

**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSESchool Board Services**Trenace B. Riggs, Chair**  
District 1 – Centerville**Carolyn D. Weems, Vice Chair**  
District 9**Beverly M. Anderson**  
At-Large**Kathleen J. Brown**  
District 10**Michael R. Callan**  
District 6**David Culpepper**  
District 8**Jennifer S. Franklin**  
District 2 – Kempsville**Victoria C. Manning**  
At-Large**Staci R. Martin**  
District 4**Kimberly A. Melnyk**  
District 2**Jessica L. Owens**  
District 3 – Rose Hall**Donald E. Robertson, Ph.D., Acting Superintendent****School Board Regular Meeting Proposed Agenda**  
**Tuesday, September 12, 2023****Holland Road Annex**  
2323 Holland Road  
Virginia Beach, VA 23453  
(757) 263-1000

Public seating is available, and members of the public will also be able to observe the School Board Meeting through livestreaming on [schoolboard.vbschools.com/meetings/live](https://schoolboard.vbschools.com/meetings/live), broadcast on VBT Channel 47, and on Zoom through the link below.

Attendee link: <https://us02web.zoom.us/join/9tJtTcgIbel3Q> Call-in (301) 715-8592 ID 895 0750 0109

The School Board's expectations regarding decorum, order and public comments can be found in School Board Bylaws [1-47](#) and [1-48](#). Public comment is always welcome by the School Board through their group e-mail account at [SchoolBoard@VBCPSboard.com](mailto:SchoolBoard@VBCPSboard.com) or by request to the Clerk of the School Board at (757) 263-1016. Requests for accommodations should be discussed with the Clerk of the Board by 9:00 a.m. on September 11, 2023.

- Closed Session (Student Discipline Hearing)..... 1:30 p.m.**
- 1. Administrative, Informal, and Workshop (Holland Road Annex – Einstein Lab (Band/Room 603) ..... 3:30 p.m.**
- A. School Board Administrative Matters and Reports
  - B. Annual Recruitment, Staffing, and Retention Update
  - C. Your Voice, Employee Input Process
  - D. 2023 Model Policy Work Session **Added additional documentation 09/10/2023**
- 2. Closed Session (as needed)**
- 3. School Board Recess ..... 5:30 p.m.**
- 4. Formal Meeting (Holland Road Annex – School Board Room/Auditorium) ..... 6:00 p.m.**
- 5. Call to Order and Roll Call**
- 6. Moment of Silence followed by the Pledge of Allegiance**
- 7. Student, Employee and Public Awards and Recognition**
- 8. Adoption of the Agenda**
- 9. Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings)**
- 10. Approval of Meeting Minutes**
- A. August 22, 2023, Regular School Board Meeting **Added 09/10/2023**
- 11. Public Comments (until 8:00 p.m.)**
- The School Board will hear public comments at the September 12, 2023, School Board Meeting. Citizens may sign up to speak by completing the [online form here](#) or contacting the School Board Clerk at 263-1016 and shall be allocated three (3) minutes each. Sign up for public speakers will close at noon on September 12, 2023. Speakers will be provided with further information concerning how they will be called to speak. In person speakers should be in the parking lot of the Holland Road Annex, 2323 Holland Road, Virginia Beach, Virginia 23453 by 5:45 p.m. September 12, 2023. Speakers signed up to address the School Board through Zoom or by telephone should be signed into the School Board Meeting by 5:45 p.m. All public comments shall meet School Board Bylaws, [1-47](#) and [1-48](#) requirements for Public Comment and Decorum and Order.



**12. Information**

- A. Legislative Update
- B. Budget Calendar and Revenue Sharing Formula Review
- C. Data Allowance for School Board Members **Updated 09/11/2023**
- D. School Board Committee Assignments - Sister Cities and VSBA liaison appointments
- E. Bylaw 1-28: Governance Committee Matters – Complaint by Citizen

**13. Return to public comments if needed**

**14. Consent Agenda**

- A. Policy Review Committee (PRC) Recommendations:
  - 1. Policy 2-48/Salaries and Compensation
  - 2. Policy 4-7/Nepotism: Employment/Supervision of Relatives
  - 3. Policy 4-9/Health Certifications/Medical Examinations/Communicable Disease Awareness/Fitness for Duty
  - 4. Policy 4-10/Conditions of Employment
  - 5. Policy 4-11/Appointment
  - 6. Policy 4-12/Assignment, Reassignment and Transfer
  - 7. Policy 4-13/Contract Period/Calendar Work Days
  - 8. Policy 4-14/Alternative Work Schedules: 12-Month, Non-Instructional Employees
  - 9. Policy 4-20/Reduction in Force (RIF)
  - 10. Policy 4-23/Conflict of Interests
  - 11. Policy 4-33/Investigative Procedures
  - 12. Policy 4-38/Travel Expenditures/Reimbursement
  - 13. Policy 4-42/Property Damage/Reimbursement
  - 14. Policy 4-45/Sick Leave Banks
  - 15. Policy 4-49/Military Service
  - 16. Policy 4-51/Lawsuits and Subpoenas
  - 17. Policy 4-57/Licensed Personnel Contracts
  - 18. Policy 4-65/Meetings and Conferences
  - 19. Policy 4-66/Tutoring for Pay
  - 20. Policy 4-67/Investigating/Reporting Alcohol or Drug Use
  - 21. Policy 4-68/Reporting Child Abuse or Neglect
  - 22. Policy 4-70/Licensed Personnel: Teacher Salary Scale
  - 23. Policy 4-73/Awards for Achievement and Service
  - 24. Policy 4-83/Evaluation
  - 25. Policy 4-85/Meetings, Conferences and Conventions
  - 26. Policy 4-86/Classified Personnel: Compensation
  - 27. Policy 4-87/Overtime
  - 28. Policy 4-91/Student Teachers
  - 29. Policy 4-92/Summer School Teachers Assignment and Placement
  - 30. Policy 4-97/Administrative Intern and Administrative Assistants
  - 31. Policy 5-9/Age of Entrance/Kindergarten
  - 32. Policy 5-7/Non-discrimination and Non-harassment of Students
  - 33. Policy 5-31/Student Records
- B. Program Evaluation Schedule for 2023-2024

**15. Action**

- A. Personnel Report / Administrative Appointments **Updated 09/15/2023**
- B. Data Allowance for School Board Members **Updated 09/11/2023**
- C. School Board Committee Assignments - Sister Cities and VSBA liaison appointments
- D. Bylaw 1-28: Governance Committee Matters – Complaint by Citizen

**16. Committee, Organization or Board Reports**

**17. Return to Administrative, Informal, Workshop or Closed Session matters**

**18. Adjournment**



**Subject:** Closed Session Student Discipline Appeal 05.31.23.1479 **Item Number:** Pre-Meeting

**Section:** Closed Session **Date:** September 12, 2023

**Senior Staff:** Leane Turnbull, Director, Office of Student Leadership

**Prepared by:** Kamala H. Lannetti, School Board Attorney

**Presenter(s):** Kamala H. Lannetti, School Board Attorney

**Recommendation:**

That the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraphs 2 as amended, to deliberate on the following matters:

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

Namely: to hold an appeal hearing in Student Discipline Case No. 05.31.23.1479 for a student who was recommended for disciplinary action in a non-unanimous decision by a School Board Disciplinary Committee on August 10, 2023.

**Background Summary:**

School Board Policy 5-31(D)(4) and Code of Virginia §22.1-277.05 Long term suspensions; procedures' readmission states that student may be suspended from attendance at school for 11 to 45 school days after receiving written notice of the proposed actions and reasons therefore and the right of hearing before the Superintendent, the School Board, or a committee of the School Board. If the regulations provide for a hearing by a committee of the school board, the regulations shall also provide that such committee may confirm or disapprove the suspension of a student. Any such committee of the school board shall be composed of at least three members. If the committee's decision is not unanimous, the pupil or his parent may appeal the committee's decision to the full school board. Such appeal shall be decided by the School Board within 30 days.

In Student Discipline Case N0.05.31.23.1479, the School Board Disciplinary Committee decision from the 8/10/23 student discipline hearing was not unanimous. The student's parent requested an appeal to the School Board and the School Board has set the appeal hearing for a date within thirty days of receiving the request for an appeal hearing.

**Source:**

Code of Virginia §2.2-3711, as amended  
Code of Virginia § 22.1-277.05, as amended  
School Board Policy 5-21 (D)(4), as amended

**Budget Impact:**

N/A



**Subject:** Annual Recruitment, Staffing, and Retention Update **Item Number:** 1B

**Section:** Administrative, Informal, and Workshop **Date:** September 12, 2023

**Senior Staff:** Mrs. Cheryl R. Woodhouse, Chief Human Resources Officer

**Prepared by:** Darnita Trotman, Ed.D. and Anne Glenn-Zeljeznjak

**Presenter(s):** Anne C. Glenn-Zeljeznjak

**Recommendation:**

That the School Board receives an annual presentation on Recruitment, Staffing, and Retention.

**Background Summary:**

Annually, the Department of Human Resources presents an update to the School Board regarding the Recruitment, Staffing, and Retention of employees. This update includes strategies implemented by the division to recruit and retain employees. The purpose is to keep school board members apprised of current market conditions and the impact they have on the successful operation of the school division.

**Source:**

Data was collected from a wide variety of sources including WISE, the applicant tracking system, HR metrics reports, the recruitment calendar, market analyses, and state and national reports.

**Budget Impact:**

None





**Subject:** Your Voice, Employee Input Process **Item Number:** 1C

**Section:** Administrative, Informal, and Workshop **Date:** September 12, 2023

**Senior Staff:** Cheryl R. Woodhouse, Chief Human Resources Officer

**Prepared by:** Department of Human Resources

**Presenter(s):** Edie Rogan, Director, Office of Employee Relations

**Recommendation:**

The School Board receives information regarding upcoming employee input meetings scheduled for October.

**Background Summary:**

To ensure employees had an opportunity to be heard, the Department of Human Resources is again offering enhanced employee input process meetings. In these Division-wide meetings, active employees were invited to participate in either face-to-face or virtual meetings. The findings will be compiled and sorted for the School Board's review.

**Source:**

Goal 4 of the School Division's Strategic Plan

**Budget Impact:**

Staff Resources



**Subject:** 2023 Model Policies Workshop Session **Item Number:** 1D

**Section:** Administrative, Informal, and Workshop **Date:** September 12, 2023

**Senior Staff:** \_\_\_\_\_

**Prepared by:** Kamala H. Lannetti, School Board Attorney; Donald E. Robertson, Ph.D., Acting Superintendent

**Presenter(s):** Kamala H. Lannetti, School Board Attorney; Donald E. Robertson, Ph.D., Acting Superintendent

**Recommendation:**

That the School Board review existing policies and regulations and determine how the School Board intends to proceed with complying with the Virginia Department of Education's Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia Public Schools.

**Background Summary:**

On July 19, 2023, the Virginia Department of Education (VDOE)'s Model Policies on Ensuring Privacy, Dignity, and Respect of All Students and Parents in Virginia's Public Schools became effective. These Model Policies retracted VDOE's previous Model Policies. Code of Virginia § 22.1-23.3, requires that school boards adopt policies that are consistent or more comprehensive than the Model Policies required under §22.1-23.3.

The Policy Review Committee has recommended amendments to certain policies to be consistent with the 2023 Model Policies. The School Administration and the School Board Attorney have proposed amendments to or adoptions of regulations and policies to be consistent with the 2023 Model Policies. The School Board did not have a majority vote on August 22, 2023 to adopt VDOE's proposed model policy. Accordingly, the School Board Attorney and the Acting Superintendent, in consultation with the School Board Chair and Vice Chair, that the School Board review each section of the 2023 Model Policies to determine whether current School Board policies or regulations are consistent or whether amendments or adoptions are necessary to clarify the School Board's intent regarding compliance with the 2023 Model Policies.

**Source:**

Code of Virginia §22.1-23.3, as amended

**Budget Impact:**

N/A

VDOE 2023 Sample Model Policy	VBCPS Proposed or Existing	Compliance
<p><b>I. Purpose</b></p> <p>To establish clear and useful guidance to local school boards to fulfill the requirements of § 22.1-23.3 of the <i>Code of Virginia</i> (the “Act”) in accordance with the plain meaning of its provisions.</p>		<p>Yes No</p>
<p><b>II. Definitions</b></p> <p>Terms and phrases used herein are defined as follows:</p> <p>A. As set forth in <i>Code of Virginia</i> § <a href="#">22.1-1</a>, the term “<b>parent</b>” or “<b>parents</b>” shall mean “any parent, guardian, legal custodian, or other person having control or charge of a child.”</p> <p>B. The word “<b>sex</b>” means biological sex.</p> <p>C. The phrase “<b>transgender student</b>” shall mean a public school student whose parent has stated in writing that the student’s gender differs from the student’s sex, or an eligible student who states in writing that his or her gender differs from his or her sex.</p> <p>D. An “<b>eligible student</b>” is a student or former student who is 18 years of age or older or a student under the age of 18 who is emancipated. See <i>Code of Virginia</i> § <a href="#">16.1-331</a> et seq.</p>	<p>5-31 A (Consent Agenda for 9/12) “Parent” or “parents” mean any parent, guardian, legal custodian, or other person having control or charge of a child. A child is determined to be a person under the age of eighteen (18) years of age. Students who are “eligible students” or adult students as used by the School Division, have the right to make decisions regarding their records and education.</p> <p>5-31 A rejected by PRC “Sex” for the purposes of identifying an individual means biological sex.</p> <p>5-31 A rejected by PRC “Transgender student” for the purpose of student records means a public school student whose parent has stated in writing that the student’s gender or gender identity differs from the student’s sex, or an eligible student who states in writing that the student’s gender or gender identity differs from the student’s sex. Any writing from the eligible student or parent of a minor student shall be memorialized in the student’s official record and be subject to the same retention, disclosure and confidentiality requirements as the official record itself.</p> <p>5-31: “Eligible student” means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p><b>III. Model Policies</b></p> <p>The [School Division] complies with all applicable federal and state nondiscrimination laws, including Title IX of the Education Amendments of 1972, 20 U.S.C. §§ <a href="#">1681-1688</a> and the Virginia Human Rights Act, <i>Code of Virginia</i> § <a href="#">2.2-3900</a>.</p>	<p>2-33 Title IX of the Education Amendments of 1972 (sex discrimination) regulations for student programs and personnel employment policies and practices;</p>	<p>Yes No</p>

<p><b>A. Maintenance of a safe and supportive learning environment free from discrimination and harassment for all students:</b></p> <ol style="list-style-type: none"> <li>1. The [School Division] prohibits all discrimination and will comply with all applicable nondiscrimination laws.</li> <li>2. School personnel shall be trained annually on health and mental wellness support to, and safety of, all students.</li> <li>3. Each school shall make reasonably available, with available resources, guidance and counseling services to all students as provided in <a href="#">8 VAC 20-620-10</a> and pursuant to parental notification requirements therein, including that, “[n]o student shall be required to participate in any counseling program to which the student’s parents object.” Except with regard to eligible students, parents must be informed and given an opportunity to object before counseling services pertaining to gender are given.</li> <li>4. At the request of parents, the [School Division] should designate an administrator or counselor to speak, together with the student’s parents (except in the case of eligible students), with any student regarding questions pertaining to gender. This provision should not apply with regard to eligible students.</li> </ol>	<p>5-7A It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status.</p> <p>5-7 A The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect.</p> <p>5-7: The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect. It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status. Also 5-44, 5-44.1, 4-4. 4-4.1, 6-7, 6-8</p> <p>6-44.1.E.2: Except with regard to eligible students, parents must be informed and given an opportunity to object before counseling services pertaining to gender are given.</p> <p>5-7.1.4: At the request of the parents of a minor student, the School should designate an administrator or counselor to speak, together with the student’s parents, with the student regarding questions pertaining to gender. Eligible students may consult with an administrator or counselor regarding gender at their discretion.</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p><b>B. Prevention of and response to bullying and harassment:</b></p>		

1. [School Division] provides bullying prevention education in accordance with <i>Code of Virginia</i> § <a href="#">22.1-208.01</a> .	<a href="#">Code of Conduct - Virginia Beach City Public Schools (vbschools.com)</a> <a href="#">Office of Security &amp; Emergency Management - Virginia Beach City Public Schools (vbschools.com)</a> <a href="#">Bullying - Virginia Beach City Public Schools (vbschools.com)</a>	Yes	No
2. Any incident or complaint of discrimination, harassment, or bullying shall be given prompt attention, including investigating the incident and taking appropriate corrective and/or disciplinary action, by the school administrator.	5-7 B Any employee or official who receives information that a student has or may have been the victim of such discrimination, harassment or bullying is required to promptly report the alleged acts to the principal or an appropriate School Division official. Failure to report such information may result in disciplinary action up to and including dismissal. Use of formal reporting forms is not necessary. Nothing in this Policy will prevent any person from reporting such discrimination, harassment, or bullying directly to the Superintendent/or designee.	Yes	No
3. Bullying of any student by another student, for any reason, cannot be tolerated in our schools. Intervening immediately to stop bullying on the spot can help ensure a safer school environment for all students.	5-36.3.D: Bullying will not be tolerated and students shall be referred to the principal or assistant principal for appropriate disciplinary action which may include suspension and/or recommendation for long-term suspension or expulsion.	Yes	No
4. The [School Division's Designated Contact] shall be available to hear concerns from students and parents when complaints are not resolved at the school level.	5-36.3.D: The Department of School Leadership shall be available to hear concerns from students and parents when complaints are not resolved at the school level.	Yes	No
5. The [School District] shall inform parents of any bullying incidents that involve their child within 24 hours of learning of the allegation of bullying, per the requirements of <i>Code of Virginia</i> § <a href="#">22.1-279.6(D)</a> .	5-36.3.D: Within 24 hours of receiving a complaint of alleged bullying, parents/legal guardians of minor students or the adult student alleged to be involved with the complaint, will be notified of the status of any investigation regarding the complaint.	Yes	No
<b>C. Maintenance of student records:</b>			
1. [School Division] is required to maintain an official record for each student that includes the student's legal name and sex. [School Division] may be required to use or report a student's legal name or sex in some situations.	5-31.1.A: All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws and regulations, School Board Policies 5-31 and 5-66, this regulation, and its subsections. Strict adherence is considered a condition of continuing employment by the School Board.	Yes	No
2. [School Division] shall change the legal name or sex in a student or former student's official record only if a parent or eligible student submits a legal document, such as a birth certificate, state- or federal-issued identification, passport, or	5-7.1.B.5: Student records (i.e. birth certificate, Student Information System, final transcript) shall reflect the legal name or sex in a student's or former student's official record unless the eligible student or the parent of minor student submits a legal document, such as a birth certificate, state or federal	Yes	No

court order substantiating the student or former student's change of legal name or sex.	issued identification, passport or court order substantiating the change of the student's legal name or sex.	
<b>D. Identification of students:</b>		
1. Every effort should be made to ensure that a transgender student wishing to change his or her means of address is treated with respect, compassion, and dignity in the classroom and school environment.	5-7 A The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect.  5-7.1 The School Division respects students' variations in sex, gender identity, expression, and/or presentation. Students are entitled to a safe and positive learning environment regardless of their sex, gender identity, expression, and/or presentation.	Yes No
2. [School Division] personnel shall refer to each student using only (i) the name that appears in the student's official record, or (ii) if the student prefers, using any nickname commonly associated with the name that appears in the student's official record. Nothing in this policy shall prevent [School Division] personnel from using a different name for a student when it is necessary for the student's academic instruction, such as using a name more common in a foreign country while in a foreign-language course.	5-7.1.B.1: School personnel shall refer to each student using only the a) name that appears in the student's official record, or b) a nickname that the eligible student or the parent of a minor student has designated in the student's official record. Names, titles, or nicknames associated with academic instruction or extracurricular activities may refer to a student without being noted in the student's official records.	Yes No
3. [School Division] personnel shall refer to each student using only the pronouns appropriate to the sex appearing in the student's official record - that is, male pronouns for a student whose sex is male, and female pronouns for a student whose sex is female.	5-7.1.B.2: School personnel shall refer to a student using only the a) pronoun associated with the student's sex or gender identity as set forth in the student's official records.	Yes No
4. Notwithstanding the provisions of paragraphs (2) and (3) of this section, [School Division] personnel shall refer to a student by a name other than one in the student's official record, or by pronouns other than those appropriate to the sex appearing in the student's official record, only if an eligible student or a student's parent has instructed [School Division] in writing that such other name or other pronouns be used.	5-7.1.B.2: School personnel shall refer to a student using only the a) pronoun associated with the student's sex or gender identity as set forth in the student's official records, or b) the pronoun that the eligible student or parent of a minor student has designated in the student's official record. The pronouns recognized by the School Division will be he, she, or they. An eligible student or parent of a minor student requesting a different pronoun other than those listed in this item should notify the principal or designee.	Yes No
5. Any written instruction from a parent or eligible student under paragraph (4) of this section shall be memorialized in the	See 3 and 4 above.	Yes No



student's official record and subject to the same retention, disclosure, and confidentiality requirements as the official record itself. The legal name and sex of a student shall not be changed, even upon the written instruction of a parent or eligible student, except as specified in section (C)(2).

Policy 5-31 "Transgender student" means a public school student whose parent has stated in writing that the student's gender or gender identity differs from the student's sex, or an eligible student who states in writing that the student's gender or gender identity differs from the student's sex. Any writing from the eligible student or parent of a minor student shall be memorialized in the student's official record and be subject to the same retention, disclosure, and confidentiality requirements as the official record itself.

**5-31 G Amendment of Scholastic Records Content** The parent/legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act (20 U.S.C. § 1232(g)) and related regulations. Student records (i.e. birth certificate, Student Information System, final transcript) that require the use of the student's legal name and sex as designated in the student's official records, may not be amended unless the eligible student or the parent of a minor student submits a legal document (such as a birth certificate, state or federal issued identification, passport or court order substantiating the change in the student's legal name or sex).

6. Notwithstanding the provisions of paragraph (4) of this section, [School Division] shall not compel [School Division] personnel or other students to address or refer to students in any manner that would violate their constitutionally protected rights.

5-7.1.3.c: School personnel or students who have concerns about addressing a student by the student's designated name or pronoun should consult with an administrator or counsellor regarding their concerns. School personnel may consult the Department of Human Resources regarding accommodations requested to address their protected rights.

Yes No

7. No policy, guidance, training, or other written material issued by the [School Division] may encourage or instruct teachers to conceal material information about a student from the student's parent, including information related to gender. Provided, however, that [School Division] will comply with all laws that prohibit disclosure of information to parents, including but not limited to *Code of Virginia* § [22.1-272.1\(B\)](#)

**5-64.1 C Child Abuse or Neglect** During the course of an investigation for alleged child abuse or neglect, Virginia law authorizes, and school personnel shall allow, law enforcement personnel and/or child protective service workers, in the performance of their duties, to interview any child suspected of being abused or neglected and/or their siblings outside the presence of his/her parent/legal guardian or other person standing in loco parentis or school personnel and without first obtaining parental consent.

