performance based on student academic progress (2) the skills and knowledge of the administrative personnel; (3) the Standards of Quality; (4) Board of Education regulations; and (5) the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Principals, and Superintendents.

The School Board views its instructional personnel's proficiency with educational technology as vital to the school division's educational mission. Toward this end the School Board shall provide for a program of professional development in educational technology for all instructional personnel. Technical assistance on professional development shall be obtained from the Virginia Board of Education as needed.

The School Board will provide a program of high-quality professional development:

- (1) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers, principals and superintendents 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;
- (2) 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;
- (3) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula; and
- (4) for principals and supervisors designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and principal performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel.

In addition, the School Board will also provide teachers and principals with high-quality professional development programs each year in:

- (1) instructional content;

- (2) the preparation of tests and other assessment measures;
- (3) methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- (4) instruction and remediation techniques in English, mathematics, science, and history and social science;
- (5) interpreting test data for instructional purposes;
- (6) technology applications to implement the Standards of Learning; and
- (7) effective classroom management.

All instructional personnel are required to participate each year in professional development programs. The School Board will annually review 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.

### **Staff Development Meetings**

At designated times during the school year students will not attend school or will be dismissed early in order to free the staff for planning and staff development meetings. The Division Superintendent and designated administrators shall structure these sessions to make the best use of the available time. Since these meetings are a part of the required working day for staff members, attendance is mandatory.

### **Inservice Days**

Normally the School Board shall provide at least ten (10) days annually for planning, evaluation, and inservice training. At least two such days each year, as determined by the Division Superintendent, will be scheduled as an orientation period prior to the beginning of the school year. This period shall be devoted to orientating teachers and other employees in their duties and responsibilities for the ensuing school year and to providing such information as may be necessary or helpful for the efficient performance of assigned duties.

### **Meetings, Conferences and Conventions**

#### Generally

Employees may represent the school division at meetings and conferences without loss of pay with prior approval of the principal and Division Superintendent and/or his designee. Teachers who desire to attend meetings and conferences should put their requests in writing, giving details, including theme, place, time, cost, etc. When several teachers are attending a meeting or conference, teachers should ride together if possible to save travel cost.

#### Faculty Meetings

Teachers are expected to attend all faculty meetings, regular or called, held in their individual schools or if necessary in other schools, at the discretion of the principal.

**LEGAL REFERENCE:** Code of Virginia, as amended, §§ [22.1-23.3](#), 22.1-78, 22.1-253.13:3, 22.1-253.13:5, 22.1-253.13:7, 22.1-305.1; Virginia Board of Education Regulations Governing Professional Development, 8 VAC 20-450-10.

Adopted: November 2002

Revised: July 2004, July 2005, July 2007, August 2013



## POLICY 5-1.2 EQUAL EMPLOYMENT OPPORTUNITY

### Generally

The policies contained in this Section 5 of the Poquoson City School Board Policy and Regulations Manual set forth provisions for initial and continuous employment of all personnel of the Poquoson City Public Schools. In addition to policies established by the School Board, the school division shall comply with all applicable state and federal laws and regulations.

### Equal Employment Opportunity

The Poquoson City School Board shall adhere to a policy of equal employment opportunities for all employees. The School Board shall not discriminate against any employee because of race, color, religion, ~~age, gender, disability, national origin, or marital status, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions including lactation, age, status as a veteran, disability, national origin,~~ or any other basis prohibited by law. Discrimination against any person shall be prohibited in the recruitment, selection, hiring, pay, examination, appointment, training, promotion, retention, discipline, and any other aspect of personnel administration for any of the above-listed reasons, because of political or religious opinion or affiliation, or because of other non-merit factors. Such non-discrimination practices shall be applied to all policies and regulations of the School Board. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without accommodation.

The following notice shall be placed on all employment application forms and shall be disseminated throughout the Poquoson City Public Schools: *The Poquoson City School Board does not discriminate on the basis of race, color, religion, ~~age, national origin, marital status, disability or sex, sex, sexual orientation, gender identity, marital status, pregnancy, childbirth or related medical conditions, including lactation, age, status as a veteran, disability, or national origin,~~ in admission or access to, or treatment or employment in its programs and activities. The Director of Student Services is designated as the responsible person regarding assurances of non-discrimination in personnel matters (the compliance officer). He may be reached at the following address: 500 City Hall Avenue, Poquoson, Virginia 23662 and telephone number (757) 868-3055.*

Commented [CNS1]: Have these changes been adopted by the School Board.

The Poquoson City School Board shall provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons. This policy shall be (1) posted in prominent areas of each school division building, (2) included in employee handbooks, and (3) provided to any employee or candidate for employment upon request. Training to prevent prohibited discrimination should be included in employee in-service training.

Any employee or student who believes that he or she has been subjected to harassment or discrimination or who has knowledge regarding the occurrence of harassment or discrimination shall file a complaint immediately as provided in Poquoson City School Board Policy 5-1.7.

**LEGAL REFERENCE:** Title VII of the Civil Rights Act of 1964, as amended in 1972, 42 U.S.C. 2000e-z; 29 C.F.R. 1604.11 (1987); Executive Order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX; 45 C.F.R., Parts 81, 86; Rehabilitation Act of 1973; Age Discrimination in Employment Act; Constitution of Virginia, Art. I, generally; Americans with Disabilities Act of 1990; Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3905, 2.2-3905.1, 22.1-23.3 22.1-79 (6), 22.1-295.2 and 22.1-306, et seq.; Regulations of the Virginia Board of Education, Procedures for Adjusting Grievances, 8 VAC 20-90-10, et seq.

Adopted: November 2002

## **POLICY 1-5.4 BOARD POLICY MANUAL**

The Poquoson City School Board shall be guided by written policies that are readily accessible to the School Board, division employees, students, and citizens. The School Board Policy Manual shall be reviewed at least every five years and revised as needed. A current copy of all division policies and regulations will be posted on the division's website. Because the School Board makes its policies available online, the School Board will ensure that printed copies of the policies and regulations are available to citizens who do not have online access. The division superintendent shall ensure that an annual announcement is made at the beginning of the school year and, for parents of students who enroll later in the academic year, at the time of enrollment, advising the public that the policies and regulations are available in such places.

### **Policy and Regulation Adoption**

Generally, it is the responsibility of the School Board to adopt policies for governing the schools. The power to enact policy cannot be delegated to an employee or agent such as the division superintendent or a single member of the School Board. Policy is a basic statement of the intent of the School Board, which creates rights and responsibilities for the conduct of the school system's business. Being of a dynamic nature, policies are subject to revision by the School Board. Regulation is the manner or method of implementation of policy by the division superintendent, subject to change as conditions and/or circumstances may dictate.

### **Policy Adoption**

The School Board, representing the people of the school division, is the legislative body which determines all questions of general policy to be employed in the conduct of the public schools. Proposals regarding School Board policies and school division operations may originate at any of several sources, including a member of the School Board, the division superintendent, a citizen, a civic group, a School Board employee, a professional associate, a school study committee or a consultant.

Policies shall be developed and presented to the School Board evidencing the consideration given to the views of the school division's community and applicable legal references. The final authority for adoption rests solely with the School Board.

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the School Board and to the division superintendent in writing prior to a regularly scheduled School Board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. A vote for adoption shall take place at the next regular meeting of the School Board. A majority vote shall be needed for the adoption of a policy. Unless otherwise provided, when policies are altered or replaced the new or revised policy shall become effective upon adoption.

### **Regulation Adoption**

The School Board delegates to the division superintendent the functions of specifying actions required under adopted policies and designing the detailed arrangements under which the policies will be implemented. Such actions and detailed arrangements shall constitute the administrative regulations governing the public schools. They must be consistent in every respect with the policies adopted by the School Board.

In the absence of applicable policy, the division superintendent is authorized to establish needed regulations, after an informal poll of the members of the School Board, subject to later confirmation in policy should the School Board so wish. Any such regulations shall be brought to the attention of the School Board no later than the next regular meeting subsequent to such establishment. It shall be the duty of the division superintendent to inform the School Board promptly of such action and of the need for policy.

The School Board itself shall formulate and adopt administrative regulations only when specific Virginia laws require School Board adoption and may do so when the division superintendent recommends School Board adoption in light of strong community attitudes or probable staff reaction.

The School Board reserves the right to review and veto administrative regulations should they, in the School Board's judgment, be inconsistent with School Board policy.