Yes No



set of rules and standards regardless of gender, as required by the <i>Code of Virginia</i> § <a href="#">22.1-279.6</a> .	b. maintain gender neutrality subjecting any student to the same set of rules regardless of gender or gender identity. c. not have a disparate impact on students of a particular gender							
<b>G. Student participation in sex-specific school activities and events and use of school facilities.</b>  1. For any school program, event, or activity (including extracurricular activities) that are separated by sex, the appropriate participation of students shall be determined by sex rather than gender or gender identity. [School Division] shall provide reasonable modifications to this policy only to the extent required by law.  2. Where state or federal law requires schools to permit transgender students to share otherwise sex-segregated facilities (such as bathrooms or locker rooms) with students of the opposite sex, parents should be given the right to opt their child out of using such facilities, and the child should be given access to alternative facilities that promote the child’s privacy and safety. Eligible students should also be given the right to opt out of using such facilities and be given access to alternative facilities.  3. Overnight travel accommodations, locker rooms, and other intimate spaces used for school-related activities and events shall be based on sex. [School Division] shall provide reasonable modifications to this policy only to the extent required by law.	5-7.1.C.1: Sex and gender grouping for class activities or school sponsored events should not be used unless necessary to accomplish the purpose of the activity or event. 5-7.1.C.2: Single-sex or single-gender activity or programs should not be based on generalizations or stereotypes about different talents, capacities, or preferences of any sex or gender. 5-7.1.C.3: Whenever schools provide sex or gender specific activities such as physical education classes; students should be allowed to participate in a manner consistent with their sex or gender identity as noted in their official records. Students have the right to equitable access to programs, after-school programs, extracurricular activities, intramurals, non-competitive sports leagues, and field trips based on the student’s sex or gender identity as noted in their official records.  See #4 below for proposed language.  5-56.1.F.2: Students will use the rooming, bathing, and changing facilities that align with the student’s sex or gender identity as noted in the student’s official records. No student will be required to share rooming, bathing or changing facilities and may request single user facilities for the purpose of maintaining personal privacy. When single user facilities are not available, reasonable efforts will be made to accommodate a student’s request for personal privacy.	<table><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr><tr><td>Yes</td><td>No</td></tr></table>	Yes	No	Yes	No	Yes	No
Yes	No							
Yes	No							
Yes	No							

<p>4. Students shall use bathrooms that correspond to his or her sex, except to the extent that federal law otherwise requires. See <i>Grimm v. Gloucester County School Board</i>, 972 F.3d 586 (4th Cir. 2020).</p> <p>5. Single-user bathrooms and facilities should be made available in accessible areas and provided with appropriate signage, indicating accessibility for all students.</p> <p>6. Students with a diagnosis of gender dysphoria made by a licensed health care provider should consult with their school's ADA coordinator regarding any requested services.</p>	<p>5-44.2: A student may use restrooms and locker rooms that correspond to the student's sex or gender identity as designated in a student's official records. Single-user, gender-inclusive facilities or other reasonable alternatives shall be made available to any student. Any options offered must be non-stigmatizing and minimize loss of instructional/activity time. The Superintendent or designee is authorized to develop procedures for the parent/legal guardian of a minor student to determine which restroom or locker room their student will use. Menstrual supplies shall be available in accessible locations in elementary schools and in bathrooms of each middle and high school.</p> <p>5-44.2: All students are entitled to use restrooms and locker rooms without harassment, discrimination, intimidation, threat, or fear</p> <p>Section 504 notice - Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school related programs and activities.</p> <p>2-33.1 - Section 504 (handicap discrimination) of the Rehabilitative Act of 1973 – Director of Student Services and Student Records or designee.</p>	<p>Yes No</p> <p>Yes No</p> <p>Yes No</p>
<p><b>H. Athletics</b></p> <p>For any athletic program or activity that is separated by sex, the appropriate participation of students shall be determined by sex rather than gender or gender identity. [School Division] shall provide reasonable modifications to this policy only to the extent required by law.</p>	<p>5-63.1 B 6. Participation in VHSL activities separated by sex: For VHSL activities that are separated by sex, the appropriate participation of students shall be determined by the sex designated in the student's official records rather than the gender or gender identity. Reasonable modifications will be made to the extent required by law. Students granted such reasonable modifications must also comply with the VHSL Rule 28A-8-1 transgender policy, as amended.</p> <p>5-7.1.C.3: This Regulation does not address access to competitive sports. Athletic participation regulated by the Virginia High School League (VHSL) or another organization such as the Virginia Scholastic Rowing Association (VASRA), as well as middle school athletics, shall follow policies and rules outlined by those organizations.</p>	<p>Yes No</p>

	<p><b>Additional Language in 5-7.1</b></p> <p>5-7.1.A.1: All school personnel shall adhere to legal standards of confidentiality relating to information about a student's gender identity, legal name, or sex assigned at birth.</p> <p>5-7.1.B.3.a: School personnel and students who are not informed by the School Administration of the designated name and pronoun will not be found to have discriminated against or harassed the student for not using the designated name or pronoun.</p> <p>5-7.1.B.3b: Inadvertent or mistaken use of a student's designated name and/or pronoun not listed as the designate name or pronoun in the student's official records will not constitute discrimination or harassment if the School Administration determines that there was no ill will or intention to discriminate or harass the student. Reasonable efforts will be made to inform the person not using the student's designated name or pronoun that compliance with this Regulation and related policies and regulations is required.</p>	<p>Yes No</p>

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## **ADMINISTRATION**

### **Coordinators: Title IX/Section 504/ADA**

The Superintendent shall appoint a member or members of the administrative staff to assure compliance with the following federal laws:

1. Title IX of the Education Amendments of 1972 (sex discrimination) regulations for student programs and personnel employment policies and practices;
2. Section 504 (discrimination of individuals with disabilities) of the Rehabilitative Act of 1973, as amended; and
3. Americans with Disabilities Act of 1990.

### **Legal Reference**

Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.*, as amended.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681-88, as amended.

Section 504 of the Rehabilitative Acts of 1973, 29 U.S.C. § 794, 34 C.F.R. Section 104.7 (a) and (b), as amended.

### **Related Links**

School Board [Regulation 2-33.1](#)

Adopted by School Board: October 20, 1992

Amended by School Board: December 3, 2013

Amended by School Board: March 13, 2023

No changes  
9/12/23

School Board of the City of Virginia Beach  
Regulation 2-33.1

**ADMINISTRATION**

**Coordinators: Title IX/Section 504/ADA**

Pursuant to School Board Policy 2-33, the Superintendent has appointed the following administrators to assure School Division compliance with the federal laws listed in this regulation:

1. Title IX of the Education Amendments of 1972 (sex discrimination) regulations for personnel employment policies and practices – Chief Human Resources Officer or designee.
2. Title IX of the Education Amendments of 1972 (sex discrimination) regulations for student programs – Director of the Office of Student Leadership or designee.
3. Section 504 (handicap discrimination) of the Rehabilitative Act of 1973 – Director of Student Services and Student Records or designee.
4. Americans with Disabilities Act of 1990 for personnel – Chief Human Resources Officer or designee.
5. Americans with Disabilities Act of 1990 for students – Director of Student Services and Student Records or Director of the Office of Programs for Exceptional Children or designee based on the nature of the complaint.

**Legal Reference**

Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.*, as amended.

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681-88, as amended.

Section 504 of the Rehabilitative Acts of 1973, 29 U.S.C. § 794, 34 C.F.R. Section 104.7 (a) and (b), as amended.

Approved by Superintendent: December 3, 2013

Revised by the Superintendent: October 29, 2020

**PERSONNEL****Equal Employment Opportunity, Non-discrimination and anti-harassment and Compliance Officers****A. Purpose**

The School Board is committed to maintaining an environment that is free from discrimination and harassment based on race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status. Employees are expected to conduct themselves in a manner built on mutual respect, to understand and appreciate differences, and to treat all persons fairly and with respect and courtesy. The School Board directs the Superintendent to take prompt and appropriate action to investigate and resolve all complaints made under this Policy and to publish and provide training regarding this Policy and any supporting regulations.

**B. Equal Employment Opportunity**

The School Board is an equal opportunity employer and is committed to hiring and retaining qualified individuals. Accordingly, all recruiting, hiring and promoting for all job classifications, rates of pay or other forms of compensation, all employment actions or conditions of employment are made without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status or any other basis protected by applicable federal, state or local law or regulation except where such categories are bona fide occupational qualifications.

**C. Employee Compliance**

School Board employees will comply with this Policy and with any regulations promulgated by the Superintendent to ensure that this Policy of non-discrimination and non-harassment is implemented. The Superintendent is directed to take appropriate actions with regard to any employee who fails to comply with this Policy and supporting regulations including discipline up to and including dismissal from employment.

**D. Compliance Officers**

Any employee or applicant for employment who experiences or perceives discrimination and/or harassment under this Policy should report the complaint to the below listed designated contacts who handle compliance with this Policy.

1. **Title VI of the Civil Rights Act (race) and Title IX of the Education Amendments of 1972 (sex discrimination) regulations for personnel** employment policies and practices - Chief Human Resources Officer, 2512 George Mason Drive, Building 6 Room 122, Municipal Center, Virginia Beach, Virginia 23456, telephone (757) 263-1133, facsimile (757) 263-1081.
2. **Title VI of the Civil Rights Act (race) and Title IX of the Education Amendments of 1972 (sex discrimination) regulations for student programs** - Director of the Office of Student

Leadership, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia 23451, telephone (757) 263-2020, facsimile (757) 263-2022.

3. **Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1974-(disability discrimination) for personnel** - Chief Human Resources Officer, 2512 George Mason Drive, Building 6 Room 122, Municipal Center, Virginia Beach, Virginia 23456, telephone (757) 263-1133, facsimile (757) 263-1081.
4. **Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act, and the Individuals with Disabilities Act (disability discrimination) for students** - Director of Student Support Services, Plaza Annex, 641 Carriage Hill Road, Virginia Beach, Virginia 23452, (757) 263-1980, facsimile (757) 493-5437 or Director of the Office of Programs for Exceptional Children, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia 23451, telephone (757) 263-2400, facsimile (757) 263-2067.

Complaints may also be filed directly with the United States Department of Education Office for Civil Rights at the address below:

United States Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Bldg.  
400 Maryland Avenue, SW  
Washington, DC 20202-1100

Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: OCR@ed.gov

#### **Legal Reference**

Americans with Disabilities Act of 1990, 42 U.S.C. §12101, *et seq.*, as amended.

Title IX of the Education Amendments of 1972, 20 U.S.C. §§1681-88, as amended.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, 34 C.F.R. Section 104.7 (a) and (b), as amended.

Code of Virginia, § 2.2-3900, as amended. Virginia Human Rights Act.

Pregnancy Discrimination Act of 1978, P.L. 95-555, 92 Stat: 2076, as amended.

Equal Pay Act of 1963, 29 U.S.C. §201, *et seq.*, as amended.

Civil Rights Act of 1964 (Title VII), P.L. 88-352, as amended.

Age Discrimination in Employment Act of 1976, P.L. 90-202, U.S.C. §621, *et seq.*, as amended.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 8, 2004

Amended by School Board: November 19, 2013

Amended by School Board: August 18, 2015

Amended by School Board: November 15, 2016

Amended by School Board: October 10, 2017

Amended by School Board: January 23, 2018

Amended by School Board: June 23, 2020

Amended by School Board: October 29, 2020

## **PERSONNEL**

### **Child Abuse or Neglect**

Regulations governing child abuse or neglect allegations are designated below.

- A. An abused or neglected child is defined in Code of Virginia §16.1-288, as amended and is summarized herein as any child less than eighteen (18) years of age whose parent or any person responsible for the child's care:
  - 1. Causes or threatens to cause a nonaccidental physical or mental injury;
  - 2. Neglects or refuses to provide adequate food, shelter, clothing, emotional nurturing, or health care;
  - 3. Abandons the child;
  - 4. Commits or allows to be committed any illegal sexual act upon a child, including incest, rape indecent exposure, prostitution, or allows a child to be used in any sexually explicit material;
  - 5. Neglects or refuses to provide adequate supervision in relation to a child's age and level of development;
  - 6. Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender.
- B. Any teacher or other person employed by the School Board will report any cases of suspected child abuse or neglect immediately to the principal. Principals shall then immediately report such incidents of suspected abuse or neglect to the local Department of Social Services and allow Child Protective Services authorities to determine the necessity of a child abuse investigation. If the person suspected of the abuse is the principal, the report shall be made to the Department of School Leadership or directly to the Virginia Beach Department of Social Services. All required reports of suspected child abuse or neglect must be made as soon as possible but not longer than twenty four (24) hours after having reason to suspect a reportable offense. Failure to make such report may result in a fine or criminal conviction as well as disciplinary action by the School Division up to and including dismissal.
- C. When the person suspected of abuse is an employee of the School Board, an investigation will also be conducted by the Department of Human Resources and Child Protective Services jointly. Employees found guilty of such conduct or who have a founded case of neglect or abuse will be recommended for termination.

### **Legal Reference**

Code of Virginia, § 16.1-228, as amended. Definitions.



Code of Virginia, § 22.1-279.1, as amended. Corporal punishment prohibited.

Code of Virginia, § 63.2-1509, as amended. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.

Code of Virginia, § 63.2-1511, as amended. Complaints of abuse and neglect against school personnel; interagency agreement.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: August 18, 1992

Revised by Superintendent: March 8, 2006

Revised by Superintendent: November 3, 2021

on consent  
9/12/23

School Board of the City of Virginia Beach  
Policy 5-7

## STUDENTS

### Non-discrimination and non-harassment of students

#### A. Purpose

The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect. It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status. The School Board will have jurisdiction over such complaints when the alleged conduct happens on school property, vehicles, or grounds while school activities are going on, at school related or sponsored events, or through School Division communication systems. At its discretion, the School Board or Superintendent may take jurisdiction of complaints that happen outside of these specified situations if the alleged conduct causes significant disruption to the educational environment. The Superintendent or designee is directed to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended, ~~and the Virginia Department of Education Model policies for Treatment of Transgender Students in Public Elementary and Secondary Schools.~~ <sup>1</sup>The School Board directs the Superintendent to take prompt and appropriate action to investigate and resolve all complaints and to publish and provide training regarding this Policy.

#### B. Report of Complaint

Any student who is the victim of discrimination, harassment or bullying based on race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status by a student, employee, official, or non-School Division employee agent, volunteer or invitee is required to immediately report the alleged acts to the principal, assistant principal or an appropriate School Division official. Any person who has reason to believe that a student has been subject to such discrimination, harassment or bullying must report the alleged acts to the principal or an appropriate School Division official immediately, but in no case less than a reasonable amount of time after the person learned of the alleged acts.

Any employee or official who receives information that a student has or may have been the victim of such discrimination, harassment or bullying is required to promptly report the alleged acts to the principal or an appropriate School Division official. Failure to report such information may result in disciplinary action up to and including dismissal.

Use of formal reporting forms is not necessary. Nothing in this Policy will prevent any person from reporting such discrimination, harassment, or bullying directly to the Superintendent/or designee.

### **C. Who acts as Investigator of Complaints**

1. Who acts as Investigator if a Student is the Harasser/Discriminator.

The building principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by another student.

2. Who investigates if Employee, Official or School Division agent, volunteer or invitee is the Harasser/Discriminator.

If the principal or designee receives a complaint of discrimination, harassment or bullying against a student by a School Division employee, official or School Division agent, volunteer or invitee, the principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by individuals within the school. The principal should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions.

3. Who investigates if a Principal, School Administrator, the Superintendent or a School Board Member is the Harasser/Discriminator.

If the complaint involves a principal, the matter will be directed to the Department of School Leadership (DOSL) for investigation. DOSL should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions. If the complaint involves the Superintendent, the matter will be directed to School Board to determine whether a third party or other individual should be assigned to investigate the matter. Complaints involving School Board Members should be directed to the Chair of the School Board or the Vice Chair if the Chair is involved. The remaining School Board Members will determine the appropriate course of investigation under these circumstances.

### **D. Investigation process**

Upon receipt of a report or complaint of such discrimination, harassment or bullying of a student the designated investigator will as soon thereafter as practical, undertake or authorize an investigation. The investigation may be conducted by a third party if designated by the Superintendent or School Board. Within three (3) business days, the complainant will receive notice of who has been assigned to investigate the complaint and how to contact the investigator. Confidentiality will be maintained in accordance with applicable law and regulation. The investigator will provide the complainant, victim, and alleged violators the opportunity to provide testimony, evidence and/or witnesses regarding the alleged acts. The investigator will make a reasonable effort to obtain information concerning the alleged acts and related circumstances. The investigator will prepare an investigation report which will include:

1. the allegations as made by the complainant;
2. any additional allegations as ascertained during the investigation;
3. a summary of the evidence obtained during the investigation;

4. the alleged violator's response and supporting evidence regarding the allegations;
5. a summary of statements or other evidence provided by the victim, witnesses or other related parties;
6. the efforts made by the School Division to remedy or otherwise address the circumstances leading to or resulting from the alleged acts;
7. whether the complainant or victim is satisfied with those remedies or seeks further action;
8. the investigator's recommendations regarding whether the allegation has been substantiated as a violation of this Policy and any further actions needed to remedy the complaint or address unresolved issues; and
9. any other relevant information not otherwise addressed

Within fifteen (15) business days, the investigation report will be completed and provided to the complainant (if the complainant is also the alleged victim), to the alleged violator, and to the appropriate School Division staff member. Upon agreement by the victim or if extenuating circumstances arise, the time period to complete the investigation report may be extended for a reasonable period of time. If the complainant is not the victim, then the complainant will be informed that the complaint has been investigated and handled in accordance with this Policy or applicable law and regulation. Portions of the investigation report may be kept confidential to protect the rights of students or staff members. The investigator's obligation to conduct this investigation will not be extinguished by the fact that a civil, administrative or criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### **E. Action by the School Administration or School Board**

Upon receipt of the investigation report, the principal or designee, the Superintendent or designee, or the School Board, will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Such action may include disciplining any students using student discipline procedures; disciplining any employees or officials involved using employee discipline procedures; taking appropriate action against School Division agents, volunteers or invitees. Action taken for violation of this Policy shall be consistent with the requirements of applicable local, state and federal law and regulation and School Board policies and regulations of a related nature or degree of severity.

In the event that the evidence suggests that the discrimination, harassment or bullying at issue is also a crime or other violation of local, state or federal law or regulation, the Superintendent or designee, or other official shall report the results of the investigation to the appropriate enforcement agency.

#### **F. Appeal of determination or action taken**

If the victim of the complaint is not satisfied with the determination of the investigation report or the action taken by the School Division to prevent further harassment, discrimination or bullying of the victim, the victim may file an appeal within fifteen (15) calendar days of receipt of the investigation

report. The victim will not be entitled to appeal the disciplinary action imposed on a student, employee or official. The appeal should be filed with the Superintendent if the acts were alleged to have been caused by a student, employee, official, or School Division agent, volunteer or invitee. If the acts were alleged to have been caused by the Superintendent or a School Board Member, the appeal should be filed with Clerk of the School Board. The School Board will make a decision within thirty (30) business days of receiving the appeal or within a reasonable time after the complaint is filed. The School Board may ask for oral or written argument from the victim and the School Administration and any other individual that the School Board deems relevant. At its sole discretion, the School Board may hold a hearing or designate a hearing officer to hold a hearing on the appeal. The School Board will set the terms and conditions for any such hearing.

#### **G. Retaliation or false complaints**

Persons who use this procedure for good faith complaints will not be retaliated against by the School Board or School Division staff. The School Board directs that appropriate action be taken against any person who retaliates against another person for reporting alleged violations of this Policy or for participating in related proceedings. Persons who knowingly file false complaints and any person who knowingly gives false statements or evidence in a related proceeding may be subject to discipline or other appropriate action. Students may be subject to discipline up to and including suspension or expulsion. School Board employees or officials may be subject to discipline up to and including dismissal. School Division agents, volunteers, and invitees may be subject to measures up to and including exclusion from School Board property, buses, communication systems and school sponsored events.

#### **H. Posting of Policy and Training**

The Superintendent or designee will conspicuously post this Policy or a summary thereof in each school in a place accessible to students, School Division staff and the public. The notice will include the name, mailing address and telephone number of that School's compliance official or the contact information for any state or federal agency responsible for investigating the allegations.

This Policy will be referenced in the student handbook and will be made available upon request of parents, students, and other interested parties.

The Superintendent/or designee will develop a method of reviewing this Policy with students and employees. Training on the requirements for Compliance with this Policy will be provided to all School Division students, employees, officials and other agents on an annual basis, and at such times as the Superintendent determines are appropriate or necessary.

#### **Notes:**

<sup>1</sup>This Policy should not be read to abrogate other School Board policies or regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the School Division. It is the intent of the School Board that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities

<sup>2</sup>"Tolerate" is defined to mean allow to happen, fail to intervene, encourage, fail to report or otherwise, provided that the person knew or could have reasonably been expected to know about the actions

### **Legal Reference**

Code of Virginia § 2.2-3900, *et seq.*, as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender student; policies.

Adopted by School Board: June 3, 2003

Amended by School Board: November 19, 2013

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: May 12, 2020

Amended by School Board: September 14, 2021

Amended by School Board: 2023



[VIRGINIA BEACH School Board](#)

2512 George Mason Drive



## STUDENTS

### Treatment of ~~Transgender~~ Students' Sex and Gender Identity

The School Division respects students' variations in sexuality, gender identity, expression, and/or presentation. Students are entitled to a safe and positive learning environment regardless of their sexuality, gender identity, expression, and/or presentation.

#### A. Confidentiality of information

1. All school personnel shall adhere to legal standards of confidentiality relating to information about a student's gender identity, legal name, or sex assigned at birth.
2. In addition to adhering to all legal standards of confidentiality, school personnel shall treat information relating to a student's gender identity as particularly sensitive and shall not disclose it to other students and other parents.
3. Disclosure of such information may only be made to other school personnel with a legitimate educational interest.

#### B. Student name and gender pronouns

##### 1. Names and nicknames

School personnel shall refer to each student using only a) the name appears in the student's official record, or b) a nickname that the eligible student or the parent of a minor student has designated in the official record. Names, titles, or nicknames associated with academic instruction or extracurricular activities may refer to a student without being noted in official records.

##### 2. Student name and gender pronouns

~~1. School personnel shall refer to a student using only the a) pronoun associated with student's sex or gender as set forth in the student's official records, or b) the pronoun that the eligible student or parent of a minor student has designated in the student's official records. In accordance with this subsection, students will be allowed to use a name and gender pronoun that reflects their gender identity without substantiating evidence.~~ The pronouns recognized by the School Division will be he, she,

or they. An eligible student or parent requesting a different pronoun other than those listed in this item should notify the principal or designee.

### 3. School personnel and staff use of designated names and pronouns

~~2. At the written request of the student or parent/legal guardian of a minor student, use the name and pronoun that corresponds to the student's or parent/legal guardian's request. The school administration where the student attends school may require that the request be made in writing.~~

~~3.~~     a. School personnel and students who are not informed by the school administration of the designated requested name and gender pronoun in the student's official record by the school administration will not be found to have discriminated against or harassed the student for not using the designated requested name or gender pronoun.

~~4.~~     b. Inadvertent or mistaken use of a student's preferred name and/or gender pronoun not listed as the designated name or pronoun in the student's official records will not constitute discrimination or harassment if the school administration determines that there was no ill will or intention to discriminate or harass the student. Reasonable efforts will be made to inform the person not using the student's designated preferred name or pronoun and that compliance with this Regulation and related policies and regulations is required.

~~5. In the situation when parents/legal guardians of minor students (under 18 years of age) do not agree with the minor student's request to adopt a new name and/or pronoun or gender identity, the school administrator will make reasonable efforts to work with the student and the parents/legal guardians to determine how to address the student's needs while in the educational setting. If the parents/legal guardian continue to disagree with the student on these matters, the school administrator or designee should consult with School Board Legal Counsel and the Department of School Leadership.~~

c. School personnel, staff or students who have concerns about addressing a student by the student's designated name or pronoun should consult with an administrator or counsellor regarding their concerns. School personnel or staff may consult the Department of Human Resources regarding accommodations requested to address their protected rights.

### 4. Students requesting consultation regarding gender

At the request of the parent of a minor student, the School should designate an administrator or counsellor to speak, together with the student's parent, with the student regarding questions pertaining to gender. Eligible students may consult with an administrator or counsellor regarding gender at their discretion.

### 5. Student records will reflect legal name and sex

~~6. Student records (i.e. birth certificate, Student Information System, final transcript) that require the student's legal name and sex as designated in the students official records,~~



~~unless the eligible student or the parent of a minor student submits a legal document (such as a birth certificate, state or federal issued identification, passport or court order substantiating the change in the student's legal name or sex assigned at birth) be used may not be amended to reflect a chosen name or gender identity unless supported by a court order. In accordance with guidance from the Office of Student Support Services, other student education records (i.e., student work samples) may be amended to reflect the student's or parent/legal guardian of a minor student's choice of name and/or gender identity categories: male; female; non-binary or no choice. Other than written documentation of the request, school administrators may not require substantiating documentation of a name or gender identity. This subsection does not apply to participation in extracurricular sports.~~

### **C. Participation in school activities and events**

Sex and gGender based practices should be limited to serve legitimate, educational goals or for otherwise non-discriminatory purposes. The following should be considered and implemented when practicable.

1. Sex and gGender grouping for class activities or school sponsored events should not be used unless necessary to accomplish the purpose of the activity or event.
2. Single-sex or single-gender activities or programs should not be based on generalizations or stereotypes about different talents, capacities, or preferences of any sex or gender.
3. ~~Whenever schools provide sex or gender specific activities such as physical education classes; students should be allowed to participate in a manner consistent with their sex or gender identity as designated in their official records. Students have the right to equitable access to programs, after-school programs, extracurricular activities, intramurals, non-competitive sports leagues, and field trips based on the student's sex or gender identity as set forth in their official records.~~
4. ~~This Regulation does not address access to competitive sports. Athletic participation regulated by the Virginia High School League (VHSL) or another organization such as the Virginia Scholastic Rowing Association (VASRA), as well as middle school athletics, shall follow policies and rules outlined by those organizations.~~

### **Legal Reference**

Code of Virginia § 2.2-3900, et seq., as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender students; policies.

~~Virginia Department of Education Model Policies for the Treatment of Transgender Students in Virginia's Public Schools (2020), as amended.~~

Adopted by Superintendent: September 28, 2021

Amended by School Board: 2023

## COMMUNITY RELATIONS

### Scholastic Records

#### **A. Definitions**

Words and terms when used in this Policy and its implementing regulations are established in Regulation 5-31.2.

"Eligible student" means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.

"Parent" or "parents" mean any parent, guardian, legal custodian, or other person having control or charge of a child. A child is determined to be a person under the age of eighteen (18) years of age. Students who are "eligible students" or adult students as used by the School Division, have the right to make decisions regarding their records and education.

#### **B. Generally**

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws or regulations and School Board policies and regulations.

An accurate and complete individual, permanent and cumulative record shall be maintained for each student in grades pre-K-12 enrolled in the School Division. When appropriate, a separate confidential record shall be maintained for those students requiring differentiated instruction. When a separate confidential record is established a notation on the cumulative record shall indicate the location of the confidential records. All data (cumulative and confidential) shall be considered the student's official scholastic records. In accordance with Code of Virginia § 22.1-288.2, as amended, every notice of adjudication of delinquency or conviction received by a superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

No statement in this Policy or any implementing regulations shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of Va., Virginia § 63.2-1509, as amended, and School Board Policy 4-68.

All personnel authorized access to scholastic records shall be informed of this Policy and its implementing regulations. Strict adherence shall be considered a condition of employment or authorization to access such files by volunteers and agents of the School Board.

### **C. Custodian(s) of Student Records**

The employee responsible for the in-service education of records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer and destruction of scholastic records data shall be designated as custodian of student records.

At the individual school level the custodian of student records shall be the principal or a designee. When scholastic records are on file in a central facility the Superintendent or a designee shall be the custodian.

The Executive Director of the Office of Programs for Exceptional Children shall designate a custodian to maintain the confidential files for students with disabilities (preschool, unserved) who are not enrolled as students in the School Division.

### **D. Notification of Records Policies and Regulations**

#### **1. Generally**

School Board policies and regulations pertinent to scholastic records shall be available to interested parties on the School Division website which is available and accessible at each school administrative office, media center (library), and the central office.

#### **2. Parents/Legal Guardians/Eligible Students**

Each year the School Board shall notify eligible students, the parents and/or legal guardians of minor students in attendance and eligible students in attendance of their rights as established in School Board policies and regulations. Such notification may be by letter, mailing, electronic communication, patron organization bulletins or by public notice in the newspaper press. However transmitted, the notification shall include the following:

- a. The types and location of scholastic records and information maintained therein;
- b. The title and address of the employee responsible for the maintenance of scholastic records, the parties to whom data may be disclosed, and the purpose for disclosure;
- c. The policy for reviewing and expunging scholastic records;
- d. The policies and regulations for disclosure of data from scholastic records;
- e. The right to challenge the content of scholastic records and to file with the Office of Family Compliance, U.S. Department of Education, a complaint concerning an alleged failure by the School Division to comply with the Family Education Rights and Privacy Act (FERPA);
- f. The fee for reproducing copies of scholastic records;
- g. The data designated as directory information; and

- h. The right to obtain, upon payment of the appropriate fee, a copy of School Board policies and regulations on the management of the scholastic records and the location of same.

### 3. Local Agencies

Each year the custodian of scholastic records shall inform local agencies cooperating with the School Division in the student's educational development of the location of School Board policies and regulations in the management of scholastic records.

## **E. Access to Student Records**

### 1. School Division Employees

#### a. Licensed Personnel

Licensed personnel (including itinerant teachers) within the student's school shall have access to his/her student's records.

Other licensed personnel shall have access to these records if the custodians of scholastic records determine they have a legitimate educational interest in requesting such access. The criterion for determining "legitimate educational interest" shall be the student's welfare. Licensed personnel who copy data from student records shall protect the confidentiality of such data.

#### b. Classified Personnel

Classified personnel assigned to duties within the facility where student records are maintained shall have access to such records only with the prior approval of the custodian of scholastic records. Students and paraprofessional employees shall not be assigned clerical duties where they may have access to scholastic records.

#### c. In-service Education

The custodian of student records shall supervise an in-service education program for employees having access to these records. The core documents for the program shall be this Policy and its implementing regulations.

#### d. Employee Access Roster

Custodians of scholastic records shall maintain an up-to-date roster of division employees within their facility having access to scholastic records. These rosters shall be made available for public inspection.

### 2. Parents/Legal Guardians/Eligible Students

- a. a. The custodian of student records shall permit parents and/or legal guardians of minor students or eligible students to inspect and review such records. Compliance with requests shall be made without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended and related regulations. In the case of requests made by parents, legal guardians, or eligible students for records of students with

disabilities, compliance with such request shall be made prior to any meeting for a student identified under the Individuals with Disabilities Education Act.

- b. b. The custodian of student records may presume that parents/legal guardians of minor students have the authority to inspect and review records relating to the minor student unless the School Division has been advised that a parent/legal guardian does not have the authority under applicable state law governing such matters as guardianship, separation, divorce or Child Protective Services.

### 3. Student (under eighteen) who is Subject of Record

Transfer of rights to review scholastic records from the parent/legal guardian to an eligible student happens when the student reaches eighteen (18) years of age. Parents or legal guardians who continue to claim the student as a tax dependent may continue to access the eligible student's scholastic record.

### 4. Third Parties

The custodian of records may permit the following third parties to access student records in accordance with applicable state and federal laws:

For purposes of this section, "group home" means a "juvenile residential facility that is a community based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and does not exceed the capacity approved by the regulatory authority" and "juvenile detention center" means "a local, regional, or state, publicly or privately operated secure custody facility that houses individuals who are ordered to be detained pursuant to the Code of Virginia. This term does not include juvenile correctional centers."

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the custodian of records 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 student or by such student if the student is eighteen years of age or older. Private agencies or private individuals must provide a written release or authorization from the student's parents specifying the records to be released, the reasons for such release, and to whom the records are to be released.

The custodian of records shall release student records in accordance with a Federal grand jury subpoena, any other subpoena issued for a law enforcement purpose, a judicial order, or any lawfully issued subpoena, that lawfully requires disclosure of such records and shall notify the parents, legal guardian or eligible student of such disclosure as required by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended, and related regulations.

The custodian of records shall permit a guardian ad litem or counsel for the child appointed pursuant to Code of Virginia § 16.1-266 , as amended to inspect and copy, without the consent of the child or the child's parents/legal guardians, any records relating to the child whom the guardian or counsel represents, upon presentation by the guardian ad litem of a copy of the court order appointment or a court order specifically allowing such access.

Pursuant to Standard 1 of the Standards of Quality (Chapter 13.2 (§ 22.1-253.13:1 *et seq.*) of Title 22.1), all school boards are required to implement career and technical education programs promoting



knowledge of careers and various employment opportunities, including, but not limited to, military careers. Therefore, any school board that provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or School Division-sponsored activity whether conducted on School Board property or other property to persons or groups for occupational, professional or educational recruitment shall provide equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

- a. A person designated in writing by either parent or legal guardian of the student if the student is less than eighteen years of age or as designated by an eligible student (eighteen years of age or older);
- b. 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 official duties;
- c. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act [25 U.S.C. 450(b)], who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student. Any agency caseworker or other representative of a State or local child welfare agency or tribal organization (as referenced above) who does not meet the requirements outlined above, must obtain a written release from the parent, guardian, or eligible student (eighteen years of age or older) authorizing access to such student records. The release must specify the records to be released, the reasons for such release, and to whom the records are to be released.
- d. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication:
  - 1) Attorneys for the Commonwealth;
  - 2) Court services units;
  - 3) Juvenile detention centers or group homes;
  - 4) Mental and medical health agencies;
  - 5) State and local children and family service agencies;
  - 6) The Department of Juvenile Justice; and
  - 7) The staff of such agencies.

#### **F. Disclosure of Scholastic Records Content**

For disclosure of student records see School Board Policy 5-66.

#### **G. Amendment of Scholastic Records Content**

The parent/legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act (20 U.S.C. § 1232(g)) and related regulations.

#### **H. Content and Disclosure of Student Directory Information**

See School Board Policy 5-66 and School Board Regulation 5-66.1.

#### **I. Periodic Evaluation of Scholastic Records**

In cooperation with school counseling personnel, the custodian of student records shall annually review the contents of these records for the purpose of removing data no longer educationally useful as directed in School Board Regulation 5-31.1 and as directed in the Commonwealth of Virginia Records Retention and Disposition Schedule (Form RM-2).

#### **J. Transfer of Scholastic Records**

Scholastic records shall be transferred as directed in School Board regulation and in accordance with applicable law and regulation.

#### **K. Implementation**

The Superintendent is authorized to implement this Policy with appropriate School Board regulations.

#### **Legal Reference**

The Family Educational Rights and Privacy Act. 20 USC § 1230, 1232 g, 34 CFR Part 99, as amended.

Code of Virginia § 16.1-266, as amended. Appointment of counsel and guardian ad litem.

Code of Virginia § 22.1-130.1, as amended. Access to high schools and high school students for military recruiters.

Code of Virginia § 22.1-20, as amended. Retention of pupil personnel records.

Code of Virginia §22.1-23.3, as amended. Treatment of transgender students; policies.

Code of Virginia § 22.1-287, as amended. Limitations on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory information.

Code of Virginia § 22.1-288.2, as amended. Receipt, dissemination and maintenance of records of certain law-enforcement information.

Code of Virginia §22.1-289, as amended. Transfer and management of scholastic records; disclosure of information in court notices; penalty

Virginia Board of Education Regulation, 8 VAC 20-150-20, as amended. Management of Scholastic Record.

Virginia Department of Corrections Regulation, 6VAC35-41-10, as amended. Definitions.

Virginia Department of Corrections Regulation, 6VAC35-101-10. Suspected child abuse or neglect.

**Related Links**

School Board [Policy 4-68](#)

School Division [Regulation 5-31.1](#)

School Division [Regulation 5-31.2](#)

School Board [Policy 5-66](#)

School Board [Regulation 5-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: June 17, 1975

Amended by School Board: January 20, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 19, 2014

Amended by School Board: September 14, 2021

## COMMUNITY RELATIONS

### Scholastic Records

#### A. Definitions

Words and terms when used in this Policy and its implementing regulations are established in Regulation 5-31.2.

"Eligible student" means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.

"Parent" or "parents" mean any parent, guardian, legal custodian, or other person having control or charge of a child. A child is determined to be a person under the age of eighteen (18) years of age. Students who are "eligible students" or adult students as used by the School Division, have the right to make decisions regarding their records and education.

"Sex" for the purposes of identifying an individual means biological sex.

"Transgender student" means a public school student whose parent has stated in writing that the student's gender or gender identity differs from the student's sex, or an eligible student who states in writing that the student's gender or gender identity differs from the student's sex. Any writing from the eligible student or parent of a minor student shall be memorialized in the student's official record and be subject to the same retention, disclosure, and confidentiality requirements as the official record itself.

#### B. Generally

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws or regulations and School Board policies and regulations.

An accurate and complete individual, permanent and cumulative record shall be maintained for each student in grades pre-K-12 enrolled in the School Division. When appropriate, a separate confidential record shall be maintained for those students requiring differentiated. When a separate confidential record is established a notation on the cumulative record shall indicate the location of the confidential records. All data (cumulative and confidential) shall be considered the student's official scholastic records. In accordance with Code of Virginia § 22.1-288.2, as amended, every notice of adjudication of delinquency or conviction received by a superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

No statement in this Policy or any implementing regulations shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of Va., Virginia § 63.2-1509, as amended, and School Board Policy 4-68.

All personnel authorized access to scholastic records shall be informed of this Policy and its implementing regulations. Strict adherence shall be considered a condition of employment or authorization to access such files by volunteers and agents of the School Board.

### **C. Custodian(s) of Student Records**

The employee responsible for the in-service education of records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer and destruction of scholastic records data shall be designated as custodian of student records.

At the individual school level the custodian of student records shall be the principal or a designee. When scholastic records are on file in a central facility the Superintendent or a designee shall be the custodian.

The Executive Director of the Office of Programs for Exceptional Children shall designate a custodian to maintain the confidential files for students with disabilities (preschool, unserved) who are not enrolled as students in the School Division.

### **D. Notification of Records Policies and Regulations**

#### **1. Generally**

School Board policies and regulations pertinent to scholastic records shall be available to interested parties on the School Division website which is available and accessible at each school administrative office, media center (library), and the central office.

#### **2. Parents/Legal Guardians/Eligible Students**

Each year the School Board shall notify eligible students, the parents and/or legal guardians of minor students in attendance and eligible students in attendance of their rights as established in School Board policies and regulations. Such notification may be by letter, mailing, electronic communication, patron organization bulletins or by public notice in the newspaper press. However transmitted, the notification shall include the following:

- a. The types and location of scholastic records and information maintained therein;
- b. The title and address of the employee responsible for the maintenance of scholastic records, the parties to whom data may be disclosed, and the purpose for disclosure;
- c. The policy for reviewing and expunging scholastic records;
- d. The policies and regulations for disclosure of data from scholastic records;
- e. The right to challenge the content of scholastic records and to file with the Office of Family Compliance, U.S. Department of Education, a complaint

concerning an alleged failure by the School Division to comply with the Family Education Rights and Privacy Act (FERPA);

- f. The fee for reproducing copies of scholastic records;
- g. The data designated as directory information; and
- h. The right to obtain, upon payment of the appropriate fee, a copy of School Board policies and regulations on the management of the scholastic records and the location of same.

### 3. Local Agencies

Each year the custodian of scholastic records shall inform local agencies cooperating with the School Division in the student's educational development of the location of School Board policies and regulations in the management of scholastic records.

## **E. Access to Student Records**

### 1. School Division Employees

#### a. Licensed Personnel

Licensed personnel (including itinerant teachers) within the student's school shall have access to his/her student's records.

Other licensed personnel shall have access to these records if the custodians of scholastic records determine they have a legitimate educational interest in requesting such access. The criterion for determining "legitimate educational interest" shall be the student's welfare. Licensed personnel who copy data from student records shall protect the confidentiality of such data.

#### b. Classified Personnel

Classified personnel assigned to duties within the facility where student records are maintained shall have access to such records only with the prior approval of the custodian of scholastic records. Students and paraprofessional employees shall not be assigned clerical duties where they may have access to scholastic records.

#### c. In-service Education

The custodian of student records shall supervise an in-service education program for employees having access to these records. The core documents for the program shall be this Policy and its implementing regulations.

#### d. Employee Access Roster

Custodians of scholastic records shall maintain an up-to-date roster of division employees within their facility having access to scholastic records. These rosters shall be made available for public inspection.

### 2. Parents/Legal Guardians/Eligible Students



- a. ~~a.~~ The custodian of student records shall permit parents and/or legal guardians of minor students or eligible students to inspect and review such records. Compliance with requests shall be made without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended and related regulations. In the case of requests made by parents, legal guardians, or eligible students for records of students with disabilities, compliance with such request shall be made prior to any meeting for a student identified under the Individuals with Disabilities Education Act.
- b. ~~b.~~ The custodian of student records may presume that parents/legal guardians of minor students have the authority to inspect and review records relating to the minor student unless the School Division has been advised that a parent/legal guardian does not have the authority under applicable state law governing such matters as guardianship, separation, divorce, or Child Protective Services.

### 3. Student (under eighteen) who is Subject of Record

Transfer of rights to review scholastic records from the parent/legal guardian to an eligible student happens when the student reaches eighteen (18) years of age. Parents or legal guardians who continue to claim the student as a tax dependent may continue to access the eligible student's scholastic record.

### 4. Third Parties

The custodian of records may permit the following third parties to access student records in accordance with applicable state and federal laws:

For purposes of this section, "group home" means a "juvenile residential facility that is a community based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and does not exceed the capacity approved by the regulatory authority" and "juvenile detention center" means "a local, regional, or state, publicly or privately operated secure custody facility that houses individuals who are ordered to be detained pursuant to the Code of Virginia. This term does not include juvenile correctional centers."

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the custodian of records 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 student or by such student if the student is eighteen years of age or older. Private agencies or private individuals must provide a written release or authorization from the student's parents specifying the records to be released, the reasons for such release, and to whom the records are to be released.

The custodian of records shall release student records in accordance with a Federal grand jury subpoena, any other subpoena issued for a law enforcement purpose, a judicial order, or any lawfully issued subpoena, that lawfully requires disclosure of such records and shall notify the parents, legal guardian or eligible student of such disclosure as required by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended, and related regulations.



The custodian of records shall permit a guardian ad litem or counsel for the child appointed pursuant to Code of Virginia § 16.1-266-, as amended to inspect and copy, without the consent of the child or the child's parents/legal guardians, any records relating to the child whom the guardian or counsel represents, upon presentation by the guardian ad litem of a copy of the court order appointment or a court order specifically allowing such access.

Pursuant to Standard 1 of the Standards of Quality (Chapter 13.2 (§ 22.1-253.13:1 *et seq.*) of Title 22.1), all school boards are required to implement career and technical education programs promoting knowledge of careers and various employment opportunities, including, but not limited to, military careers. Therefore, any school board that provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or School Division-sponsored activity whether conducted on School Board property or other property to persons or groups for occupational, professional or educational recruitment shall provide equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

- a. A person designated in writing by either parent or legal guardian of the student if the student is less than eighteen years of age or as designated by an eligible student (eighteen years of age or older);
- b. 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 official duties;
- c. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act [25 U.S.C. 450(b)], who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student. Any agency caseworker or other representative of a State or local child welfare agency or tribal organization (as referenced above) who does not meet the requirements outlined above, must obtain a written release from the parent, guardian, or eligible student (eighteen years of age or older) authorizing access to such student records. The release must specify the records to be released, the reasons for such release, and to whom the records are to be released.
- d. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication:
  - 1) Attorneys for the Commonwealth;
  - 2) Court services units;
  - 3) Juvenile detention centers or group homes;
  - 4) Mental and medical health agencies;
  - 5) State and local children and family service agencies;

- 6) The Department of Juvenile Justice; and
- 7) The staff of such agencies.

#### **F. Disclosure of Scholastic Records Content**

For disclosure of student records see School Board Policy 5-66.

#### **G. Amendment of Scholastic Records Content**

The parent/legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act (20 U.S.C. § 1232(g)) and related regulations. Student records (i.e. birth certificate, Student Information System, final transcript) that require the use of the student's legal name and sex as designated in the students official records, may not be amended unless the eligible student or the parent of a minor student submits a legal document (such as a birth certificate, state or federal issued identification, passport or court order substantiating the change in the student's legal name or sex.

#### **H. Content and Disclosure of Student Directory Information**

See School Board Policy 5-66 and School Board Regulation 5-66.1.

#### **I. Periodic Evaluation of Scholastic Records**

In cooperation with school counseling personnel, the custodian of student records shall annually review the contents of these records for the purpose of removing data no longer educationally useful as directed in School Board Regulation 5-31.1 and as directed in the Commonwealth of Virginia Records Retention and Disposition Schedule (Form RM-2).

#### **J. Transfer of Scholastic Records**

Scholastic records shall be transferred as directed in School Board regulation and in accordance with applicable law and regulation.

#### **K. Implementation**

The Superintendent is authorized to implement this Policy with appropriate School Board regulations.

#### **Legal Reference**

The Family Educational Rights and Privacy Act. 20 USC § 1230, 1232 g, 34 CFR Part 99, as amended.

Code of Virginia § 16.1-266, as amended. Appointment of counsel and guardian ad litem.

Code of Virginia § 22.1-130.1, as amended. Access to high schools and high school students for military recruiters.

Code of Virginia § 22.1-20, as amended. Retention of pupil personnel records.

Code of Virginia §22.1-23.3, as amended. Treatment of transgender students; policies.

Code of Virginia § 22.1-287, as amended. Limitations on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory information.

Code of Virginia § 22.1-288.2, as amended. Receipt, dissemination and maintenance of records of certain law-enforcement information.

Code of Virginia §22.1-289, as amended. Transfer and management of scholastic records; disclosure of information in court notices; penalty

Virginia Board of Education Regulation, 8 VAC 20-150-20, as amended. Management of Scholastic Record.

Virginia Department of Corrections Regulation, 6VAC35-41-10, as amended. Definitions.

Virginia Department of Corrections Regulation, 6VAC35-101-10. Suspected child abuse or neglect.

#### **Related Links**

School Board [Policy 4-68](#)

School Division [Regulation 5-31.1](#)

School Division [Regulation 5-31.2](#)

School Board [Policy 5-66](#)

School Board [Regulation 5-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: June 17, 1975

Amended by School Board: January 20, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 19, 2014

Amended by School Board: September 14, 2021

Amended by School Board: 2023



No Changes  
Proposed for  
9/12/23

School Board of the City of Virginia Beach  
Regulation 5-31.1

**STUDENTS**

**Student Records**

**A. Generally**

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws and regulations, School Board Policies numbers 5-31 and 5-66 this regulation and its subsections. Strict adherence is considered a condition of continuing employment by the School Board.

No statement in this regulation or its subsections shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of Virginia, § 63.1-248.3 and School Board Policy 4-68.

**B. Fee for Copies of Student Records**

A fee of 15 cents per page shall be charged for copies of student records except that no fee shall be charged for copies of the Individual Education Program (IEP).