**Policy Suspension**

Policies of the School Board shall be subject to suspension upon a majority vote of the School Board members at a regular meeting for which the proposed suspension has been described in writing, or upon a unanimous vote of all members of the School Board where there is no such written description.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-70, 22.1-78, 22.1-253.13:7.

*Adopted: November 2002*

*Revised: July 2004, July 2007, August 2013*

## **POLICY 7-4.5 CLUBS AND STUDENT ORGANIZATIONS**

### **Generally**

Students shall be given opportunities to join various clubs and organizations in the Poquoson City Public Schools. Such organizations may meet on school premises during non-instructional time. The objective of these clubs and organizations shall be to provide worthwhile goals for attainment by the students while maintaining a close relationship with the regular school program. All activities not specifically approved by the division superintendent or school principal are prohibited. Furthermore, club initiations which embarrass, ridicule, physically abuse or intimidate students are prohibited.

### **Student-Initiated Organizations**

Curriculum-related student organizations serve as an extension of the regular school curriculum. Their function is to enhance the participants' educational experience and supplement the course materials within the educational program of the schools. The activities of these organizations should bear a clear relationship to the regular curriculum. Student organizations meeting these criteria and approved by the principal shall be deemed to be officially recognized, school-sponsored student organizations.

Secondary school students are also permitted to organize and conduct meetings of non curriculum-related organizations to pursue activities outside of the school curriculum, subject to the provisions of this policy. Such organizations must be student-initiated and directed, and school personnel, parents and any other persons who are not students enrolled in the school division are prohibited from directing, controlling, conducting or regularly attending the meetings of such organizations, except that the faculty sponsor(s)/supervisor(s) must attend all meetings. Non curriculum-related student organizations that are student-initiated shall not be deemed to be school sponsored or endorsed. The fact that such organizations are permitted to conduct meetings under this policy shall not constitute an expression of school division support for the purposes of such organizations or the content of any meetings thereof.

### **Membership**

Membership in all student-initiated organizations shall be open to and limited to all students currently enrolled in the sponsoring school on a voluntary basis. These student organizations may establish academic qualifications for membership where necessarily related to the purposes of the organization. No student shall be denied membership on account of his race, color, national origin or religion.

### **Faculty Supervision**

Curriculum-related student organizations shall be sponsored and supervised by one or more of the members of the school faculty and approved by the principal. Faculty sponsors shall participate in the supervision and direction of all activities of the organization and shall attend all meetings.

Non curriculum-related student organizations that are student-initiated shall not have a faculty sponsor. However, a member of the school's professional staff shall attend every meeting or activity of such organizations in a non-participatory capacity for purposes of general supervision. The organization shall be responsible to assure the presence of a staff member for its meetings.

No school employee shall be compelled to attend a meeting of any student organization if the content of such meeting is contrary to the beliefs of that school employee. School employees present at any meeting of a non-curriculum-related student organization which includes religious worship, prayer or practice or is identified as having a religious purpose shall attend in a non-participatory capacity only.

### **Meetings of Student Organizations**

All student organizations shall have the right to meet on school premises during non-instructional time as designated by the school principal. No student organization shall be denied equal access to school



facilities during designated meeting times on the basis of the religious, political, philosophical or other content of the speech at the meetings of such organization. No public funding or support shall be extended to any non curriculum-related student organization other than the opportunity to meet on school premises on an equal basis as other student organizations.

The principal of each school shall develop guidelines and rules concerning the procedure for scheduling meetings of student organizations and setting the times and facilities which are available for such meetings. Meeting times shall be limited to non-instructional time before or after regular classroom hours or during established activities periods. These guidelines and rules shall be made available to all students. Student organizations wishing to conduct meetings under this policy must make application to the principal for permission in accordance with school division procedures.

#### **Compliance with Law and Policy**

Student organizations shall not engage in any activity which: is contrary to law, School Board policy or school rules; disrupts or clearly threatens to disrupt the orderly operation of the school; or would adversely affect the health, safety or welfare of any students or staff members. Failure to comply with these provisions shall be grounds for disciplinary action.

#### **Sororities, Fraternities and Secret Societies**

Sororities, fraternities, clubs or secret societies whose membership depends on the permission of the group rather than the free choice of the qualified student will not be permitted to operate in any school in this school division.