**Editor's Note**

*See also School Board Policy 5-31.*

*For student directory information see School Board Policy 5-66 and its implementing Regulation 5-66.1.*

**Regulatory Authority**

Virginia Board of Education Regulations "Governing Management of the Student's Scholastic Record."  
(1991)

**Related Links**

School Board [Policy 4-68](#)

School Board [Policy 5-31](#)

School Board [Policy 5-66](#)

School Board [Regulation 5-66.1](#)

Approved by Superintendent: September 21, 1993 (Effective August 14, 1993)

No changes  
9/12/23

## STUDENTS

### **Student Dress and Grooming Codes**

#### **A. Purpose**

All students, staff, and community members deserve a rigorous, respectful, and safe educational and work environment where diversity is valued and contributes to achieving positive academic and social outcomes. The Superintendent or designees are responsible for establishing and communicating to students clear and fair dress and grooming codes that comply with applicable law, policy, and regulation. The Superintendent or designee will establish procedures for enforcement and/or resolution of dress and grooming codes, for requesting and granting waivers to the code, and for review of the code to consider current conditions. The Superintendent or designees are authorized to establish specific dress and grooming code requirements for certain students when such requirements are necessary to accomplish the purpose of an educational program or school sponsored activity or are required by law, policy, regulation or another governing entity.

#### **B. Standards and Modifications or Accommodations**

The Superintendent or designee will ensure that student dress or grooming codes and related procedures are clear, fair, and equitably enforced. The primary responsibility for a student's dress and grooming resides with the student and/or the student's parent(s)/legal guardian(s). Students should comply with the dress and grooming codes and seek guidance from school administrators when modifications, accommodations or waivers are needed and should cooperate in resolution when disagreements arise.

1. Dress or grooming codes applicable to student shall be subject to the following:
  - a. permit any student to wear any religiously or ethnically specific or significant head covering or hairstyle, including but not limited to, hijabs; Yarmulkes; headwraps; braids; locs; and cornrows.
  - b. maintain gender neutrality subjecting any student to the same set of rules regardless of gender or gender identity.
  - c. not have a disparate impact on students of a particular gender.
  - d. be clear, specific, and objective in defining terms, if used.
  - e. prohibit School Division employees or agents from enforcing the dress or grooming codes by direct physical contact with a student or a student's attire.

- f. prohibit any School Division employee or agent from requiring a student to undress in front of any other individual, including the enforcing School Division employee or agent, to comply with the dress or grooming code.
- g. clearly set forth any dress or grooming standards that are required in order for a student to participate in a school or school sponsored activity (sport or club uniforms/jewelry/hair requirements, safety or health rules for classes, internship, etc.) and provide a process for a student to seek a modification or accommodation to such dress or grooming standard.

### **C. Dress and Grooming Standards**

School administrators will adopt dress and grooming standards that include the conditions set forth below.

1. "Dress or grooming" code means any practice, policy, or portion of a code of student conduct that governs or restricts the attire, appearance, or grooming, including hairstyle, of any enrolled student. Jewelry, makeup, body art, electronic, communication, recording, photographing devices and their supporting accessories when worn on the body or as part of attire, perfume or applied fragrances may be considered in dress or grooming standards.
2. A student must wear opaque clothing that covers the student's chest from under the arm pits (where they meet the shoulder) and is secured over the shoulders or the neck to no less than five inches below the groin area. The following conditions also apply:
  - a. These body parts must be covered or not distractingly discernable through clothing: buttocks or any portion of the derriere, nipples, stomachs, or private area. Undergarments must be worn when clothing exposes those areas.
  - b. Exceptions may be for clothing approved for a class or extracurricular sport or activity, a dance or prom or a verified medical condition that must be accommodated.
  - c. Clothing must not be sheer, see through or loose weaved material unless an opaque undergarment is worn underneath. Opaque is defined as not transparent or clear.
  - d. Clothing, jewelry, or grooming items must not pose a safety issue, ex., clothing that drags on the floor causing a trip-hazard, sharp metal attachments spikes.
  - e. Clothing that for a well-defined and specifically articulated reason is determined by a principal or designee to be safety or health issue or is significantly disrupting the educational environment.
  - f. A student must wear shoes that do not restrict the student's ability to safely participate in educational or school-sponsored activities. Students may not wear shoes that have wheels, spikes or are otherwise dangerous. Footwear required

or recommended for classes or extracurricular activities is an authorized exception to this condition.

3. Students must not wear or display the following images/symbols or words:
  - a. Images, words or depictions of illegal drugs, alcohol, paraphernalia, imitations thereof, other drugs/paraphernalia that are not allowed on school property or at school-sponsored events, or other illegal activity.
  - b. Pornography, nudity, obscenity, vulgar or profanity.
  - c. Images/symbols or words that can reasonably be determined to or do incite violence or create harassment or discrimination in violation of School Board policy or regulation or applicable law. After reviewing the circumstances, principals or designees may determine that an image/symbol does not incite violence or create harassment or discrimination but is instead a disagreement of opinion and is not significantly disrupting the educational environment.
  - d. Students may wear any religiously or ethnically specific or significant head covering or hairstyle, including but not limited to hijabs, yarmulkes, head wraps, braids, locs or cornrows.
4. Dress and grooming codes must include references to how staff will handle and resolve disputes and the burden of proof as set forth in this Policy.
5. Dress and grooming codes application and enforcement must be gender, race, and ethnicity neutral.

#### **D. Disputes Regarding Enforcement of Dress and Grooming Code**

##### **1. Temporary Resolutions**

The dress and grooming code provided to students and families will detail how an infraction will be temporarily resolved if a student or parent/legal guardian of a minor student disagrees with the school administrator's determination that an infraction has taken place. Students and administrators should seek to resolve dress and grooming code disputes in a reasonable manner. Options offered may include, but are not limited to:

- a. a warning to the student but requiring the student not to continue the infraction after that day.
- b. allowing the student to alter the attire or grooming to comply.
- c. lending the student appropriate attire to allow the student to be in compliance.
- d. allowing the student to leave school or the school sponsored activity until such time as the student complies or a resolution is reached.
- e. alternative participation in the educational or school sponsored activity, as determined by the school administration.



## 2. Modification or Accommodations to Dress and Grooming Code

Modifications or accommodations to the dress and grooming codes should be provided when doing so does not:

- a. create undue hardship or excessive expense.
- b. impair or have the reasonable potential to impair health or safety.
- c. violate an established rule or regulation set by an organization or competition as a condition of participation or eligibility for participation in an event or educationally related activity.
- d. create an unfair advantage to the student requesting the modification or accommodation.

## 3. Initial Burden of Proof

Students and parents/legal guardians of minor students who believe that a dress or grooming code standard is unfairly or inequitable applied will bear the initial burden of proving by a preponderance of evidence that the alleged dress or grooming is:

- a. not disruptive to the educational or work environment or school sponsored activity. Disruptive is defined as but not limited to: interfering with educational or extracurricular activities of students and staff; significantly contributing to student interactions that distract from the educational/extracurricular activities; causes or contributes to reasonable complaints of violations of law, policy, regulation or the Code of Student Conduct. School administrators will be given deference as to what causes disruption.
- b. does not denote gang membership.
- c. does not advocate or promote disruptive, violent conduct or illegal activity.
- d. is not gender neutral or is not equitably enforced.
- e. is worn for religious or ethnic reasons that the student or student's family follows.
- f. is not profane, pornographic, vulgar, or obscene.

## **E. Enforcement**

- 1. Enforcement of this Policy is the responsibility of the school administration at each school.
- 2. Enforcement must be reasonably discreet, equitable, and gender neutral in implementation.
- 3. Enforcement should include options for reasonable remediation of the infraction that demonstrates respect and where possible, minimizes loss of instructional or school sponsored activity time.

Code of Virginia, § 22.1-279.1, as amended. Corporal punishment prohibited.

Code of Virginia, § 63.2-1509, as amended. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc., to report certain injuries to children; penalty for failure to report.

Code of Virginia, § 63.2-1511, as amended. Complaints of abuse and neglect against school personnel; interagency agreement.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: August 18, 1992

Revised by Superintendent: March 8, 2006

Revised by Superintendent: November 3, 2021



## STUDENTS

### **Hazing/Assault and Battery or Fighting/Profane, Obscene or Abusive Language or Conduct/Bullying**

The following conduct is prohibited and students violating this Regulation will be disciplined as set forth in the Code of Student Conduct or other applicable laws, policies or regulations.

#### **A. Hazing**

Students who haze or otherwise mistreat another student so as to cause bodily injury shall immediately be suspended from school under the provisions set forth in Policy 5-21 and Regulations 5-21.1 and 5-21.3.

#### **B. Assault and Battery or Fighting**

Assault and battery or fighting is prohibited. Violators may also be subject to prosecution as provided by state law.

Any student grabbing, striking, hitting, kicking, or otherwise physically abusing a teacher or any other school personnel shall immediately be disciplined in accordance with the Code of Student Conduct and the Discipline Guidelines and recommended for appropriate disciplinary action, up to and including expulsion. Criminal action may be taken against such student.

#### **C. Profane or Abusive Language or Conduct**

Students who use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or abusive, or which substantially and materially disrupts the educational or work environment shall automatically receive a discipline referral to the principal or assistant principal for appropriate disciplinary action including suspension and/or a recommendation for long-term suspension or expulsion.

#### **D. Bullying**

Bullying, including the bullying through electronic means, is prohibited.

1. Bullying is defined as: any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.
2. "Bullying" includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict. Bullying may include, but is not limited to, verbal or written threats, or physical harm. ~~Bullying will not be tolerated and students shall be referred to the principal or assistant principal for appropriate~~

disciplinary action which may include suspension and/or recommendation for long-term suspension or expulsion.

3. Cyberbullying is defined as "willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices"
4. Bullying will not be tolerated and students shall be referred to the principal or designee for appropriate The principal or designee must notify the parent/legal guardian of a minor student involved in an alleged incident of bullying within twenty-four (24) hours of the allegation of bullying. Within five school days of receiving a complaint of alleged bullying, parents/legal guardians of minor students or the adult student alleged to be involved with the complaint, will be notified of the status of any investigation regarding the complaint.
5. The principal or designee will respond to the adult student(s) or the parent/legal guardian of a minor student(s) who are the alleged aggressors and victims stating: a) the results of the investigation; b) if the allegations were substantiate and there was a violation of policy; and c) the process for any party to challenge the findings.
6. Bullying incidents involving students with disabilities or that involve Title IX consideration may require the School Division to follow additional laws, policies, regulations or procedures.

#### **Legal Reference**

Code of Virginia §18.2-56, as amended. Hazing unlawful; civil and criminal liability; duty of school, etc., officials.

Code of Virginia §18.2-57, as amended. Assault and battery.

Code of Virginia §22.1-276.01, as amended. Definitions.

Code of Virginia §22.1-279.8, as amended. School safety audits and school crisis and emergency management plans required.

Code of Virginia §22.1-279.6, as amended. Board of Education guidelines and model policies for codes of student conduct; school board regulations.

Code of Virginia §22.1-291.4, as amended. Bullying prohibited.

#### **Related Links**

School Board Policy 5-21

School Board Regulation 5-21.1

School Board Regulation 5-21.3

Approved by Superintendent: September 21, 1993 (Effective August 14, 1993)

Adopted by School Board: May 19, 1998

Amended by School Board: August 2, 2000

Amended by School Board: April 4, 2006

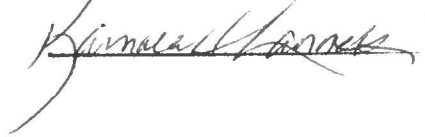
Amended by Superintendent: September 5, 2017

Amended by School Board: May 14, 2018

Amended by School Board: November 27, 2018

Amended by School Board: 2023

APPROVED AS TO  
LEGAL SUFFICIENCY

A handwritten signature in black ink, appearing to read "Kimball Harris", is written over a horizontal line.

**STUDENTS****Sexual Harassment, sexual violence, and inappropriate sexual conduct prohibited - students****A. Policy**

The School Board does not condone or tolerate any form of sexual harassment, sexual violence, inappropriate sexual conduct or retaliation for reporting such conduct. Each employee, including non-employee volunteers who work subject to the control of school authorities (hereinafter collectively referred to as employees) and students shall promote an atmosphere of mutual respect among students and staff that provides an environment free from discrimination of any kind including sexual harassment, sexual violence and inappropriate sexual conduct.

**B. Responsibility for compliance with Policy**

1. Sexual harassment, sexual violence and inappropriate sexual conduct are serious offenses. As a consequence, complaints of such conduct will be thoroughly investigated, and any employee, student, School Division agent, volunteer or invitee who engages in such conduct or encourages such behavior by others shall be subject to corrective action.
2. When a complaint is filed with the Title IX Coordinator for students, the complaint will be handled using the School Division's Title IX Guidelines. If the complaint does not constitute a complaint under Title IX, it may be investigated as complaint of this Policy and/or the Code of Student Conduct.
3. Depending on the circumstances involved, such disciplinary action may include: discipline action as set for in the Code of Student Conduct including suspension or expulsion from school; disciplinary action up to and including termination; ban from School Board property, busses, communication systems and school sponsored events; referral for criminal prosecution; and other actions deemed appropriate to address the specific circumstances. Reprisals against students or employees who file complaints of such conduct shall be prohibited; however, such protection will not condone unrestricted engagement in unfounded or vindictive accusations of others. To the extent permitted by law, the School Board will protect the legitimate interest of all parties concerned in a dispute involving allegations of sexual harassment, sexual violence, and inappropriate sexual conduct. All inquiries will be treated as confidentially as possible.
4. School Division administrative and supervisory employees have a duty to report and investigate allegations of sexual harassment, sexual violence and inappropriate sexual conduct and take immediate and appropriate corrective action. Reports of sexual harassment, sexual violence, and inappropriate sexual conduct, should be reported to the School Administrator as well as the Title IX Coordinator for students.

5. Administrative and supervisory employees who allow sexual harassment, sexual violence and inappropriate sexual conduct to continue or fail to take appropriate corrective action shall be considered a party to the act of behavior, even though they may not behave in such a manner. Such personnel shall also be subject to corrective action. Depending on the circumstances, such corrective action measures may include demotion from a supervisory position and/or dismissal from School Division service.
  6. Each principal, assistant principal, teacher and other employee or other agent of the School Division has an affirmative duty to maintain a school environment free of sexual harassment, sexual violence, and inappropriate sexual conduct.
- C. The Superintendent or designees are authorized to develop appropriate regulations, guidelines, procedures and trainings for the reporting, investigating and resolving of complaints of sexual harassment, sexual violence and inappropriate sexual conduct. The Superintendent or designees are authorized to develop appropriate training and notifications regarding the School Board's commitment to providing an environment free of sexual harassment, sexual violence, and inappropriate sexual conduct.

#### **Legal Reference**

Title IX of the Education Amendments of 1972, as amended. 34 C.F.R. §106, *et seq.*, as amended.

Virginia Board of Education Guidelines for Prevention of Sexual Misconduct and Abuse in Virginia Public Schools, approved March 24, 2011, as amended.

Adopted by School Board: July 16, 1991

Amended by School Board: August 18, 1992

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: August 18, 2015

Amended by School Board: October 29, 2020



No changes

School Board of the City of Virginia Beach  
Regulation 5-44.1

**STUDENTS**

**Sexual Harassment, Sexual Violence, Inappropriate Sexual Conduct and Non-retaliation-complaint procedures**

Sexual harassment, sexual violence, and inappropriate sexual conduct will not be tolerated and may constitute violations of School Board policy or regulation, federal or state law. The School Division does not condone or tolerate any form of sexual harassment, sexual violence inappropriate sexual conduct or retaliation for reporting such conduct. The School Division is committed to the creation and maintenance of an educational environment in which all individuals who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment, sexual violence and inappropriate sexual conduct.

**A. Definition**

Unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature constitute sexual harassment, sexual violence and/or inappropriate sexual conduct when any of the following conditions is present:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's access, involvement or success in any School Division program, service or activity;
2. Submission to or rejection of such conduct by an individual is used as the basis of any decision affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or creating an intimidating, hostile, or offensive education environment; and
4. Such conduct by an employee, agent, or volunteer of the School Division that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatments protected under Title IX.

**B. Prohibited conduct**

Sexual harassment, sexual violence and/or inappropriate sexual conduct may be verbal, non-verbal, physical, written, electronic or visual. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with the individual's rights in the educational environment. Prohibited conduct that may be determined to be a violation under this Regulation of Title IX Guidelines is defined, but is not limited to:

1. Suggestive or obscene statements, noises, letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, fondling, sexual molestation or assault, impeding or blocking movement, leering, gestures, display of sexually suggestive actions, materials, objects, posters or cartoons, or other similar conduct. This includes electronic and verbal forms of communication;

2. Unwelcome sexual advances, propositions or other sexual comments such as: 1) sexually-oriented gestures, sounds, remarks, jokes, or comments about an individual's sexuality or sexual experience directed at or made in the presence of any other individual;
3. Physical assault or battery of a sexual nature, or the attempt thereof such as: 1) rape, sexual battery, molestation or attempts to commit those offenses, or committing an act with intent to cause fear in another of immediate bodily harm or death; 2) intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against or poking a student's body, or touching of the clothing covering the immediate area of the complainant's intimate body parts; and 3) other similar actions;
4. Continuing to express sexual interest after being informed that the interest is unwelcome.
5. Coercive sexual behaviors used to control, influence, or affect an individual's educational or employment opportunities, grades, and/or learning environment, opportunities to participate in or advance in school sponsored activities;
6. Offering or granting favors or benefits in exchange for sexual favors;
7. Preferential treatment or promise of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward;
8. Prohibited retaliation shall be defined as adverse action against a covered individual because the individual (or closely-associated individual) engaged in protected activity
  - a. an **"adverse action"** is an action that is likely to keep a reasonable person from engaging in protected activity, including but not limited to threats, assault or battery, harassment, or other conduct that has the purpose of substantially interfering with a person's access to or participation in the educational environment;
  - b. a **"covered individual"** is a person who has engaged in protected activity, such as filing a sexual harassment charge, or who is closely associated with an individual who has engaged in protected activity.
  - c. **"protected activity"** includes, but is not limited to: reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others; participation in a sexual harassment proceeding, such as cooperating with an internal investigation of alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation; and the asserting of one's rights, or objecting to such conduct.

### C. Grievance Procedures

In accordance with federal law and regulation, the procedures for filing, investigating and resolving grievances regarding violations of sexual harassment are set forth in the School Division's Title IX

guidance. If a complaint is determined not to be a violation of Title IX but may still constitute a violation of this Regulation, the complaint may be investigated as a complaint under Policy 5-7.

#### **D. Informal remedies or mediation**

The complainant or victim may utilize informal methods to remedy the complainant or mediation. Informal methods or mediation are not appropriate if the alleged conduct constitutes sexual violence or other unsafe condition for the victim. The complainant or victim cannot be compelled to utilize informal remedies or mediation and shall retain the right to discontinue informal remedies or mediation at any time.

#### **E. Retaliation and false reporting prohibited**

Retaliation against any individual who makes a complaint, participates in the investigation or resolution of a complaint is strictly prohibited and will be a violation of this Regulation. Pursuing other appropriate remedies will not be construed as retaliation. Intentional false reporting or misrepresentation of complaints or evidence regarding complaints is strictly prohibited and may result in appropriate action being taken by the School Division. Taking appropriate action against false reporting or misrepresentation will not be considered retaliation under this Regulation.

#### **F. Additional contact information for complaints of sexual harassment, sexual violence, or inappropriate sexual conduct:**

The Title IX Coordinator for student complaints is the Coordinator of Student Conduct/Services, Laskin Road Annex, 1413 Laskin Road, Virginia Beach, Virginia 23451, telephone (757) 263-2020, facsimile (757) 263-2022.

Complaints may also be directed to: U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

#### **Related Links**

School Board [Policy 5-6](#)

School Board [Regulation 5-6.1](#)

School Board [Regulation 5-6.2](#)

School Board [Policy 5-7](#)

School Board [Policy 5-21](#)

School Board [Regulation 5-21.1](#)

School Board [Regulation 5-21.2](#)

School Board [Regulation 5-21.3](#)

School Board [Policy 7-17](#)

School Board [Regulation 7-17.1](#)

Approved by Superintendent: July 16, 1991

Revised by Superintendent: August 18, 1992

Revised by Superintendent: September 21, 1993 (Effective August 14, 1993)

Revised by Superintendent: June 11, 2001

Revised by Superintendent: September 2, 2015

Revised by the Superintendent: October 29, 2020

# School Board of the City of Virginia Beach

## Regulation 5-44.2

### STUDENTS

#### Use of restrooms and locker rooms facilities

All students are entitled to use restrooms and locker rooms without harassment, discrimination, intimidation, threat, or fear.

~~Access to facilities such as~~ A student may use restrooms and locker rooms that correspond to thea student's sex or gender identity as designated in a student's official records.~~shall be available to all students. Upon request, s~~Single-user, gender-inclusive facilities or other reasonable alternatives shall be made available to any student.~~who seeks privacy.~~ Any options offered shall be non-stigmatizing and minimize loss of instructional/activity time. The Superintendent or designee is authorized to develop procedures for the parent/legal guardian of a minor student to determine which restroom or locker room their student will use. Menstrual supplies shall be available in accessible locations in elementary schools and in bathrooms of each middle and high school. ~~All students are entitled to use restrooms and locker rooms without harassment, discrimination, intimidation, threat, or fear.~~

#### Legal Reference

Code of Virginia § 2.2-3900, et seq., as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-6.1, as amended. Menstrual supplies; availability; public elementary, middle, and high schools.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender students; policies.

~~Virginia Department of Education Model Policies for the Treatment of Transgender Students in Virginia's Public Schools (2020), as amended.~~

Adopted by Superintendent: September 28, 2021

Revised by Superintendent: 2023



## STUDENTS

### Questioning of Students: Law Enforcement or Child Abuse/Neglect Investigations

#### A. Generally

Any school visitors from outside agencies are considered invitees to School Board property and are expected to adhere to the requirements of School Board Policy 7-17 and School Board Regulation 7-17.1.

To protect students and faculty, to preserve instructional time, and to maintain the confidentiality of students and their records, outside visitors must report to the school office or security desk to sign in and present proper identification in order to receive permission to visit.

#### B. Law Enforcement

The School Board shall protect the constitutional rights of minor students entrusted to its care until such time as the parents or legal guardian(s) can be contacted. The principal should verify that the interrogating officer is authorized to investigate the case. There shall be a clear understanding at the opening of any interrogation as to the distinction between the jurisdiction of the school, the home and the law enforcement agency.

Except, as described below, in investigations involving alleged child abuse or neglect, the questioning of students by law enforcement officers regarding acts committed outside the School Board's jurisdiction shall be held outside the school day and off school property whenever possible. If this restriction impedes swift law enforcement, the questioning of a student or students may be permitted within the school in a private place designated by the principal and in the presence of a designated school representative. The principal is expected to make a reasonable effort to notify a parent or legal guardian that law enforcement officials are seeking permission to question the minor student at school. The principal, or designee, shall maintain information derived from the questioning in strict confidence unless law enforcement procedures require otherwise.

Minor students may be removed from the school by a law enforcement officer after the parents or guardian have been contacted and have given their consent or when the law enforcement officer presents to the school official either warrants for the arrests of such students or detention orders issued by the judge or the clerk or deputy clerk of the juvenile and domestic relations district court or when the officer has probable cause to believe that the student has violated or is violating the law.

The law enforcement officers must identify themselves with a proper badge of authority from the applicable jurisdiction.

#### C. Child Abuse or Neglect

During the course of an investigation for alleged child abuse or neglect, Virginia law authorizes, and school personnel shall allow, law enforcement personnel and/or child protective service workers, in the performance of their duties, to interview any child suspected of being abused or neglected and/or their



siblings outside the presence of his/her parent/legal guardian or other person standing in loco parentis or school personnel and without first obtaining parental consent. ✓

The Department of Social Services (DSS) Caseworker must show photo identification indicating that he/she is employed by DSS. In order to visit the student, the DSS Caseworker must provide official documentation, in the form of an order from a court of competent jurisdiction or letter on official DSS letterhead, which indicates that there is a health or safety emergency. The DSS Caseworker will be permitted to meet with the student in a private location, to be determined by the principal of the school. DSS will only be permitted to visit students during school hours for investigations or interviews necessary for health, safety, or child abuse/neglect concerns.

#### **D. No Duty to Inform**

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School personnel do not have an obligation to inform parents, guardians, legal custodians or other persons standing in loco parentis that a child protective service worker or law enforcement personnel has requested to interview or has interviewed the child in connection with an investigation of alleged child abuse or neglect involving the child interviewed and/or his/her sibling.

#### **E. Access to Records**

Requests for access to student records by law enforcement officers or DSS is governed by School Board Policy 5-31.

#### **Legal Reference**

Code of Virginia §16.1-246, as amended. When and how a child may be taken into immediate custody.

Code of Virginia §63.1-248.10, as amended. Authority to talk to child or sibling.

#### **Related Links**

School Board [Policy 5-31](#)

School Board [Policy 7-17](#)

School Board [Regulation 7-17.1](#)

Approved by Superintendent: October 15, 1991

Revised by Superintendent: March 21, 1995

Revised by Superintendent: May 23, 2014

No changes

School Board of the City of Virginia Beach  
Policy 6-7

**INSTRUCTION**

**Access to Programs**

Access to and participation in course offerings, extracurricular activities, school organizations and competitive athletics shall be open to all students required by applicable law and regulation.

The Superintendent shall develop internal procedures for ensuring compliance with these legal references.

**Legal Reference**

Americans with Disabilities Act of 1990, 42 U.S.C. §12101, *et seq.*, as amended.

Title IX of the Education Amendments of 1972. 20 U.S.C. §1681, *et seq.*, as amended.

Section 504 of the Rehabilitative Acts of 1973, 34 C.F.R. Sections 104.7 (a) and (b), as amended.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: December 7, 2021

No changes

School Board of the City of Virginia Beach  
Policy 6-8

**INSTRUCTION**

**Controversial Issues**

**A. Generally**

Students, under the guidance of a teacher, are encouraged to explore, to present and to discuss divergent points of view in the quest for knowledge and truth. However, the discussion of a controversial issue must be tempered by a consideration of the age and maturity of the students.

**B. Definition**

A controversial issue may be the following: 1) any problem that society is in the process of debating; 2) any problem for which more than one solution is being supported; or 3) any issue that may arouse strong emotions. These issues may be a part of the instructional program only when they are germane to the subject being taught and only after consideration has been given to the age and maturity of the students. No individual may impose personal views on the students, and a balance must be maintained through the presentation of all sides of an issue.

**C. Rights of Students**

Students shall have the right:

1. To study at the level appropriate to the student's age those controversial issues germane to course objectives. These issues include, but are not limited to, those that have political, economic, social, scientific or moral significance.
2. To have free access to major ideas and information related to the topic.
3. To study under qualified instructors in an atmosphere free from bias, prejudice and intimidation and to form and express opinions on controversial issues without jeopardizing their relation with the teacher or the school. This provision does not imply license to infringe on the rights of others.

**D. Responsibility of the Teacher**

In discussing controversial issues, the teacher shall keep in mind that the classroom is a forum and not a committee for producing resolutions or dogmatic pronouncements. The class should feel no responsibility for reaching an agreement. The teacher has the responsibility to bring out the major facts concerning controversial questions.

The approach of the teacher to controversial issues must be impartial and objective and must include balanced assignments of materials. Before introducing materials to the class, the teacher must discuss with the principal those materials that the teacher believes might contain potentially objectionable language, concepts or graphics. The principal will rule on the appropriateness of these materials and concepts.

**Related Links**

School Board [Policy 7-12](#)

School Board [Regulation 7-12.1](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: December 7, 2021

Amended by School Board: June 13, 2022

## INSTRUCTION

### **Guidance and Counseling Policy**

#### **A. Notification**

Annually, the School Division shall provide written notification to parents/legal guardians and adult students about the academic, career, and personal/social guidance and counseling programs which are available. The notification shall include the purpose and general description of the program, information regarding ways parents may review materials to be used in guidance and counseling programs at the student's school, and information about the procedures by which parents/legal guardians and adult students may limit participation in such programs.

In addition, at the beginning of each school year, the local school shall provide written notification of an overview of its program, including a brief description of the guidance services and the counseling services that may be offered during the school year.

Guidance and counseling materials shall be made available at each school for review by any interested person.

#### **B. Participation**

No student shall be required to participate in any guidance and counseling program to which the minor student's parents/legal guardians or the adult student object. However, parental consent shall not be required for short duration counseling needed to maintain order and discipline, or for those situations which may require the immediate attention of the counselor.

#### **C. Techniques**

School counselors shall not use techniques which are inappropriate to the school setting. Examples of these techniques include, but are not limited to, hypnosis, progressive relaxation and guided imagery and/or visualization, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

School counselors shall not use techniques which are beyond the scope of the school counselor's professional certification.

#### **D. Confidentiality**

Any information and records of personal/social counseling shall be kept confidential and separate from a student's educational records and not disclosed to third parties without prior consent of the parents/legal guardians of a minor student or of the adult student or as otherwise provided by laws. The School Division does not authorize the release of information concerning student discipline and/or criminal records.

#### **E. Personal/Social**

##### **1. Classroom Guidance**

No counseling techniques shall be used in the classroom guidance program that are not described in the annual notification provided or that require students to disclose sensitive or personal information.



A student may be withdrawn from classroom guidance at any time. This request must be in writing from the minor student's parents/legal guardians or the adult student.

## **2. Individual Counseling**

Counselors are able to meet with students without written parental consent to discuss incidental or normal developmental concerns and to assess a situation for possible recommendation for non-school related counseling. School counselors are not trained to provide therapy. They will work in collaboration with families to find therapists at the family's expense. Except with regard to eligible students, parents must be informed and given an opportunity to object before counseling services pertaining to gender are given.

A student may be withdrawn from individual counseling at any time. This request must be in writing from the minor student's parents/legal guardians or the adult student.

## **3. Group Counseling**

Each school shall require informed written consent from the parents/legal guardians of a minor student or from an adult student prior to a student's participation in group counseling activities. Notification shall include the following:

- a. Purpose and goals of the group counseling
- b. Estimated frequency of sessions and duration
- c. A statement that all materials and supplemental media used in whole or part shall be available for review.

A student may be withdrawn from structured ongoing group counseling at any time. This request must be in writing from the minor student's parents/legal guardians or the adult student.

## **F. Advisory Council**

Each school shall have an Advisory Council consisting of parents, teachers, school counselors, and administrators to assist in the development of a comprehensive (K-12) school counseling program, to audit its results, and to recommend priorities to school administrators. A school's Advisory Council may be combined with the School Planning Council.

## **Legal Reference**

Code of Virginia 22.1-253.13:1. Standard 1. Instructional programs supporting the Standards of Learning and other educational objectives.

Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; *et seq.*, 34 C.F.R. Part 99.

Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. § 1232h; *et seq.*, 34 C.F.R. Part 98.

Approved by Superintendent: June 18, 1996

Revised by Superintendent: August 20, 2012

Revised by School Board: 2023

School Board of the City of Virginia Beach  
Regulation 6-56.1

**INSTRUCTION**

**Field/Class/Curriculum or Extra-curricular Trips**

The Superintendent authorizes the travel for field/class/curriculum or extra-curricular trips under the conditions set for the below.

**A. Commercial Carriers**

Commercial carriers listed on the School Division's Approved Passenger Motor Carrier List may be used when appropriate. Pre-approval through the School Division's Passenger Carrier Master Agreement must be obtained at least 30 days in advance for the use of non-local and out of state commercial carriers.

**B. Privately-Owned Vehicles - general requirements include:**

1. No student, parent/legal guardian, or volunteer who has been convicted of two or more traffic violations within the preceding 12 months, has two or more unresolved traffic violations within the preceding 12 months, or has one conviction and one or more unresolved traffic violation(s) within the preceding 12 months, shall drive students on a field trip or to a school-related event.
2. No student, parent/legal guardian, or volunteer who has been convicted of driving under the influence of drugs or alcohol within the preceding five (5) years or who has a driving under the influence of drugs or alcohol charge pending, shall drive students on a field trip or to a school-related event.
3. The coach, activity sponsor, or building principal shall require any person driving students in a private vehicle to display a valid driver's license and parent permission slip, and to sign a written statement, on a school administration-approved form, that such driver does not have convictions or any pending charge(s) which violate applicable law, policy or regulation, and further agreeing to provide a DMV abstract in response to a request by School Administration, prior to such coach, sponsor, or building principal authorizing such driver to transport students. No driver who refuses to provide a DMV abstract upon the request of school administration shall be permitted to drive students on a field trip or to a school-related event.

**C. Field Trips and Other School Events**

1. Parents/legal guardians, students, volunteers, or other non-division persons, may drive students for field trips or other school events under the following circumstances:
  - a. School bus transportation is not available or feasible because of distance to the event, the limited number of students participating, or in other circumstances designated by the principal.
  - b. Adult students and minor students' parents/guardians are required to complete a field trip permission form, approved by the Department of School Administration, which clearly indicates the type of transportation, the type of driver (e.g. student, parent, volunteer), if not a member of the school staff, and other pertinent field trip information as required by the principal.
  - c. Persons not employed by the School Division and approved for driving for field trips will be required to furnish copies of certificates of insurance showing minimum combined liability limits per person, per accident of \$100,000 and a copy of a valid driver's license which shall be kept on file by the school.  
(Certificate of insurance coverage may be waived in the event that a rental vehicle is used and insurance with the foregoing limits is part of the rental agreement.)  
Non-division persons must also sign the certification required by Section B.

#### **D. School Athletic Events**

1. Parents/legal guardians, students and other non- division personnel may transport student athletes/athletic teams/cheerleaders to school-related athletic events only if:
  - a. Each adult student or minor student's parent/legal guardian has completed an Athletic Field Trip Form at the beginning of the current athletic season; and
  - b. The adult student or minor student's parents/legal guardian has signed the Release, Waiver and Indemnification form and such form is on file with the athletic team coach; and
  - c. No school bus, school vehicle or van transportation is available because of distance to the event, the limited number of students participating or in other circumstances designated by the principal.



2. No parent/legal guardian, student or other non- School Division persons will be permitted to transport an athlete or athletic team unless a copy of a valid driver's license and proof of liability insurance showing minimum combined liability limits of \$100,000 per person, per accident for such driver are on file with the athletic team coach and such driver has signed the certification required by Section B.
3. For School Division employees who transport students on special occasions see Regulation 4-25.1.

#### **E. Scope of School Board Liability Insurance**

School Board liability insurance policies will not cover drivers approved under D(3) from liability claims of passengers or third parties, will not provide such drivers with medical pay insurance, and will not protect against uninsured motorists. Consequently, in emergency situations, such as the unavailability of a bus or insufficient seating in an employee's vehicle, non-division persons who transport students to school-related activities or events do so voluntarily and at their own risk. Such drivers shall comply with the minimum liability insurance requirements set forth in Subsection E3c.

1. **Exceptions** - Nothing in this Regulation shall be interpreted to preclude a parent/legal guardian from transporting his/her own children to and from a sporting event or a school-related event with the prior permission of the coach or sponsor.

#### **F. Accommodations for overnight trips**

1. All students and parents/legal guardians of minor students who participate in extracurricular activities that involve overnight trips should be made aware of the rooming, bathing, and changing facility arrangements for the overnight trip prior to signing up for the trip.
2. Students may choose the rooming, bathing, and changing facilities that align with the student's sex or gender identity as set forth in the student's official records. Parents/legal guardians of minor students may designate that their minor student will only use such facilities that are single user or a reasonable accommodation that provides for privacy for their student. No student will be required to share rooming, bathing, or changing facilities and may request single user facilities for the purpose of maintaining personal privacy. When single user facilities are not available, reasonable efforts will be made to accommodate a student's request for personal privacy.
3. Trip coordinators will respect the confidentiality of students' gender identities and obtain permission before discussing confidential

information with other students, staff, chaperones, or unauthorized persons.

4. Students or the parent/legal guardian of a minor student who have concerns regarding rooming, bathing, and changing arrangements should discuss their needs with the trip coordinator.
5. For overnight field trips, students should not be placed into single occupancy accommodations that are not required for other students. A student will not be required to share rooming, bathing, or changing facilities and, upon request, may be offered single user facilities when such are reasonably available.
6. Adults who are not students should not share rooming, changing, or bathing facilities with students. Exceptions may be made for family members.
7. Reasonable efforts should be used to resolve the accommodations needed for students attending the overnight trips.

#### **G. Health and disability considerations**

Trip coordinators should consider the health and disability accommodations that may need to be accommodated for students, staff, and chaperones to attend field, class, curriculum, extracurricular related trips. Students who have health issues or disabilities that may need to be accommodated may not be prohibited from attending the trip unless specific health and physical, mental, or emotional abilities are essential requirements for participating in the trip. Examples include but are not limited to: a backpacking trip that requires the ability to hike up mountains; the ability to be outside for long periods of time; the ability to walk for extended periods of time. When planning trips, trip coordinators should consider the transportation, health services, allergy or prescription drug plans, weather conditions, and personal assistance requirements for participants.

#### **Legal Reference**

Code of Virginia § 2.2-3900, et seq., as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender students; policies.

~~Virginia Department of Education Model Policies for the Treatment of Transgender Students in Virginia's Public Schools (2020), as amended.~~

Approved by Superintendent: July 16, 1991

Revised by Superintendent: November 10, 2011

Revised by Superintendent: July 12, 2013

Revised by Superintendent: September 6, 2017

Revised by Superintendent: 2023



### **VHSL SPORTS**

<b>Fall Sports</b>			
Girls Team	Boys Team	Girls participate	Boys can participate
Competition Cheer			Yes
Sideline Cheer			Yes
	Football	Yes	
Cross Country	Cross Country		
Golf	Golf		
Volleyball	Volleyball		
Field Hockey			
<b>Winter Sports</b>			
Girls Team	Boys Team	Girls can participate	Boys can participate
	Wrestling	Yes	
Gymnastics			
Indoor Track	Indoor Track		
Swim and Dive	Swim and Dive		
Basketball	Basketball		
<b>Spring Sports</b>			
Girls Team	Boys Team	Girls can Participate	Boys can participate
Softball			
	Baseball	Yes	
Lacrosse	Lacrosse		
Tennis	Tennis		
Soccer	Soccer		
Outdoor Track	Outdoor Track		

VHSL Handbook Rule 54-6-1N Participation Limitation

**54-6-1 Participation Limitation**-If a school maintains separate teams in the same sport for girls and boys during the school year, regardless of sports season, girls may not compete on boys teams and boys may not compete on girls teams. If a school maintains only a boys team in a sport,

girls may compete on the boys team. Boys may not participate on a girls team in any sport other than cheerleading unless the Executive Committee determines that boys' opportunities for participation in athletics have been limited in the past.

**PM 54-6-1 (1) PARTICIPATION LIMITATIONS/Girls on Boys Teams (2-95)**-If a school offers a team for girls but not at the comparable level (sub-varsity or varsity) which would permit girls to participate, girls are permitted to play for the comparable boys team.

**PM 54-6-1 (2) PARTICIPATION LIMITATION/Baseball vs. Softball (3-91)**-The Office of Civil Rights has ruled that softball and baseball are not “comparable” sports under Title IX. Therefore, if a school sponsors both softball and baseball, a girl must be allowed to tryout and, if judged to have the ability, be allowed to be a member of the school’s boys baseball team.

**PM 54-6-1 (3) PARTICIPATION LIMITATION/Girls on Boys Cross Country Teams (9-75)**-A girl who is a member of the boys cross country team may not compete in an invitational tournament designated for girls only. A separate division for girls at a cross country invitation meet is appropriate for schools that have both a separate boys team and a separate girls team. When a member of a boys team, a girl may still compete in an individual girls invitational tournament but not a team girls invitational tournament.

**28A-8-1 TRANSGENDER POLICY (12-14)**-Students who wish to participate in a VHSL gender-specific sports team that is different from the gender identity listed on the student’s official birth certificate or school records are advised to address the gender identification issue with the local school district well in advance of the deadline for athletic eligibility determinations for a current sports season. Students should not be permitted to participate in practices or to try out for gender-specific sports teams that are different from their publicly identified gender identity at the time or to try out simultaneously for VHSL sports teams of both genders. When a school identifies a transgender student who seeks to participate in VHSL sports and/ or activities, the school principal should submit a letter requesting an appeal to the district chairman and the VHSL executive director. The letter should be responsive to the conditions in the policy below. Privacy Statement: All discussions and documents at all levels of the process either by a member school, appeals panel, and/or the VHSL shall be kept confidential unless specifically requested by the student and family.

Note: VHSL honors and respects all individuals based on gender, gender identity, gender expression, race, sexual orientation and creed while striving to provide safe and equitable competition. VHSL rules and regulations allow transgender student-athlete participation under the following conditions:

1. The student/or parents shall contact the school principal or their designee indicating that the student has a consistent gender identity different than the gender listed on the student’s official birth certificate or school registration records, and that the student desires to participate in activities in a manner consistent with his/her gender identity.

2. The first level of review shall be the District Committee. All documentation supporting the appeal shall be forwarded to the District Chairman. The District Chairman does not have to call a meeting until the request and all materials are filed with the District Chairman. The District Committee (three members only) shall review the case within three working days. The student/appellant is entitled to be present at hearing. If they choose not to attend, a conference call shall suffice. The District Committee must confer with the Executive Director or VHSL Assistant Director for Compliance before rendering a final decision. Within 24 hours, the District Committee will provide the student/appellant in writing the Committee's recommendation as to whether eligibility should or should not be granted. Within 24 hours, the District Chairman will provide the Executive Director with a copy of the District Committee's recommendation plus a copy of the student/appellant's application and documentation.

3. The second level of review shall be the Executive Director and/or Compliance Officer. If the Executive Director concurs with a favorable District Committee decision that eligibility should be granted, the student shall become eligible immediately. In all other cases, the Executive Director will advise the student/appellant of his decision regarding the case, and the student/appellant has the option of requesting in writing that the appeal advances to the Executive Committee. The Executive Director will send a written notice to the student/appellant and the District Chairman.

4. If the recommendation of the District Committee or the decision of the Executive Director is not to grant eligibility, the student/appellant may file a written application for appeal to the Executive Committee. Within 10 working days after the written request and all materials are filed at the VHSL office, the Executive Committee will hear all cases advanced by the Director. The Director will inform all parties of the date, time and site of hearing. The student/appellant is entitled to be present. At least two-thirds favorable vote is required for a waiver. The Executive Committee may not grant retroactive eligibility. The Executive Director will provide the decision in writing to the student/appellant and the District Chairman.

5. Documentation: The student/appellant must provide the principal or their designee and the VHSL with the following documentation and information:

- A written statement from the student affirming the consistent gender identity and expression of which the student relates;
- Documentation – preferably no more than one or two letters – from individuals such as, but not limited to, parents, friends and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression
- A complete list of all the student's prescribed, non-prescribed or over the counter, treatments or medications;
- Written verification from an appropriate health-care professional (doctor, psychiatrist, and psychologist) of the student's consistent gender identification and expression; and

- Any other pertinent documentation or information which the student or parent(s) believe relevant and appropriate. Note: The VHSL discourages submission of documents providing medical or psychological information that is unrelated to a student's gender identity and/or transgender transition.

6. The school principal or their designee is expected to provide a current transcript and school registration information as well as a statement that he/she has determined that the expression of the student's gender identity is bona fi de and not for the purpose of gaining an unfair advantage in competitive athletics (or indicate that he/she does not believe such is the case).

7. At each level of review, the goal is to determine if the evidence and documentation submitted is sufficient to establish that the expression of the student's gender identity is bona fi de and not for the purpose of gaining an unfair advantage in competitive athletics. In the second and third levels of review (to the Executive Director and the Executive Committee), consultation with medical professionals from the VHSL Frank C. McCue Sports Medicine Advisory Committee (SMAC) or those familiar with World Professional Association for Transgender Health (WPATH) protocols for transitioning (the process by which a transgender person lives consistently with their gender identity) is encouraged.

8. As a general matter, after the issue of gender identity has been addressed by the student and the VHSL appeals process, the determination shall remain consistent for the remainder of the student's high school sports eligibility and does not need to be renewed every sports season or school year.



**Subject:** Approval of Minutes **Item Number:** 10A

**Section:** Approval of Meeting Minutes **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Regina M. Toneatto, School Board Clerk

**Recommendation:**

That the School Board adopt the following set of minutes as presented:

A. August 22, 2023 Regular School Board Meeting

**Note:** Supporting documentation will be provided to the School Board under separate copy and posted to the School Board website.

**Background Summary:**

N/A

**Source:**

Bylaw 1-40

**Budget Impact:**

N/A



## VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

### School Board Services

**Trenace B. Riggs, Chair**  
District 1 – Centerville

**Carolyn D. Weems, Vice Chair**  
District 9

**Beverly M. Anderson**  
At-Large

**Kathleen J. Brown**  
District 10

**Michael R. Callan**  
District 6

**David Culpepper**  
District 8

**Jennifer S. Franklin**  
District 2 – Kempsville

**Victoria C. Manning**  
At-Large

**Staci R. Martin**  
District 4

**Kimberly A. Melnyk**  
District 2

**Jessica L. Owens**  
District 3 – Rose Hall

**Aaron C. Spence, Ed.D., Superintendent**

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### ***School Board Regular Meeting MINUTES*** **Tuesday, August 22, 2023**

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**Holland Road Annex**  
2323 Holland Road  
Virginia Beach, VA 23453  
(757) 263-1000

1. ***Administrative, Informal, and Workshop:*** Chair Riggs convened the Administrative, Informal, and Workshop session at 4:05 p.m. on the 22<sup>nd</sup> day of August 2023 and announced the members of the public will be able to observe the School Board meeting through live streaming on [schoolboard.vbschools.com/meetings/live](https://schoolboard.vbschools.com/meetings/live), broadcast on VBT Channel 47, and on Zoom; welcomed members of the public both in person and online.  
In addition to Donald E. Robertson, Ph.D., Chief of Staff, standing in for Superintendent Spence, the following School Board members were present in the Holland Road Annex/Einstein Lab: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown (arrived at 4:17 p.m.), Mr. Callan, Mr. Culpepper (arrived at 4:30 p.m.), Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. Ms. Martin was not present due to attending the U.S. Travel Conference in Georgia for her full-time job. Ms. Martin will try to join online via Zoom later this evening.
  - A. **School Board Administrative Matters and Reports:** Chair Riggs shared the following information: 1) September one-on-one meetings with Dr. Robertson, meeting list passed to School Board members to review and confirm meeting dates; 2) another list for review, 2023-2024 school adoption list, School Board members to choose schools to visit during the school year; 3) mentioned the Joint City Council/School Board 5-year Forecast meeting in November (on either the 14<sup>th</sup> or 15<sup>th</sup>); 4) the At-Large Governance seat is vacant due to the selection of Ms. Owens as the new PRC Chair, Ms. Brown has agreed to fill the vacant At-Large Governance seat, according to By-law 1-28 – this change needs to be voted on and Chair Riggs will amend the agenda tonight to add this topic to both Information and Action; and 5) a suggestion came from the Governance Committee meeting regarding increasing the data allowance for School Board members, the amount of the increase is \$100.00 a month, funds are available in budget; a brief discussion followed regarding the data allowance; suggestion to make the allowance optional; the need for the allowance; help to compensate for School Board work.
  - B. **Summer Learning Program:** Danielle E. Colucci, Chief Academic Officer, provided the School Board an update on the implementation of summer learning experiences in elementary and secondary and the instructional support for an effective school opening; reviewed the elementary summer learning opportunities - Summer Learning Boost (all sites): June 19 – August 27, Summer Learning Camp (select sites): July 5 – 26, Learning Leaps (select sites): July 5 – August 19; 1,400 students accessed Boost Learning opportunities; reviewed data on percentages of students who attended 10 or more of the 13 instructional days, on average 70% attended 10 or more days; data on summer learning camp – Language Arts: Grades K-2: 84%-93% of students demonstrated growth, Grades 3-5: 85%-92% of students demonstrated growth; data on summer learning camp – Math: Grades K-2: 84% or more of students demonstrated growth, Grades 3-5: 83% or more of students demonstrated growth; Summer Learning Leaps – site-based learning experiences, over 300 students engaged in these opportunities (i.e. problem-based learning, inquiry, hands-on science, tutoring); Extended School Year (ESY) services: special education and/or related services provided beyond the typical school year, consideration of ESY services is a part of the IEP process; 2023 Extended School Year (ESY): 747 elementary, 245 secondary (middle/high), 200 SECEP (all programs K-12), total number: 1,192; more participated this year than last year.