#### **Candidates for Office**

It shall be clearly understood by any student running for office or for any honorary position that he represents the whole student body and that, if elected or appointed, he will work with all students regardless of race, religion or personal prejudices.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-70, 22.1-78; Virginia Board of Education Rules Governing Accreditation of Public Schools in Virginia, 8 VAC 20-131-200, et seq.; 20 USC §§ 7071, et seq., Equal Access Act.

*Adopted: November 2002*

## **POLICY 7-1.2 EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION**

The Poquoson City Public Schools' educational programs and services are designed to meet the varying needs of all students and do not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, sex, sexual orientation, gender identity, ethnicity, ancestry, marital or parental status, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. It is the policy of the School Board to maintain a working and learning environment for all of its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

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.

In furtherance of this policy, the School Board:

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

### **Definitions**

"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"*<sup>1</sup>

Harassment based on sex consists of making unwelcome sexual advances, requests for sexual favors, or by engaging in other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct, either explicitly or implicitly, is used as a basis for employment or academic decisions affecting the employee or student;
2. such conduct substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile, or offensive working or learning 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); 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.

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<sup>1</sup> The School Board also prohibits harassment based on sex that does not rise to the level of sexual harassment prohibited by Title IX, and defines both separately herein

As used elsewhere in this policy, the term "harassment" specifically includes sexual harassment unless the context implies otherwise.

"*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. § 12991(a)(3).

*"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.

*"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(s) 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: [INSERT EMAIL ADDRESS THAT WILL REACH THE TITLE IX COORDINATOR(S)]

**Commented [CNS1]:** Please add this information to online policy

**Complaint Procedures**

Any student who believes that he or she has been subjected to discrimination or harassment by a student, school personnel or a third party should file a complaint of the alleged act immediately with the Title IX Coordinator or with any school personnel and the report generally should be made within fifteen (15) school days of the occurrence. The Title IX Coordinator will make an initial determination as described in further detail below. If the complaint is against the Title IX Coordinator, the complaint shall be filed with the division superintendent. If the complaint is against the division superintendent, the complaint shall be filed with the chairman of the School Board. The Title IX Coordinator shall request that the complaint be in writing. The reporting party should use the form attached to this Policy as Regulation 7-1.2(A). Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint shall state in detail the basis for the complaint, the names of the persons involved and the dates of any specific incidents.

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 the 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 procedure 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 immediately reported to the Department of Social Services in accordance with Policy 7-5.7 Child Abuse and Neglect Reporting.

#### Investigation by Compliance Officer

##### 1. 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.

##### 2. Compliance Officer Formal Procedure

Upon receiving a referral of a complaint of alleged prohibited harassment, the Compliance Officer, with the assistance of other appropriate school division administrators, will immediately authorize or undertake a thorough investigation of all reported incidents to determine the nature and extent of any alleged discrimination, harassment, or bullying. The investigation will be completed as soon as practicable, but not later than 14 calendar 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. Also 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 School Board and the investigating administrators will observe and preserve the confidentiality of the reporting party provided it does not interfere with the investigation or with the ability to take corrective action.

The question of whether a particular action or incident is prohibited behavior requires a determination based on all the available facts in the matter and 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.

A written report shall be filed with the division superintendent at the conclusion of any investigation of bullying, harassment, or discrimination regardless of the outcome of that investigation. If the complaint is against the division superintendent, the report shall be filed with 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. Any employee or student with knowledge of the occurrence of bullying, harassment, or discrimination should notify the compliance officer, or the division superintendent or School Board chairman if the student or employee, for any reason, does not wish to report such an occurrence to the compliance officer.

#### Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the division superintendent or division 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 division superintendent or division superintendent's designee determines that it is more likely than not that the prohibited harassment occurred, or that any administrator, teacher or other employee or student has engaged in other prohibited behavior toward another employee or student, will be subject to disciplinary action appropriate to the offense, from a warning up to and including expulsion or discharge. Whether or not the division superintendent or division superintendent's designee determines that prohibited harassment occurred, the division superintendent or division 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 division superintendent or division 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 division 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 division 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 division superintendent or division 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.

#### Informal Procedure

If the person allegedly harassed and the person accused of harassment agree, the principal or principal's designee or supervisor for the school of the person allegedly harassed 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 above. 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 attached to this Policy as Regulation 7-1.2(A), 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.

Applicant 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 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 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 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 receiving 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.

The 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.

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.