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Secondary Summer Learning opportunities – summer school retake courses: June 28 – August 2 (Independence Middle, Salem Middle, Green Run High, Princess Anne High); summer school first time courses: June 21 – August 7 (Virginia Beach Digital Campus); data repeat course pass rate (face-to-face) - overall enrollment: 594 middle school and 787 high school; overall pass rate: 96.7% middle school and 93.1% high school; Virginia Beach Digital Campus high school level courses: 1,966 total registration, overall pass rate: 96.5%; summer graduation on Wednesday, August 23; 117 students will graduate; Secondary Summer Learning Boost: 660 secondary students accessed Canvas for math Boost opportunities, 130 secondary students accessed Canvas for science Boost opportunities; summer learning opportunities: AVID Science Summer Bridge Program: Mission Possible, STARTALK Camp, Wellness Up! Camp; summer performing arts camps: 6 high school performing arts camps (band, orchestra, theatre strands), 6 middle school performing arts camps (band, orchestra, chorus strands). The presentation continued with questions and comments regarding elementary students attending a summer program; students in Achievable Dream attending programs; ESY students; numbers were good for summer programs; great results; opportunities for students; and thanks to staff and teachers for helping with the summer programs.

- C. **Recovery School:** Matthew D. Delaney, Chief Schools Officer provided the School Board an update on the process or the Recovery School and will seek guidance from the School Board on next steps; reviewed the purpose of a recovery school; the primary purpose of a recovery school is to educate students in recovery from substance use or students who have co-occurring disorders with an educational and recovery focus; as of 2020, there were a total of 43 recovery schools in 20 states in the United States; in Virginia, Chesterfield county opened a regional recovery school; in addition to providing traditional educational services, recovery schools often include: focusing on relapse prevention, encouraging healthy choices and the use of a wide range of social services to provide additional support; reviewed recovery school update: received approval from the Board to pursue Lab School Planning Grant, submitted Lab School grant application to VDOE, VDOE denied the Lab School grant application, VBCPS worked with the Hampton Roads Legislative Representatives to secure funding, Recovery School funding was not available; Vice Chair Weems shared her personal story, need for resources in Virginia Beach, went to Richmond to discuss issue, discussions with Superintendent (Dr. Spence) the past few years about Recovery School, mentioned the Chesterfield Recovery School, shared broad statistics about issue (2007 – three deaths in Virginia Beach, last year 88 deaths; Chesapeake 16 to 60; Norfolk three to 91 last year; Portsmouth one to 94 last year), need for a recovery school – education and recovery, percentage of drug use increased with eighth graders in the last four years, has done presentations in the high schools the past two years, options to secure funds, options moving forward, mentioned visit and tour of recovery school in New Jersey. The presentation continued with comments and questions; Robert Jamison, Executive Director, Student Support Services discussed the issue of recovery or education; path forward to address addiction and substance abuse; recovery school is an option; need direction on variety of resources available; families need resources; how to move forward – what are the options; other districts interested in joining forces; regionally or locally; regional approach may have a higher chance for resources; contact colleagues in the area to determine interest; cost; what resources currently available; connections with Sentara, CHKD; sustainability; legal responsibility for school system; Chesterfield model; make this a priority for the School Board; administration wish list and proposed budget to bring back to the Board; conversations with the City; good idea to discuss with Mayor and Vice Mayor; make this a budget priority; look at variety of needs; need to leverage instructional options; regional approach and securing funds from General Assembly; need to move forward and explore; budget development starting; and providing the School Board another update in a few weeks.

2. **Closed Session:** There was no Closed Session during the Administrative, Informal, and Workshop session. See agenda item #17.
3. **School Board Recess:** Chair Riggs adjourned the Administrative, Informal, and Workshop session at 5:31 p.m.
4. **Formal Meeting (Holland Road Annex – School Board Room/Auditorium) ..... 6:00 p.m.**
5. **Call to Order and Roll Call:** Chair Riggs convened the meeting of the School Board at the Holland Road Annex, School Board Room/Auditorium at 6:06 p.m. on the 22<sup>nd</sup> day of August 2023 and welcomed members of the public both in person and online.

In addition to Donald E. Robertson, Ph.D., Chief of Staff, standing in for Superintendent Spence, the following School Board members were present in the Holland Road Annex, School Board Room/Auditorium: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens (arrived at 6:15 p.m.) Ms. Martin was not present due to attending the U.S. Travel Conference in Georgia for her full-time job. Ms. Martin will try to join online via Zoom later this evening.

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6. **Moment of Silence followed by the Pledge of Allegiance**
7. **Student, Employee and Public Awards and Recognition:** There were no student, employee or public awards presented at the meeting.
8. **Adoption of the Agenda:** Chair Rigg made the following modifications to the agenda: under Information the addition of item 12C – Recommendation to fill the vacant At-Large Governance seat by Kathleen Brown and under Action the addition of item 15C – Vote on recommendation to fill the vacant At-Large Governance seat by Kathleen Brown. Chair Riggs made the motion, seconded by Vice Chair Weems to approve the agenda as presented and modified. There was a brief discussion on clarifying the modifications of the agenda; Chair Riggs explained the reason for the modifications; Kamala Lannetti, School Board Attorney restated the following modifications: add Information item #12C – discussion or introduction of the addition to the Governance Committee of the At-Large Member, Ms. Brown and move to Action item #15C – the vote on approving Ms. Brown as the At-Large Member of the Governance Committee. Without further discussion, Chair Riggs called for a vote to adopt the agenda. The School Board Clerk announced there were nine (9) ayes in favor of the motion to adopt the agenda as presented and modified: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, and Ms. Melnyk. The motion passed, 9-0-0.
9. **Superintendent's Report (second monthly meeting) and recognitions (first and second monthly meetings):** Donald E. Robertson, Ph.D., Chief of Staff shared the following information: 1) Ms. Sham Bevel is one of three finalists for the 2024 National Principal of the Year award. Earlier this year, Ms. Bevel was named Outstanding Middle School Principal of Virginia; 2) shared a video about our community mentorship program, clips show how our mentors and students from Parkway and Green Run Elementary Schools benefit from this program. Thanks to the Virginia Beach Bar Association, the sheriff's department, the police department, and the lead mentor – Judge Tim Quick; 3) more than 6,000 community members filled the Virginia Beach Convention Center on August 12 for the Back-to-School Care Fair. Community partners and VBCPS volunteers helped distribute and donate: 3,500 backpacks, 200 haircuts, 200 dental screenings, 283 vision screenings, 95 physicals, and 1,500 bags of non-perishable food; and 4) last week was the New Educator Orientation Program for teachers, specialists, speech language pathologists, and counselors; more than 100 food services professionals recently met at Green Run High School to prepare new menu items, tastings, and exchange ideas; reminder the first day of school is August 28.  
  
After the report, Dr. Robertson introduced the following appointments which were voted on and approved at the August 8, 2023 School Board meeting: Michala D. Cardwell, Ed.D., Assistant Principal, W.T. Cooke Elementary School as Principal, Windsor Woods Elementary School; Romona S. Harps, Administrative Assistant, W.T. Cooke Elementary as Assistant Principal, W.T. Cooke Elementary School; Nicole M. Keros, Assistant Principal, Point O'View Elementary School as Principal, Thalia Elementary School; Molly M. Lewis, Assistant Principal, Windsor Oaks Elementary School as Principal, Windsor Oaks Elementary School; Chelyse V. Miller, Administrative Assistant, Diamond Springs and Seatack Elementary Schools as Assistant Principal, Creeds Elementary School; Angela D. Norell, Administrative Assistant, College Park and Thalia Elementary Schools as Assistant Principal, Point O'View Elementary School; and Eugene F. Soltner, Ed.D., retired former Chief School Officer, Department of School Leadership as Chief of Staff, Office of the Superintendent.
10. **Approval of Meeting Minutes**
  - A. August 8, 2023, Regular School Board Meeting: Chair Riggs called for any modifications to the August 8, 2023 regular School Board meeting minutes as presented. Hearing none, Chair Riggs called for a motion to approve the August 8, 2023 meeting minutes as presented. Ms. Anderson made the motion, seconded by Mr. Callan. Without discussion, Chair Riggs called for a vote to approve the August 8, 2023 meeting minutes as presented. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve the August 8, 2023 meeting minutes as presented: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.
11. **Public Comments (until 8:00 p.m.)**  
Chair Riggs announced the School Board will hear public comments until 8:00 p.m. on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and School Division. Chair Riggs mentioned information regarding speaker process and submitting comments via group email. There were thirty-four (34) in person speakers (including thirteen (13) student speakers) and six (6) online speakers: topics discussed were parents rights; model policy; transgender students; use of preferred name/pronoun; basic rights; legal issues of model policy; 14<sup>th</sup> Amendment; Human Rights Act; gender identity; protect all students; Ms. Manning's resolution; how to enforce policy; privacy of youth; schools as a safe place; how to implement policy; increased workload for teachers; legal issues; Virginia Code 22.1-3.3;

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Policy 5-7; follow state law; support for model policy; need to adopt model policy; protect parental rights; include parents in education; parental involvement; student representative to School Board; teaching Civics; mental health of students; Ms. Owen's resolution; treatment of transgender students; ODS selection process; advocate for teachers; needs of teachers; workload of teachers; teacher retention; school calendar; protect student and parent rights; bathrooms; support for Ms. Manning's resolution; U.S. Constitution; parental responsibility; PRC meeting; and Oath of Office.

The Public Comments were suspended at 8:06 p.m., to continue with the formal meeting and items on the Information Agenda.

## 12. Information

- A. Program Evaluation Schedule for 2023-2024: Heidi L. Janicki, Ph.D., Director of Research and Evaluation, provided the School Board the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2023-2024 school year; reviewed evaluations conducted in 2022-2023 - Canvas: Year 1 implementation evaluation, Positive Behavioral Interventions and Supports (PBIS): Year 3 evaluation (advanced tiers), Renaissance Academy Alternative Education Program: Year 1 implementation evaluation, Gifted Resource-Cluster Program: comprehensive evaluation; reviewed Policy 6-26 Evaluation of New and Existing Programs: new educational programs/initiatives evaluated for two years and during year of full implementation, previously evaluated programs may remain on the program evaluation schedule base on School Board approved multi-year evaluation plans, proposed evaluation schedule presented to Superintendent, Senior Staff, and Planning and Performance Monitoring Committee, evaluation schedule requires School Board approval each year; 2023-2024 Program Evaluation Schedule – Canvas: Year 2 evaluation, Renaissance Academy Alternative Education Program: Year 2 implementation evaluation, Behavioral and Mental Health Supports for Students: Year 1 implementation evaluation (Behavior Intervention Support Team (BIST), Rapid Response, Bridge Program, Responsive Classroom, BASE Program, Community in Schools); noted additional evaluations or updates may be recommended based on 2022-2023 evaluation results presented this fall/winter.
- B. Policy Review Committee (PRC) Recommendations: Recommendation that the School Board review Policy Review Committee (PRC) recommendations regarding amendments or reviews of certain policies from its August 10, and August 14, 2023 meetings. Kamala H. Lannetti, School Board Attorney presented the following information:
  1. Policy 2-48/Salaries and Compensation: The PRC recommends repealing Policy 2-48 because it was readopted at the 6/8/23 School Board Meeting when it had already been deleted in April 2023. The Policy was already adopted and renumbered as Policy 4-35.
  2. Policy 4-7/Nepotism: Employment/Supervision of Relatives: The PRC recommends changes to clear up sentence structure and clarifies the supervision of family.
  3. Policy 4-9/Health Certifications/Medical Examinations/Communicable Disease Awareness/Fitness for Duty: The PRC recommends changes reflecting recent requirements for Food Service Workers.
  4. Policy 4-10/Conditions of Employment: The PRC recommends updating language throughout the policy to reflect recent changes in law.
  5. Policy 4-11/Appointment: The PRC recommends clarifying eligible positions in question and removing the Editor's Note.
  6. Policy 4-12/Assignment, Reassignment and Transfer: The PRC recommends changing the waiting period for a new employee to request a transfer to after their first evaluation.
  7. Policy 4-13/Contract Period/Calendar Work Days: The PRC recommends a change in the title of the policy to read "Contract Period/Calendar."
  8. Policy 4-14/Alternative Work Schedules: 12-Month, Non-Instructional Employees: The PRC recommends spelling out VLDP "Virginia Long term Disability Program" and removing the Editor's Note.
  9. Policy 4-20/Reduction in Force (RIF): The PRC makes no recommended changes. The Policy is being reviewed in order to keep it within the 5 year review period.
  10. Policy 4-23/Conflict of Interests: The PRC recommends adding language that clarifies the responsibility of current employees regarding contracting with family members and removing the Editor's Note.
  11. Policy 4-33/Investigative Procedures: The PRC recommends changes to make the Policy consistent with other recently reviewed policies.
  12. Policy 4-38/Travel Expenditures/Reimbursement: The PRC recommends changes to make the Policy consistent with other recently reviewed policies.

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13. Policy 4-42/Property Damage/Reimbursement: The PRC recommends changes to make consistent with other recently reviewed policies.
  14. Policy 4-45/Sick Leave Banks: The PRC recommends changes to make the Policy consistent with other recently reviewed policies.
  15. Policy 4-49/Military Service: The PRC recommends changes to make the Policy consistent with other recently reviewed policies.
  16. Policy 4-51/Lawsuits and Subpoenas: The PRC recommends making changes to update the title and position of City Attorney to School Board Attorney and other language to make consistent with other recently reviewed policies.
  17. Policy 4-57/Licensed Personnel Contracts: The PRC recommends adding clarifying language from the Virginia Code and updating the Legal References. There was a comment referring to the notation at the bottom of the policy.
  18. Policy 4-65/Meetings and Conferences: The PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
  19. Policy 4-66/Tutoring for Pay: The PRC recommends adding language that limits offering paid tutoring services by teachers.
  20. Policy 4-67/Investigating/Reporting Alcohol or Drug Use: The PRC recommends separating marijuana from illegal drug use to align with new laws and updating the Legal Reference section reflecting those changes.
  21. Policy 4-68/Reporting Child Abuse or Neglect: The PRC recommends updating language to make consistent with other previously reviewed policies.
  22. Policy 4-70/Licensed Personnel: Teacher Salary Scale: The PRC recommends changing language regarding job related experience.
  23. Policy 4-73/Awards for Achievement and Service: The PRC recommends updating language to make consistent with other previously reviewed policies.
  24. Policy 4-83/Evaluation: The PRC recommends updating language to make consistent with other previously reviewed policies.
  25. Policy 4-85/Meetings, Conferences and Conventions: The PRC recommends updating language to make consistent with other previously reviewed policies.
  26. Policy 4-86/Classified Personnel: Compensation: The PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
  27. Policy 4-87/Overtime: The PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
  28. Policy 4-91/Student Teachers: The PRC recommends updating the license renewal period from 5 to 10 years and making changes that are in line with changes made in recently reviewed policies.
  29. Policy 4-92/Summer School Teachers Assignment and Placement: The PRC recommends rewriting the Policy to clarify its intent.
  30. Policy 4-97/Administrative Intern and Administrative Assistants: The PRC recommends changing VBCPS reference to School Division and other typographical changes to make more consistent with other previously reviewed policies.
  31. Policy 5-9/Age of Entrance/Kindergarten: The PRC recommends adding clarifying language and a new Legal Reference.
  32. Policy 5-7/Non-discrimination and Non-harassment of Students: The PRC recommends editing the first paragraph by removing the title of the Virginia Department of Education Model Policies in the event that the title changes from time to time and leaving the remainder of the policy as written.
  33. Policy 5-31/Student Records: The PRC recommends adding a definition for "parent" or "parents" and adding a Legal Reference for the Virginia Code Section regarding Treatment of transgender students; policies. There was a brief discussion regarding clarification of change/update to policy; vote on policy during the PRC meeting (2 to 1); Ms. Brown unable to support Policy 5-31, believes it circumvents the Model Policies; missing word in Section B, seconded paragraph, end of second sentence...requiring differentiated "instruction" – the word instruction is missing; definition section of policy; and counseling records.
- C. Recommendation to fill the vacant At-Large Governance seat by Kathleen Brown (See Adoption of the Agenda, item #8)  
Chair Riggs shared an explanation regarding the recommendation; PRC nominated a new PRC Chair, the new PRC Chair was the fifth member of the Governance Committee which was the At-Large Governance seat; the move left the At-Large seat vacant; Chair Riggs asked if Ms. Brown was interested in the position; Ms. Brown was interested in filling the vacant



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At-Large Governance Committee seat; there was a brief comment of thanks and appreciation to Ms. Brown for stepping up and filling the position.

- 13. Return to public comments if needed:** The Public Comments resumed at 8:39 p.m., and concluded at 8:58 p.m. See agenda item #11 for topics discussed.
- 14. Consent Agenda:** Chair Riggs read the following items on the Consent Agenda:
- A. Resolutions:
    - 1. National Hispanic Heritage Month: Recommendation that the School Board approve a resolution recognizing National Hispanic Heritage Month.
    - 2. Suicide Prevention Week: Recommendation that the School Board approve a resolution recognizing September 11-15, 2023 as Suicide Prevention Week.
  - B. School Board Organizational Matters: Recommendation that the School Board:
    - 1. Superintendent's Designee in the Absence of the Superintendent: Effective 9/1/2023 - Approve the Acting Superintendent's recommendation to appoint Eugene F. Soltner, Ed.D., Chief of Staff, and Crystal M. Pate, Chief Financial Officer, as designees of the division superintendent to attend meetings of the School Board in the absence or inability to attend of the superintendent for the 2023-24 fiscal year pursuant to Code of Virginia § 22.1-76, ... approval of division superintendent's designee.
    - 2. Superintendent's Signature Authority: Effective 9/1/2023 - Authorize the Acting Superintendent's recommendation of signature authority for Eugene F. Soltner, Ed.D., Chief of Staff; and/or Crystal M. Pate, Chief Financial Officer, through June 30, 2024 to sign all Virginia Department of Education correspondence (VDOE), reports, documents, requisitions and other official correspondence in the absence of the division superintendent.

After reading the items on the Consent Agenda, Chair Riggs asked if there are any objections to voting on the Consent Agenda items. Hearing none, Chair Riggs called for a motion to approve the items on the Consent Agenda as presented. Vice Chair Weems made the motion, seconded by Ms. Anderson. Chair Riggs asked for the resolutions to be read. Ms. Melnyk read the following resolution:

**RESOLUTION**  
**National Hispanic Heritage Month**  
**Sept. 15-Oct. 15, 2023**

**WHEREAS**, one of our nation's greatest strengths is its vast diversity, which enables Americans to see the world from many viewpoints; and

**WHEREAS**, National Hispanic Heritage Month honors the cultures and contributions of both Latino and Hispanic Americans; and

**WHEREAS**, Latino and Hispanic Americans embrace a deep commitment to family, community, and education, and perseverance to succeed and contribute to the shaping of the country and our City of Virginia Beach; and

**WHEREAS**, the 2023 Hispanic Heritage Month observance theme, "Latinos: Driving Prosperity, Power, and Progress in America," invites us to reflect on the contributions Latino and Hispanic Americans have made in the past, and will continue to make in the future; and

**WHEREAS** the School Board of the City of Virginia Beach recognizes the importance of culturally responsive education that embraces multicultural diversity within our school division;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach officially recognizes Sept. 15 through Oct. 15 as National Hispanic Heritage Month; and be it



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**FURTHER RESOLVED:** That the School Board of the City of Virginia Beach encourages all citizens to support and participate in the various school activities available during National Hispanic Heritage Month; and be it

**FURTHER RESOLVED:** That a copy of this resolution be spread across the official minutes of this Board.

Adopted by the School Board of the City of Virginia Beach this 22nd day of August 2023.

Ms. Owens read the following resolution:

**RESOLUTION**  
**Suicide Prevention Week**  
**Sept. 11-15, 2023**

**WHEREAS,** suicide is the 11th leading cause of deaths in the United States and the third leading cause of death among individuals between the ages of 15 to 19; and

**WHEREAS,** suicide is now the 10th leading cause of death in the state of Virginia; and

**WHEREAS,** suicide strikes without regard to locality, socio-economic status, ethnicity, religious preference, or age; and

**WHEREAS,** in the United States, one person dies by suicide every 11 minutes; and

**WHEREAS,** education, and community involvement are known to be the most crucial factors in preventing suicide; and

**WHEREAS,** the School Board of the City of Virginia Beach is focused on ways to educate students, parents, and school staff about suicide and prevention of suicide; and

**WHEREAS,** Virginia Beach City Public Schools, through sustained and dedicated efforts, has implemented programs for all employees and students that recognize a deep commitment at all levels to raise awareness of suicide and its prevention;

**NOW, THEREFORE, BE IT**

**RESOLVED:** That the School Board of the City of Virginia Beach designates the week of Sept. 11-15, 2023, as Suicide Prevention and Awareness Week in the Virginia Beach City Public Schools, and be it

**FURTHER RESOLVED:** That strategies and activities to address suicide prevention and suicidal behaviors be ongoing in Virginia Beach City Public Schools, and be it

**FURTHER RESOLVED:** That a copy of this resolution be spread across the official minutes of this Board.

Adopted by the School Board of the City of Virginia Beach this 22nd day of August, 2023

After the reading of the resolutions, Chair Riggs called for a vote to approve the items on the Consent Agenda as presented. The School Board Clerk announced there were ten (10) ayes in favor of the motion to approve the items on the Consent Agenda as presented: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

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## 15. Action

- A. Personnel Report / Administrative Appointments: Chair Riggs called for a motion to approve the August 22, 2023 personnel report and administrative appointments. Ms. Franklin made the motion, seconded by Ms. Anderson that the School Board approve the appointments and the acceptance of the resignations, retirements, and other employment actions as listed on the August 22, 2023 personnel report along with administrative appointments as recommended by the Superintendent. There was a discussion regarding a position being filled and the salary; comparison of the salary with another government organization; salary range of position; balanced pay scale for senior administration; cannot support the administrative position. Without further discussion, Chair Riggs called for a vote to approve the August 22, 2023 personnel and administrative appointments. The School Board Clerk announced there were five (5) ayes in favor of the motion to approve the August 22, 2023 personnel report and administrative appointments: Chair Riggs, Ms. Anderson, Ms. Franklin, Ms. Melnyk, and Ms. Owens. There were five (5) nays opposed to the motion to approve the August 22, 2023 personnel report and administrative appointments: Vice Chair Weems, Ms. Brown, Mr. Callan, Mr. Culpepper, and Ms. Manning. The motion failed, 5-5-0.

A discussion followed concerning the vote and administrative position; concern over the salary; members of the department will leaving in two weeks; the need to have the position filled; reopening position and length of time to fill position; quality of candidates; Ms. Manning raised a point of order regarding the discussion since it was previously discussed and voted upon; an amended to the agenda would be needed in order to vote on the personnel report and other administrative positions; Legal Counsel noted there was no motion on the floor pertaining to the personnel report and administrative positions.

Ms. Manning asked if a motion could be made to amend the agenda to approve all of the positions other than that one; Legal Counsel noted the agenda would have to be amended to add a new motion – item #15D; Ms. Manning made a motion to amend the agenda and add an Action item #15D that will include all administrative appointments and the personnel report other than the Media and Communications position; Ms. Brown raised a point of order and made a motion that we move a reconsideration vote removing that particular position so that we can vote on this; there was clarification on the motion currently on the floor; Mr. Culpepper seconded Ms. Manning motion; Chair Riggs asked Ms. Manning to restate her motion; Ms. Manning stated the motion - I move to amend the agenda to add an Action item #15D that will include approval of the personnel report and administrative appointments except for the Media and Communications position, Mr. Culpepper confirmed his second of the motion.

There was a brief discussion regarding clarification of motion on the floor; amending the agenda; Chair Riggs recapped the motion on the floor – to add #15D to the agenda to include the recommendations of the personnel except for the one for Media and Communications. Without further discussion, Chair Riggs called for a vote on the amendment to the agenda as in the motion stated by Ms. Manning. The School Board Clerk announced there were ten (10) ayes in favor of the motion by Ms. Manning to amend the agenda and add Action item #15D that will include approval of the personnel report and administrative appointments except for the Media and Communications position: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

- B. Resolution: Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools: Chair Riggs called for a motion to approve the Resolution: Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parent's in Virginia's Public Schools; Ms. Manning made the motion, seconded by Ms. Brown; a discussion followed regarding the resolution; Policy 5-7 and Policy 5-31; need to review Policy 5-31 if resolution passes, if model policies adopted as part of the resolution; being in compliance; policies and regulations need to be discussed in reference to the model policies; what direction does the School Board want to go, adjust regulations to be consistent; details need to be worked on; the policies as presented this evening would not conflict with resolution and the model policies; resolution as written ties hands of School Board. Ms. Anderson proposed an amendment to this policy and proposed we go with the resolution that was proposed to the School Board from Ms. Franklin which School Board members have in their papers, this is a substitute motion from Ms. Anderson, seconded by Ms. Melnyk. Chair Riggs restated the substitute motion from Ms. Anderson to amend the resolution and to accept Jennifer Franklin's in place of Ms. Manning's. Chair Riggs asked Ms. Franklin to read her resolution. Ms. Franklin noted the first four paragraphs are the same as Ms. Manning's resolution; Ms. Franklin read the following resolution:

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## RESOLUTION

### Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools

**WHEREAS**, Policy 5-7 of the School Board of the City of Virginia Beach (hereinafter "School Board") directs the Superintendent or designee to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended.

**WHEREAS**, on September 18, 2021, the Superintendent of Virginia Beach City Public Schools (hereinafter "VBCPS") adopted regulation 5-7.1 in compliance with § 22.1-23.3 and the 2021 Model Policies for the Treatment of Transgender Students in Virginia's Public Schools.

**WHEREAS**, on July 18, 2023, the Virginia Department of Education (hereinafter "VDOE") released the Model Policies on Ensuring Privacy, Dignity, and Respect for All Students and Parents in Virginia's Public Schools (hereinafter "2023 Model Policies") that align with statutory provisions of Code of Virginia §22.1-23.3, as amended.

**WHEREAS**, with the adoption of the 2023 Model Policies, the VDOE has withdrawn the 2021 Model Policies, which have no further force and effect; and

#### **NOW, THEREFORE, BE IT**

**RESOLVED**, the School Board directs the Superintendent or designee to modify current regulations to be consistent with but may be more comprehensive than the 2023 Model Policies. The Superintendent is directed to develop regulations regarding nicknames for all students;

**FURTHER RESOLVED**, that this resolution will clarify the intent to adopt policies consistent with Code of Virginia § 22.1-23.3, as amended;

**FURTHER RESOLVED**, that this resolution will provide clarity to any other past resolutions adopted by the School Board pertaining to this matter;

**FURTHER RESOLVED**, that a copy of this Resolution be spread across the official minutes of this Board.

A discussion followed regarding the resolution; vagueness of resolution regarding nicknames; gender identity; protecting the rights of parents; intentions of the substitute motion; language is vague; clear direction to the Superintendent on what the School Board expects to adopt in the regulations; cannot support substitute resolution; statement regarding Superintendent being directed to develop regulations - not fair to Superintendent; on the School Board to make the decision regarding nicknames; Virginia Human Rights Act; clarify intent of resolution; ways to implement 2023 Model Policies; bathrooms; follow state law; flexibility in the Model Policies; crafted for division; names for students (legal name and nickname).

Note: at approximately 9:31 p.m., School Board member, Ms. Martin joined the School Board meeting via Zoom.

The discussion continued regarding the substitute resolution; currently practice of nicknames; request in writing for nickname – does not replace the legal name; student data profile sent home to be reviewed by parents/guardians beginning of school; document does include the nickname field; Ms. Manning called a point of order regarding a School Board member attending via Zoom and the need to state where they are participating from; Ms. Martin stated she was in Savannah, GA attending the U.S. Travel Conference, and was in her hotel room at the Westin Hotel; compliant with model policy but need a few adjustments; is there a need for a resolution; meeting the needs of all students; cannot support substitute motion; process for using nickname; vague position regarding nicknames – what is concerned a nickname; school administration needs some guidance regarding nicknames; trying to clarify language on nicknames; natural derivative of legal name; handling a student name that doesn't fall into the model policies; lack of specificity in motions/resolutions; international community; define naming conventions; definition of fully informed – what does this mean; section of model policy - meet distinctive needs and unique needs; define vague terms; understand obligation to adopt policy; school systems to define vague items based on the

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needs; need time to get right; meet obligations to VDOE and parents; need for a policy that protects all students; parent rights; not withholding information from parents; upholding the law; in favor of model policies; need to be specific, need specific guidance; need to give administration clear direction; resolution from June; policies and regulations on the subject; Regulation 5-7.1; Northam's policy; need to vote on policies not resolutions; how policies work for our school division; Code of Virginia; need to follow the law; no clarity in resolution; Virginia Human Rights Act; without direction from the School Board, administration cannot take any action; implementation of policy; development of regulations; the need to implement the model policies; having conversation again at next meeting – September 12; not trying to keep secrets from parents; develop policies through PRC; how specific going to be in terms of nicknames.

Without further discussion on the substitute motion, Chair Riggs provided clarity on the vote; vote is on Ms. Franklin's substitute resolution. Chair Riggs called for a vote on Ms. Franklin's substitute resolution. The School Clerk announced there was one (1) aye in favor of the substitute resolution: Ms. Franklin. There were ten (10) nays opposed to the substitute resolution: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpeper, Ms. Manning, Ms. Martin, Ms. Melnyk, and Ms. Owens. The substitution motion for Ms. Franklin's substitute resolution did not pass, 1-10-0.

A discussion continued regarding the original resolution from Ms. Manning; mentioned memo to Superintendents across the state; read part of the memo; need to follow the law; having parents in the loop; parental involvement; student's legal name is on student records; use of nickname – field available for nickname in student data record; parent ability to add a nickname for student; not keeping secrets from parents; policies address the key issues and concerns of our constituents; Northam's model policy; time to sort out policy and define things; keep parents informed in a way that doesn't expose to litigation; different ends of an issues but still have respect for each other; specific regulations needed Board approval; stand on principles; Virginia Human Rights Act; communicating with parents to build trust; follow regulations in place; notifications and impact on time; how affects school counselors; not ready to move forward with resolution – still have work to do; implementation of policies in a way that is appropriate for our division; going through the PRC; agree that parents need to be involved with children; supporting parental involvement; Regulations 5-7.1 and 5-44.2; June resolution; need to go through PRC; political; need to provide direction to administration; need to vote on resolution; support for model policy.

Without further discussion, Chair Riggs called for a vote Ms. Manning's resolution, which had a motion and second. The School Board Clerk announced there were five (5) ayes in favor of motion for Ms. Manning's resolution: Vice Chair Weems, Ms. Brown, Mr. Callan, Mr. Culpepper, and Ms. Manning. There were five (5) nays opposed to the motion for Ms. Manning's resolution: Chair Riggs, Ms. Anderson, Ms. Martin, Ms. Melnyk, and Ms. Owens. There was one (1) abstention: Ms. Franklin due to concerns and there is still work to be done. The motion failed, 5-5-1.

- C. Vote on recommendation to fill the vacant At-Large Governance seat by Kathleen Brown: (See Agenda item #8)  
Chair Riggs made the motion to fill the vacant At-Large Governance seat with Kathleen Brown, Ms. Brown seconded motion. Without discussion, Chair Riggs called for a vote. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to fill the vacant At-Large Governance seat with Kathleen Brown.  
The motion passed unanimously, 11-0-0.
- D. Approval of the personnel report and administrative appointments except for the Media and Communications position: (See Agenda item #15A) Vice Chair Weems called a point of order regarding vote on Media and Communications position, and made a motion to add agenda item #15E to appoint the recommendation to the position with Dr. Robertson going back to the person and giving him the ability to negotiate the contract; Ms. Manning called a point of order regarding process, having a motion and a second; clarification on the motion on the floor to amend the agenda to add item #15E; Ms. Anderson seconded the motion by Vice Chair Weems. Chair Riggs called for a vote to amend the agenda to add item #15D. The School Board Clerk announced there were ten (10) ayes in favor of the motion to add agenda item #15E: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Martin, Ms. Melnyk, and Ms. Owens. There was one (1) nay opposed to the motion to add agenda item #15E: Ms. Manning. The motion passed, 10-1-0.  
Ms. Manning made a motion to accept the Personnel Report and administrative appointments without the Media and Communications Department, Ms. Owens seconded motion. Without discussion, Chair Riggs called for a vote on the motion. The School Board Clerk announced there were eleven (11) ayes in favor of the motion to accept the Personnel Report and administrative appointments without the Media and Communications Department.  
The motion passed unanimously, 11-0-0.
- E. Vice Chair Weems made the motion to appoint Tiffany Russell to the Media Communications position with authority given to our superintendent to negotiate her contract; before a seconded was made, clarification was needed regarding the motion; possibility of discussion in closed session regarding the matter; Vice Chair Weems amended motion to the following – to appoint Tiffany Russell as Media and Communications director with the ability to negotiate the contract and to discuss details of the contract in closed session tonight; Ms. Franklin seconded the motion by Vice Chair Weems. A discussion followed

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regarding the wording of the motion; Vice Chair Weems amended her motion to substitute the word appoint with the word offer, Ms. Melnyk seconded the amended motion by Vice Chair Weems with the word substitution of "offer"; a discussion followed regarding the motion and clarity of the motion; discussing in closed session; table until after closed session; questions regarding matter to discuss in closed session; decided to discuss matter in closed session and add to closed session call. Vice Chair Weems withdrew her motion.

After the discussion, Donald E. Robertson, Ph.D., Chief of Staff mentioned the following administrative appointments: Heather L. Shuler, Administrative Assistant, White Oaks Elementary School as Assistant Principal, Windsor Oaks Elementary School; Marcus Turner, Assistant Principal, Larkspur Middle School, as Assistant Principal, Frank W. Cox High School; and Andrea L. Curney, Behavior Intervention Specialist, Office of Student Support Services, as Coordinator, Behavior Intervention, Office of Student Support Services.

- 16. Committee, Organization or Board Reports:** Ms. Manning noted she attended the Special Education Advisory Committee (SEAC) meeting and will send the School Board an email with details and information on what was discussed; Chair Riggs made an announcement regarding Sister Cities, she (Ms. Riggs) was going to step down from her position on Sister Cities as the liaison, and Ms. Anderson would be the next liaison for Sister Cities, the appointment will be voted on at next School Board meeting, Chair Riggs provided details regarding reason for stepping down from position.
- 17. Return to Administrative, Informal, Workshop or Closed Session matters:** At 11:16 p.m., Vice Chair Weems made the following motion, seconded by Ms. Melnyk that the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraph 1, 7, and 8 as amended, to deliberate on the following matters:
1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.
  7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
  8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.
- Namely to discuss:
- A. Acting Superintendent's goals.
  - B. Hearing date for Petition for Revocation of teaching license.
  - C. Status of pending litigation or administrative cases.
  - D. Settlement offer in pending class action matter.
  - E. Hiring of outside counsel for certain pending litigation.
  - F. Consultation with legal counsel regarding probable litigation and pending litigation matters.
  - G. Discussion regarding appointment of a specific administrator.

Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion to recess into Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

The School Board recessed into Closed Session at 11:28 p.m. in the Holland Road Annex/Einstein Lab.

Individuals present for discussion in the order in which matters were discussed:



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- G. Discussion regarding appointment of a specific administrator: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Donald E. Robertson, Ph.D., Chief of Staff; and Regina M. Toneatto, School Board Clerk.
- A. Acting Superintendent's goals: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; Donald E. Robertson, Ph.D., Chief of Staff; and Regina M. Toneatto, School Board Clerk.

Donald E. Robertson, Ph.D., Chief of Staff, left the Closed Session at 11:51 p.m.

- D. Settlement offer in pending class action matter: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.
- B. Hearing date for Petition for Revocation of teaching license: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.
- E. Hiring of outside counsel for certain pending litigation: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.
- C. Status of pending litigation or administrative cases; and
- F. Consultation with legal counsel regarding probable litigation and pending litigation matters: School Board members: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens; Kamala H. Lannetti, School Board Attorney; and Regina M. Toneatto, School Board Clerk.

The School Board reconvened at 12:13 a.m., on Wednesday, August 23, 2023.

Certification of Closed Session: Vice Chair Weems read the Certification of Closed Session:

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

**WHEREAS**, Section 2.2-3712 (D) of the Code of Virginia requires a certification by this School Board that such closed meeting was conducted in conformity with Virginia law.

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

Ms. Melnyk made the motion, seconded by Ms. Anderson for Certification of Closed Session. Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion for Certification of Closed Session: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

School Board of the City of Virginia Beach  
Holland Road Annex  
2323 Holland Road  
Virginia Beach, VA 23453

Tuesday, August 22, 2023  
School Board Regular Meeting  
Page 13 of 13

Chair Riggs read the following motions:

1. That the School Board approve the following action, the School Board Attorney and the Chair or Dr. Robertson are authorized to take actions to accept the settlement terms in the Altria class action suit. Chair Riggs called for a motion to approve. Ms. Franklin made the motion, seconded by Vice Chair Weems. Without discussion, Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.
2. That the School Board approve the following action, that the School Board Attorney is authorized to retain outside legal counsel for certain pending litigation matters. Chair Riggs called for a motion to approve. Ms. Owens made the motion, seconded by Ms. Anderson. Without discussion, Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.
3. That the School Board approve the following action, that the School Board will hold a hearing on September 26, 2023 for the Petition for Revocation of Collegiate Teaching License No.: CP353500 J. Dupont and the Chair and the School Board Attorney are authorized to make arrangements for such hearing. Without discussion, Chair Riggs called for a vote. The School Board Clerk announced there were ten (10) ayes in favor of the motion: Chair Riggs, Vice Chair Weems, Ms. Anderson, Ms. Brown, Mr. Callan, Mr. Culpepper, Ms. Franklin, Ms. Manning, Ms. Melnyk, and Ms. Owens. The motion passed, 10-0-0.

- 18. Adjournment:** Chair Riggs adjourned the meeting at 12:16 a.m., on Wednesday, August 23, 2023.

Respectfully submitted:

\_\_\_\_\_  
Regina M. Toneatto, Clerk of the School Board

Approved:

\_\_\_\_\_  
Trenace B. Riggs, School Board Chair



**Subject:** Legislative Update **Item Number:** 12A

**Section:** Information **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Legislative Committee Chair

**Presenter(s):** Legislative Committee Chair; Joel Andrus, Kemper Consulting

**Recommendation:**

That the School Board's legislative liaison from Kemper Consulting will present a legislative update.

**Background Summary:**

N/A

**Source:**

N/A

**Budget Impact:**

N/A



**Subject:** Budget Calendar/Revenue Sharing Formula Review **Item Number:** 12B

**Section:** Information **Date:** September 12, 2023

**Senior Staff:** Crystal M. Pate, Chief Financial Officer

**Prepared by:** Crystal M. Pate, Chief Financial Officer

**Presenter(s):** Crystal M. Pate, Chief Financial Officer

**Recommendation:**

It is recommended that the School Board review and approve the attached Budget Calendar for the FY 2024/25 Operating Budget and the 2024/25 – 2029/30 Capital Improvement Program.

**Background Summary:**

The Budget Calendar contains specific dates/time frames for the key components and activities of the budget development process. It is an important guide for management and the School Board regarding the schedule of events that results in an approved budget.

**Source:**

School Board Policy 3-6  
Code of Virginia §22.1-93

**Budget Impact:**

Funds are budgeted in the various funds and budget unit codes for FY 2024/25.

# **Budget Calendar**

## **FY 2024/25 School Operating Budget and FY 2024/25 FY 2029/30 Capital Improvement Program**

### **2023**

September	The Budget Calendar is developed
Sept. 12	The Budget Calendar is presented to the School Board for information
Sept. 26	The Budget Calendar is presented to the School Board for action
October - December	Budget requests are submitted by senior staff and budget managers to the Office of Budget Development.
Nov. 21	A Five-Year Forecast is presented to the School Board and the City Council
Dec. 12	A public hearing is held to solicit stakeholder input for consideration in the development of the Superintendent's Estimate of Needs document ( <i>no document available at this time</i> )
December (3 <sup>rd</sup> week)	State revenue estimates are released by the Virginia Department of Education

### **2024**

January 2 - 17	Budget requests are reviewed, refined, and summarized by the Office of Budget Development
January	The recommended School Operating Budget and the Capital Improvement Program budget are presented to the Superintendent and the Planning and Performance Monitoring Committee.
Feb. 6	The Superintendent's Estimate of Needs and the Capital Improvement Program are presented to the School Board
Feb. 13	School Board Budget Workshop #1 is held - Time TBD
Feb. 13	A public hearing is held to solicit stakeholder input and offer the community an opportunity to be involved in the budget development process
Feb. 20	School Board Budget Workshop #2 is held - Time TBD
February 27	School Board Budget Workshop #3 - Time TBD
Mar. 5	The School Board Proposed Operating budget and Capital Improvement Program budget are adopted by the School Board
Apr. – TBD by the City	The School Board Proposed Operating budget and the Capital Improvement Program budget are presented to the City Council (Sec. 15.1-163)
No Later Than May 15	The School Board Operating budget and the Capital Improvement Program budget are approved by the City Council (Sec. 22.1-93; 22.1-94; 22.1-115)



# Revenue Sharing Formula

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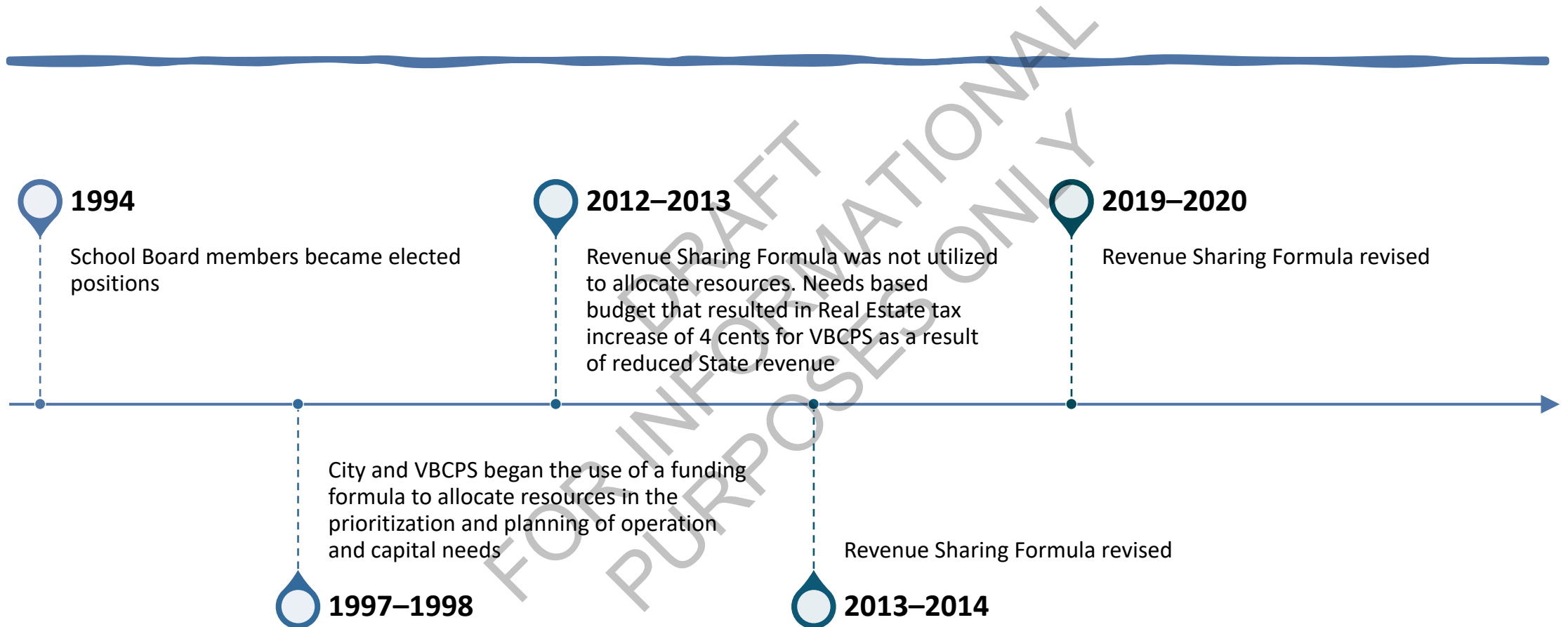
Crystal Pate, Chief Financial Officer

Tuesday, September 12, 2023

# Budgeting Basics

- VBCPS is a fiscally dependent school division; meaning it does not have the authority to levy taxes or issue debt
- Under Virginia statute, the budget is developed by the Superintendent for review and approval by the School Board. Second approval is required by the City Council before the budget is finalized
- VBCPS does not have spending authority unless it is granted through an appropriation by the City Council
- An appropriation is the maximum amount of money that can be spent during the fiscal year and does not provide the authority for the school division to spend more than it will receive
- Schools are not permitted to retain a fund balance, but instead funds lapse at fiscal year end and revert to the source of funds – often referred to as the “reversion process”

# Historically Notable Reference Points



# Current Revenue Sharing Formula

- The City and Schools share the largest least volatile revenue sources (e.g., real estate, personal property, general sales, utility, restaurant, telephone, business licenses)
- 46.75% of revenue provided to VBCPS and 53.25% retained by City; if revenues under or over performed through the year, City and Schools share increases or decreases accordingly
- To request funding above the formula, the School Board must make a formal, written request to the City Council
- Details steps and process to request “reversion” funds at year-end for re-appropriation

# City/School Revenue Sharing Formula

## Benefits

- Predictability of resources for long-term planning and priorities
- Provides flexibility for Schools to allocate future funding between operations and capital
- Transparency of total local support provided to VBCPS
- Reduces frictions in budget planning between two independently elected boards
- Links both City and Schools with economic growth/declines to School funding

## Challenges

- Limits flexibility for funding emerging priorities without impacting other entity
- Does not account for State/Federal aid changes
- Calculation does not account for changes in demand for services – increases or decreases (e.g., declining student population, unfunded mandates, etc.)