#### **Retaliation**

Any individual filing a complaint of discriminatory behavior, including harassment and bullying, is assured that he or 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. Retaliation against anyone reporting or thought to have reported sexual harassment, or other prohibited behaviors, is prohibited. Such retaliation is considered a serious violation of this Policy and shall be independent of whether a charge or informal complaint of discriminatory behavior is substantiated. Encouraging others to retaliate also violates this Policy.

#### **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 a civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

#### **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.

#### **False Charges**

False charges of harassment or discrimination are treated as a serious offense and those persons making false charges will be subject to disciplinary action as well as any civil or criminal legal proceedings.

**LEGAL REFERENCE:** Title VII of the Civil Rights Act of 1964, as amended 1972, 42 U.S.C. 2000 d-z; 20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; Executive Order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX; 34 C.F.R. Part 106; 45 C.F.R. Part 81; Rehabilitation Act of 1973; Age Discrimination In Employment Act; Constitution of Virginia, Art. I, generally; Americans With Disabilities Act of 1990; Code of Virginia, 1950, as amended §§ 22.1-79(6), 22.1-79(6), 22.1-306, et seq; Virginia Board of Education Regulations, Procedures for Adjusting Grievances, 2VAC 20-90-10, et seq.

*Adopted: November 2002  
Revised: July 2008, April 2020*

**LEGAL REFERENCE:** Title VII of the Civil Rights Act of 1964, as amended 1972, 42 U.S.C. 2000 d-z; 20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; Executive Order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX; 34 C.F.R. Part 106; 45 C.F.R. Part 81; Rehabilitation Act of 1973; Age Discrimination In Employment Act; Constitution of Virginia, Art. I, generally; Americans With Disabilities Act of 1990; Code of Virginia, 1950, as amended §§ 22.1-23.3, 22.1-79(6), 22.1-79(6), 22.1-306, et seq; Virginia Board of Education Regulations, Procedures for Adjusting Grievances, 2VAC 20-90-10, et seq.

*Adopted: November 2002*

*Revised: July 2008, April 2020, January 2021*

#### **POLICY 6-3.4 CHARACTER EDUCATION**

The Poquoson City School Board shall establish, within its existing programs or as a separate program, a character education program in its schools, which may occur during the regular school year. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring, and friendship. Character education shall be 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. A character education program shall also address the inappropriateness of bullying, as defined in the Virginia Code.

The character education program must:

1. specify those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
2. be implemented at the elementary and secondary levels;
3. provide for relevant professional development and adequate resources; and

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 Virginia Code § 1-500 may be taught as representative of such civic values.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 1-500, 22.1-23.3, 22.1-208, 22.1-208.01; United States Constitution, First Amendment; Constitution of Virginia, Art. I.

*Adopted: November 2002*

*Revised: July 2003, July 2005, August 2006, August 2012, August 2013, June 2020*

## **POLICY 6-1.3 INSTRUCTIONAL GOALS AND OBJECTIVES**

### **Generally**

The Poquoson City School Board 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, Poquoson City Public Schools shall provide learning opportunities that are consistent with personal development and potential. Programs shall emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs.

The Poquoson City educational program shall introduce each student to a variety of interests and areas that offer exposure to the range of opportunities available in later years. These experiences should 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 Virginia Board of Education regulations. Education seeks to aid each student, consistent with his abilities, to:

1. develop competence in the basic learning skills;
2. develop the intellectual skills of rational thought and creativity;
3. acquire knowledge and process skills of science and technology;
4. progress on the basis of achievement;
5. qualify for further education and/or employment;
6. develop personal standards of ethical behavior and moral choice;
7. participate in society as a responsible family member and citizen;
8. develop a positive and realistic concept of self and others;
9. practice sound habits of personal health and physical fitness;
10. enhance the quality of the environment;
11. develop skills, knowledge, and attitudes regarding the arts;
12. acquire a basic understanding and appreciation of democracy and the free enterprise system;
13. raise student and school achievement in the core Standards of Learning; and
14. develop proficiency in the use of computers and related technology, computer science, and computational thinking including computer coding.

The School Board will report its compliance with the Standards of Quality to the Board of Education annually. The report of compliance will be submitted to the Board of Education by the chairman of the School Board and the division 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 an extent proportionate to the availability of state and local funding.

### **Annual Notice**

At the beginning of each school year, each Poquoson City Public School will provide to its students' parents or guardians:

1. The learning objectives developed in accordance with the Standards of Accreditation to be achieved at their child's grade level, or, in high school, a copy of the syllabus for each of their child's courses;
2. A copy of the Standards of Learning applicable to the child's grade or course requirements and the approximate date and potential impact of the child's SOL testing;
3. An annual notice to students in all grade levels of all requirements for Standard, Advanced Studies, and Modified Standard Diplomas; and
4. The School Board's policies on promotion, retention, and remediation.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ [22.1-23.3](#), 22.1-78, 22.1-253.13:1, et seq.; Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-270.

*Adopted: November 2002*

*Revised: July 2004, July 2005*



## **POLICY 5-1.7**

## **PROHIBITION AGAINST HARASSMENT AND RETALIATION**

### **Policy Statement**

The Poquoson City School Board is committed to maintaining a learning/working environment free from sexual abuse and harassment and harassment based on race, national origin, disability or religion. Therefore, the School 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, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists, hereinafter referred to as a protected group status, at school or any school sponsored activity. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on a 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 means: school board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the School Division.

The School Division: (1) promptly investigates all complaints, written or verbal, of sexual harassment and harassment based on race, national origin, disability or religion; (2) promptly takes appropriate action to stop any harassment; (3) takes appropriate action against any students or school personnel who violate this policy and (4) takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

### **Definitions**

"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.<sup>1</sup>

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

### **"Prohibited Conduct"**

#### **Sexual Harassment**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
2. 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
3. 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

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<sup>1</sup> Can have more than one Compliance Officer.

student's or employee's ability to participate in or benefit from the educational program or work environment).

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

1. unwelcome sexual physical contact;
2. unwelcome ongoing or repeated sexual flirtation or propositions or remarks;
3. sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions;
4. graphic comments about an individual's body;
5. sexual jokes, notes, stories, drawings, gestures or pictures;
6. spreading sexual rumors;
7. touching an individual's body or clothes in a sexual way;
8. displaying sexual objects, pictures, cartoons or posters; and
9. impeding or blocking movement in a sexually intimidating manner.

"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. § 12991(a)(3).

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

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, disability or religion when the conduct:

1. creates an intimidating, hostile or offensive working or educational environment;
2. substantially or unreasonably interferes with an individual's work or education; or
3. 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:

1. graffiti containing racially offensive language;
2. name calling, jokes or rumors;
3. physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion;
4. hostile acts which are based on another's race, national origin, religion or disability; and
5. 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 Ashley.Reyher@poquoson.k12.va.us.

## **Complaint Procedure**

### Formal Procedure

#### **1. File Report**

Any student or school personnel who believes he or she has been the victim of sexual harassment or harassment based on race, national origin, religion or disability by a student, school personnel or a third party should report the alleged harassment as soon as possible 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, attached as Regulation 5-1.7, to make complaints of harassment. However, oral reports and other written reports shall also be accepted.

The complaint and the 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 the 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 procedure 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 immediately reported to the Department of Social Services in accordance with Policy 7-5.7 Child Abuse and Neglect Reporting.

#### **2. Investigation by Compliance Officer**

##### **A. Generally**

##### **The Compliance Officer**

- Receives complaints of discrimination and harassment referred by the Title IX Coordinator;
- Conducts or oversees the investigation of any alleged discrimination or 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.

#### B. 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. Also 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 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 division superintendent upon completion of the investigation. If the complaint involves the division 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 of 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.

#### 3. Action By Division Superintendent

Within 5 school days of receiving the compliance officer's report, the division superintendent or his 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 division superintendent or his designee determines that prohibited harassment occurred, the Poquoson City 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 division superintendent or his designee determines that prohibited harassment occurred, the division superintendent or his designee may determine that school-wide or division-wide training be conducted or that the person allegedly harassed receives counseling.

#### 4. Appeal

If the division superintendent or his 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 division 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 division superintendent and any other individual the School Board deems relevant.

If the division superintendent or his 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 principal, principal's designee/supervisor of the person allegedly harassed 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 procedures 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 attached to this Policy as Regulation 7-1.2(A), 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.

Applicant 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 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 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 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 receiving 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.

The 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.

### **Retaliation**

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The School Board 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.

### **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.

### **Prevention and Notice of Policy**

Training to prevent sexual harassment based on race, national origin, disability and religion 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. Further, all students, and their parents/guardians, and employees shall be notified annually of the names and contact information of the compliance officers.

### **False Charges**

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

**LEGAL REFERENCE:** Title VII of the Civil Rights Act of 1964, as amended in 1972, 42 U.S.C. 2000 d-z; 20 U.S.C. §§ 1681-1688; 29 U.S.C. § 794; Executive Order 11246, 1965, as amended by Executive Orders 11375 and 12086; Equal Employment Opportunity Act of 1972; Education Amendments of 1972, Title IX; 34 C.F.R. Part 106; 45 C.F.R. Parts 81, 86; Rehabilitation Act of 1973; Age Discrimination In Employment Act; Constitution of Virginia, Art. I, generally; Americans With Disabilities Act of 1990;

| Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-79(6), 22.1-306, and 22.1-253.13:7; Regulations of the Virginia Board of Education, Procedures for Adjusting Grievances, 2 VAC 20-90-10, et seq.

*Adopted: November 2002*

*Revised: July 2008*

## **POLICY 2-3.7 PARENTAL INVOLVEMENT IN EDUCATION**

The School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The School Board endorses the parental involvement goals of federal programs supporting Title I and encourages the regular participation of parents of all children including those eligible for Title I, Part A programs in all aspects of those programs. This Policy will apply to Title I Schools.

The School Board directs the Superintendent to promulgate regulations to implement this Policy and to amend those procedures if and when changes to relevant legal requirements and guidelines are adopted.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 20-124.6, 22.1-4.3, 22.1-23.3, 22.1-78, 22.1-87, 22.1-253.13:7(B)(6), 22.1-287, et seq.; Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g); 34 C.F.R. § 99.1, et seq.; No Child Left Behind Act, 20 U.S.C. §§ 6312, 6316, 6318.

*Adopted: November 2002*

*Revised: July 2003, July 2005, July 2007, January 2016*

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# PROCLAMATION

## *National School Lunch Week*

*October 11-15, 2021*

*WHEREAS, over 123 million student lunches were served in Virginia's public schools; and*

*WHEREAS, studies have shown that access to nutritious programs such as the National School Lunch Program and National School Breakfast Program helps to create a strong learning environment for children and helps to improve children's concentration in the classroom; and*

*WHEREAS, school lunches are healthier than ever, meet nutritional guidelines, are served in age appropriate portion sizes, and provide the right balance of protein, dairy, whole grains, fruits, and vegetables; and*

*WHEREAS, research has shown that students who eat school meals perform their best academically; and*

*WHEREAS, the National School Lunch Program is dedicated to the health and well-being of our nation's children, and has served our nation for over 60 years through advanced practices and nutrition education;*

*NOW, THEREFORE, BE IT PROCLAIMED on this 21st day of September, in the year 2021, by the School Board of the City of Poquoson, Virginia, that the week of October 11-15, 2021, be hereby celebrated as National School Lunch Week in all Poquoson City Public Schools.*

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*Michelle Sheeler, Chairman  
Poquoson City School Board*

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*Arty Tillet  
Division Superintendent*



# PROCLAMATION

## *Bullying Prevention Month*

### *October, 2021*

*WHEREAS, school bullying has become an increasingly significant problem in the United States and Virginia; and*

*WHEREAS, over twenty percent of the youth in the United States are estimated to be involved in bullying each year, either as a bully or as a victim; and*

*WHEREAS, bullying can take many forms, including verbal, physical, and most recently in cyberspace, and can happen in many places on and off school grounds; and*

*WHEREAS, an estimated 160,000 students in kindergarten through twelfth grade miss school due to a fear of being bullied; and*

*WHEREAS, it is important for Poquoson parents, students, teachers, and school administrators to be aware of bullying, and to encourage discussion of the problem as a school community; and*

*Now, **THEREFORE**, BE IT PROCLAIMED on this 21<sup>st</sup> day of September, in the year 2021, by the School Board of the City of Poquoson that the month of October 2021 as Bullying Prevention Month, with the intention that the issue of bullying and its prevention be discussed in Poquoson schools and classrooms during that time.*

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*Michelle Sheeler, Chairman  
Poquoson City School Board*

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*Arty Tillet  
Division Superintendent*