# Revenue Sharing Formula Comparison

	Virginia Beach City	Hampton City	Chesapeake City	Norfolk City	Roanoke City	Prince George County	Roanoke County	Arlington County
	1998	Around 1999	Around 2004	2018	Around 2000	Around 2005	Around 2005	Around 2001
Includes local tax revenues	✓	✓	✓	✓	✓	✓	✓	✓
Removes dedicated revenue	✓	✓	✓	✓	✓	✓	✓	✓
Supports Capital Program	✓	✓	✓	✓	✓	✓	✓	✓
Reversion process	✓	✓	✓	✓	✓	✓	✓	✓
Request for additional funding	✓	✓	✓	✓	✓	✓	✓	✓
Includes ADM / population ratio	✗	✗	✗	✗	✗	✓	✓	✗
Adjusts for other funding (e.g., state, federal)	✗	Revisit	✗	Revisit	✗	✗	✗	✗
Formula exceeds minimum SOQ	✓	✓	✓	✓	✓	✓	✓	✓

# Recommendation

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- The Administration recommends extending the current revenue sharing formula through June 30, 2025. We are making this recommendation for the reasons outlined below:
  - 1) The School Board is currently conducting a nationwide search for a new Superintendent
  - 2) There are four new School Board Members who began serving on the Board January, 1, 2023 which was in the middle of the FY2023/24 budget development process for the division
  - 3) VBCPS is currently in an interim Public Private Education Act (PPEA) agreement to design three new school facilities



**Subject:** Data Allowance for School Board Members **Item Number:** 12C

**Section:** Information **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Trenace B. Riggs, School Board Chair

**Recommendation:**

That the School Board review the request to add \$100.00 a month allowance to offset cost for technology use on personal home devices to conduct the business of the School Board. The increase would begin in October 2023 and end June 30, 2023<sup>4</sup>.

**Background Summary:**

Suggestion brought forth to the Governance Committee by a School Board Member.

**Note:** the data allowance is not mandatory. Any School Board member who would like to receive the data allowance, should notify the School Board Clerk via email.

**Source:**

N/A

**Budget Impact:**

The cost is approximately \$10,800.00.



**Subject:** School Board Committee Assignments - Sister Cities and VSBA liaison appointments **Item Number:** 12D

**Section:** Information **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Trenace Riggs, School Board Chair; Kamala Lannetti, School Board Attorney

**Presenter(s):** Trenace Riggs, School Board Chair

**Recommendation:**

That the School Board approve the School Board Chair's recommendation for appointment of the Beverly Anderson to serve as the School Board liaison to the Virginia Beach Sister Cities Association and for the appointment of Beverly Anderson to serve as alternate liaison to the Virginia School Board Association.

**Background Summary:**

Trenace Riggs, School Board Chair, announced at the 8/22/23 School Board Meeting that she would be stepping down from her appointment as the School Board's liaison to the Virginia Beach Cities Association and that she would like to appoint an alternate liaison to the Virginia School Board Association. In accordance with School Board Bylaw 1-28, Committees Organizations and Boards, the School Board Chair makes the recommendation for appointments and the School Board votes to appoint School Board Members. Mrs. Anderson has agreed to serve in those roles and no other School Board Member has requested consideration for appointment to either position.

**Source:**

School Board Bylaw 1-28, Committees, Organizations and Boards.

**Budget Impact:**

N/A



**Subject:** Bylaw 1-28: Governance Committee Matters – Complaint by Citizen **Item Number:** 12E

**Section:** Information **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Kamala Lannetti, School Board Attorney

**Presenter(s):** Governance Committee

**Recommendation:**

That the School Board approve a recommended letter and course of action regarding a citizen's complaint about comments made after he concluded his public comments to the School Board on June 12, 2023.

**Background Summary**

Citizen Jarome Bell complained to the School Board that after his online public comments made during the School Board Meeting on June 12, 2023, inappropriate comments about him were heard on the recording of the Meeting. The Governance Committee listened to the recording of the June 2023 Meeting and deliberated on how to handle the complaint. The Governance Committee Members are recommending that the School Board respond in writing to Mr. Bell and that the School Board take actions to prevent future such comments being made during public comment sections.

**Source:**

School Board Bylaw 1-28, Committees, Organizations and Boards.

**Budget Impact:**

N/A



**Subject:** Policy Review Committee Recommendations

**Item Number:** 14A 1-33

**Section:** Consent

**Date:** September 12, 2023

**Senior Staff:** Donald E Robertson, Ph.D. , Chief of Staff

**Prepared by:** Jessica Owens, PRC Chair, Kamala Lannetti, School Board Attorney

**Presenter(s):** Kamala Lannetti, School Board Attorney

**Recommendation:**

That the School Board approve Policy Review Committee (PRC) recommendations regarding amendments or reviews of certain policies from its August 10, and August 14, 2023 meetings.

**Background Summary**

1. **Policy 2-48 – Salaries and Compensation** – the PRC recommended repealing Policy 2-48 because it was readopted at the 6/8/23 School Board Meeting when it had already been deleted in April 2023. The Policy was already adopted and renumbered as Policy 4-35.
2. **Policy 4-7 Nepotism: Employment/Supervision of Relatives** – the PRC recommends changes to clear up sentence structure and clarifies the supervision of family.
3. **Policy 4-9 Health Certifications/Medical Examinations/Communicable Disease Awareness/Fitness for Duty** – the PRC recommends changes reflecting recent requirements for Food Service Workers.
4. **Policy 4-10 Conditions of Employment** – the PRC recommends updating language throughout the policy to reflect recent changes in law.
5. **Policy 4-11 Appointment** – the PRC recommends clarifying eligible positions in question and removing the Editor's Note.
6. **Policy 4-12 Assignment, Reassignment and Transfer** – the PRC recommends changing the waiting period for a new employee to request a transfer to after their first evaluation.
7. **Policy 4-13 Contract Period/Calendar Work Days** – the PRC recommends a change in the title of the policy to read "Contract Period/Calendar."
8. **Policy 4-14 Alternative Work Schedules: 12-Month, Non-Instructional Employees** - the PRC recommends spelling out VLDP "Virginia Long term Disability Program" and removing the Editor's Note.
9. **Policy 4-20 Reduction in Force (RIF)** - the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
10. **Policy 4-23 Conflict of Interests** – the PRC recommends adding language that clarifies the responsibility of current employees regarding contracting with family members and removing the Editor's Note.
11. **Policy 4-33 Investigative Procedures** - the PRC recommends changes to make consistent with other recently reviewed policies.
12. **Policy 4-38 Travel Expenditures/Reimbursement** - the PRC recommends changes to make consistent with other recently reviewed policies.
13. **Policy 4-42 Property Damage/Reimbursement** - the PRC recommends changes to make consistent with other recently reviewed policies.
14. **Policy 4-45 Sick Leave Banks** - the PRC recommends changes to make consistent with other recently reviewed policies.
15. **Policy 4-49 Military Service** - the PRC recommends changes to make consistent with other recently reviewed policies.
16. **Policy 4-51 Lawsuits and Subpoenas** – the PRC recommends making changes to update the title and position of City Attorney to School Board Attorney and other language to make consistent with other recently reviewed policies.
17. **Policy 4-57 Licensed Personnel Contracts** – the PRC recommends adding clarifying language from the Virginia Code and updating the Legal References.
18. **Policy 4-65 Meetings and Conferences** - the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
19. **Policy 4-66 Tutoring for Pay** – the PRC recommends adding language that limits offering paid tutoring services by teachers.
20. **Policy 4-67 Investigating/Reporting Alcohol or Drug Use** – the PRC recommends separating marijuana from illegal drug use to align with new laws and updating the Legal Reference section reflecting those changes.





Subject: Policy Review Committee Recommendations (continued) Item Number: 14A 1-33

Section: Information Date: September 12, 2023

Senior Staff: Donald E Robertson, Ph.D., Chief of Staff

Prepared by: Jessica Owens, PRC Chair, Kamala Lannetti, School Board Attorney

Presenter(s): Kamala Lannetti, School Board Attorney

21. **Policy 4-68 Reporting Child Abuse or Neglect** – the PRC recommends updating language to make consistent with other previously reviewed policies.
22. **Policy 4-70 Licensed Personnel: Teacher Salary Scale** – the PRC recommends changing language regarding job related experience.
23. **Policy 4-73 Awards for Achievement and Service** – the PRC recommends updating language to make consistent with other previously reviewed policies.
24. **Policy 4-83 Evaluation** – the PRC recommends updating language to make consistent with other previously reviewed policies.
25. **Policy 4-85 Meetings, Conferences and Conventions** – the PRC recommends updating language to make consistent with other previously reviewed policies.
26. **Policy 4-86 Classified Personnel: Compensation** - the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
27. **Policy 4-87 Overtime** – the PRC makes no recommended changes. The policy is being reviewed in order to keep it within the 5 year review period.
28. **Policy 4-91 Student Teachers** – the PRC recommends updating the license renewal period from 5 to 10 years and making changes that are in line with changes made in recently reviewed policies.
29. **Policy 4-92 Summer School Teachers Assignment and Placement** – the PRC recommends rewriting the policy to clarify its intent.
30. **Policy 4-97 Administrative Intern and Administrative Assistants** – the PRC recommends changing VBCPS reference to School Division and other typographical changes to make more consistent with other previously reviewed policies.
31. **Policy 5-9 Age of Entrance/Kindergarten** – the PRC recommends adding clarifying language and a new Legal Reference.
32. **Policy 5-7 Non-discrimination and non-harassment of students** – the PRC recommends editing the first paragraph by removing the title of the Virginia Department of Education Model Policies in the event that the title changes from time to time and leaving the remainder of the policy as written.
33. **Policy 5-31 – Scholastic Records** – the PRC recommends adding a definition for “parent” or “parents” and adding a Legal Reference for the Virginia Code Section regarding Treatment of transgender students; policies.

**Source:**

Code of Virginia, 1950, as amended, § 22.1-253.12:7 School Board Policies.  
Policy Review Committee Meeting of June 8, 2023

## **ADMINISTRATION**

### **Salaries and Compensation**

Salary and compensation will be determined by the School Board in the Compensation Plan or as otherwise determined by the School Board. Regulations governing salaries will be promulgated by the Superintendent. No base compensation/salary rate will be paid unless contained in the Compensation Plan (except as outlined below) developed annually by the Superintendent in accordance with the current operating budget, School Board directives, or written regulations promulgated by the Superintendent; or, such compensation is separately submitted to and approved by the School Board.

The Superintendent or his/her designee is authorized to provide a salary and/or benefit options which addresses compression, equity and competition for individuals with critical knowledge, skills, and expertise; provided the given base salary is within the approved Compensation Plan developed annually, and is in accordance with the current operating budget.

Appropriate written notification of such actions where the base salary is beyond the pay range shall be made by the Superintendent or his/her designee to the School Board.

#### **Editor's Note**

*See School Board Regulation 2-48.1, Salary Adjustments for Promotions/Demotions.*

### **Related Links**

School Board **Regulation 2-48.1**

~~Adopted by School Board: October 20, 1992~~  
~~Amended by School Board: September 15, 1998~~  
~~Amended by School Board: March 21, 2000~~  
~~Amended by School Board: June 11, 2002~~  
~~Amended by School Board: May 9, 2006~~  
~~Amended by School Board: November 9, 2010~~  
~~Amended by School Board: December 3, 2013~~  
~~Amended by School Board: December 4, 2017~~

Repealed by School Board: April 2023

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamela H. Lennetti

## PERSONNEL

### **Nepotism: Employment/Supervision of Relatives**

#### **A. Prohibition against hiring immediate family member of Superintendent or School Board Member**

The School Board may not employ or pay any teacher or other School Board employee from the public funds, federal, state, or local, nor shall the Superintendent recommend to the School Board the employment of any teacher or other employee if such teacher or other employee is a member of the immediate family of the Superintendent or any Member of the School Board.

For the purpose of this Policy, "immediate family" means: father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, ~~or~~ or brother-in-law.

#### **B. Exceptions**

This Policy does not prohibit the employment, promotion, or transfer within the School Division of any person defined in subsection A when such person:

1. Has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School ~~Board~~ Division prior to the School Board Member or Superintendent taking office; or
2. Has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School ~~Board~~ Division prior to the

inception of ~~such a~~ relationship with a School Board Member or Superintendent; or

3. Was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to ~~taking of office of any School Board m~~Member or Superintendent of the School Board or the Superintendent taking office.

A person employed as a substitute may not be employed to any greater extent than ~~he or she~~they were was employed in the last full school year prior to the ~~taking of office such~~ School Board Member or the Superintendent taking office or to the inception of ~~a such~~ relationship with the School Board Member or Superintendent.

The exceptions in subdivisions 1, 2, and 3 above shall apply only if the prior employment has been within this School Division.

### **C. Supervisory Responsibility**

In no instance shall an employee have direct supervisory responsibility over a member of ~~his or her~~their immediate family, nor shall any employee be involved in any personnel matter involving a member of ~~his or her~~their immediate family.

For purposes of this Policy, "direct supervisory responsibility" means the person exercises control over the employment or the employment activities of another person or is in the position to influence another person's employment activities.

The employment and assignment of family members in the same organizational unit is discouraged.

### **Legal Reference**

Code of Virginia § 2.2-3119, as amended. Additional provisions applicable to school boards, and employees of school boards; exceptions.

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: November 3, 1998

Amended by School Board: October 18, 2016

Amended by School Board: September 12, 2023

6/6/2023

*Cheryl W. Williams*

APPROVED AS TO  
LEGAL SUFFICIENCY

*Kamala H. Larrick*



## PERSONNEL

### **Health Certificates/Medical Examinations/Communicable Disease Awareness/Fitness for Duty**

#### **A. New Employees**

As a condition of employment, each employee shall submit a certificate signed by an authorized medical professional stating the employee appears free of communicable tuberculosis. The certificate must be based on recorded results from skin tests, x-rays, and other examinations, singly or in combination, as deemed necessary by the physician and which have been performed within the twelve-month period immediately preceding the submission of the certificate.

A person who leaves employment in the School Division (including a leave of absence) and returns after one or more years may be subject to recertification.

#### **B. Health Certificates and Medical Examinations**

1. Food Services employees and others handling or dispensing food ~~must submit a current permit from the Virginia Department of Health~~ will be required to undergo Food Handler's Training provided by the Office of Food Services. Per Virginia Department of Health, any persons in charge of the school food service cafeteria operation are required to have a Food Service Manager certification (i.e. ServeSafe Manager). The requirements of this certificate shall be specified at the time the offer of employment is made.
2. Bus drivers must have a physical examination of a scope prescribed by the Virginia Board of Education with the advice

of the Medical Society of Virginia and furnish a form prescribed by the state board showing the results of such examination.

### **C. Communicable Disease Awareness Training**

All new employees shall receive infection control ~~written~~ information outlining preventive measures regarding communicable diseases.

### **D. Fitness for Duty**

In appropriate circumstances, an employee may be required to undergo an examination to help determine ~~his/her~~their fitness for duty. The Department of Human Resources may also contact an employee's health care provider to obtain fitness for duty information. Either action will be done in accordance with applicable laws and regulations. Employees may be relieved of duty pending reasonable suspicion that the employee is unable to perform duties or poses a threat to self or others. Refusing to cooperate with reasonable efforts to determine fitness for duty may result in disciplinary action.

### **Legal Reference**

Code of Virginia § 22.1-300, as amended. Tuberculosis certificate.

Code of Virginia § 22.1-301, as amended. Costs of medical examinations and of furnishing medical records.

Americans with Disabilities Act of 1990, 42 U.S.C. §12101, as amended.

Section 504 of the Rehabilitative Acts of 1973, 29 U.S.C. §794, 34 C.F.R. §104.7, as amended.

Virginia Human Rights Act, Virginia Code §2.2-3900, as amended.

Age Discrimination in Employment Act of 1976, PL 90-202, U.S.C. §621, as amended.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: November 8, 2017

Amended by School Board: September 12, 2023

 6/15/23

APPROVED AS TO  
LEGAL SUFFICIENCY

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## PERSONNEL

### **Conditions of Employment**

#### **A. General qualifications**

All applicants and employees must meet or exceed the necessary knowledge, skills, essential functions, and abilities to perform the functions of the job sought or hired for as outlined in the position's job description. All positions require the basic ability to read/understand/speak English.

Employees are subject to all conditions of the employment contract, notification, or agreement including any special covenants or other conditions imposed by the School Board or state or federal agencies.

#### **B. Licensed Employees**

All applicants or employees are responsible for providing evidence of required licensure, certification, or other qualifications for their positions. Employees shall be required to provide proof of baccalaureate degree, major, concentration, or graduate degrees, and field of discipline. Educational transcripts are required as evidence of eligibility for Virginia Licensure.

Failure to maintain required licensure, certification, or other qualifications will constitute a breach of any employment contract or agreement with the School Board that adversely affects the business and operations of the School Division. An applicant may be subject to the withdrawal of an employment offer, or an employee may be ~~disciplined up to and including termination~~separated from employment for failing to maintain licensure, certification, or other qualifications.

1. Instructional personnel whose positions require licenses issued by the Virginia Department of Education will be issued annual probationary contracts until they have met the criteria for a continuing contract. Licensed instructional personnel who have met the criteria for a continuing contract with the School Board will receive a continuing

contract their first year of eligibility and will receive employment notification/assignment forms each following school year unless their continuing contracts are otherwise terminated.

2. Assistant principals, principals, and supervisors/coordinators who require licenses in accordance with Virginia Department of Education Regulations will receive annual probationary contracts until they meet the criteria for a continuing contract in their positions.
3. The School Board may enter into written employment agreements/contracts with other individuals when the School Board determines that such an arrangement is beneficial to the School Division.

### **C. Non-licensed Employees**

All non-licensed employees will be given an employment notification upon hire and will receive annual employment notifications thereafter. Non-licensed employees with employment agreements or annual assignments do not have a guarantee of employment and remain at-will employees.

### **D. Substitute Employees**

The Superintendent or designee is authorized to employ substitutes for certain certified and classified positions at an hourly rate established by the School Board as published in the Annual Compensation Plan. Persons employed as substitute teachers must have a minimum of thirty (30) credit hours of college study. In an emergency, the Superintendent or designee may approve the employment of substitute teachers who do not meet this requirement, but who are otherwise competent to perform the needed service, at least twenty-one (21) years of age, and hold a high school diploma or a general education development (GED) certificate.

Qualifications for other categories of substitute employees will be determined by the Superintendent or designee and will be in accordance with applicable law, regulation, and Virginia Board of Education regulations as applicable.

Substitute employees shall be employed and paid on an hourly basis and for a minimum of two (2) hours. They shall not be given a contract. Substitute employees shall receive no leave benefits (e.g., sick leave, annual leave, and personal reasons leave) or other employee benefits except for the Employee

Assistance Program, Tax-Sheltered Accounts 403(b), the Deferred Compensation 457 plan, and health coverage if deemed eligible as defined by the Employer Mandate of the Patient Protection and Affordable Care Act.

#### **E. Coaching or Extracurricular Sponsorship Contracts**

Coaching contracts or extracurricular activity sponsorship contracts shall be separate and apart from annual or continuing contracts or employment agreements. Termination of the coaching contract or extracurricular activity sponsorship contract may occur at any time. Such termination shall not constitute cause for the termination of the annual or continuing contract or employment agreement.

Individuals shall not perform any paid coaching duties or extracurricular activities without a valid, signed contract on file with the Department of Human Resources.

#### **F. Conditions of Work**

The Superintendent or a designee shall establish work schedules, provisions for absences and other conditions of work in keeping with School Board policy, regulation, and guidance.

#### **G. Background Check Required**

The Superintendent or designee shall require that all employees, whether full-time or part-time, permanent, or temporary, submit to fingerprinting and provide personal descriptive information to obtain criminal history record information for the purpose of screening individuals who accept employment or re-employment with the School Division. For the purpose of this ~~Regulation~~Policy, re-employment refers to a break in service of six (6) or more months.

The Superintendent or designee shall forward the personal descriptive information through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee.

The Superintendent or designee shall require that any applicant who is offered or accepts employment or re-employment ~~requiring direct contact with students~~ provide written consent and the necessary personal information to obtain a



search of the registry of founded complaints of child abuse and neglect maintained by the Virginia Department of Social Services. The Superintendent or designee shall thereafter request a search of the records of the Virginia Department of Social Services to be conducted for each such applicant.

The Superintendent or designee shall ensure compliance with Code of Virginia § 19.2-392.02, as amended. The School Division will require that each employee, whether full-time or part-time, permanent, or temporary, certify that the employee has not been: 1) convicted of any violent felony set forth in the definition of a barrier crime, any crime of moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or the solicitation of any such offense; and 2) has not been the subject of a founded case of child abuse and neglect.

Substitute employees may be permitted to work pending the results of the Federal Bureau of Investigation background investigation and Virginia Department of Social Services search of the registry of founded complaints if the following conditions are met:

1. The School Division has successfully completed a state and local police background check for the individual; and
2. The School Division has successfully completed a check of the sex offender website and the sex offender and crimes against minors registry for the individual; and
3. The School Division requires the individual to serve in the presence of an employee who has successfully completed the Federal Bureau of Investigation background investigation and the Department of Social Services search of the registry of founded complaints.

## **H. Health Requirements**

All persons selected for employment shall submit a certificate signed by a licensed physician stating they are free of communicable tuberculosis.

## **I. Probationary Periods**

1. Instructional: Although contracts for probationary instructional personnel are issued for one (1) year only, the first three (3) years of a person's employment shall be considered a probationary period for

new personnel. In calculating a probationary year of service, the first year is defined as 160 or more actual days worked. The remaining probationary years of service shall be defined as 180 or more actual days worked during one school year.

- a. All probationary employees, except those with prior successful teaching experience, shall be provided with a mentor teacher during their first year. Further, probationary employees will be given extra supervision and assistance in adjusting to their new positions, and particular attention will be given to a continuing evaluation of their efficiency.
  - b. Probationary teachers shall annually be evaluated using the procedures developed by the School Board. The Superintendent shall consider each annual evaluation of a probationary employee in the nonrenewal process. If a teacher's annual performance evaluation during the probationary period is unsatisfactory, the School Board shall not reemploy such teacher.
  - c. Teachers who have attained continuing status in another public school division in Virginia shall serve a probationary period of no less than one (1) year and not to exceed two (2) years in the School Division before attaining continuing contract status. Such probationary period shall be a part of the initial contract.
2. Non-instructional: All employees, other than those subject to §§ 22.1-303 and 22.1-294 of the Code of Virginia, as amended, shall serve an eighteen-month probationary period.

### **Legal Reference**

Immigration Reform and Control Act of 1986, as amended.

Code of Virginia § 22.1-296.1, as amended. Data on convictions for certain crimes and child abuse and neglect required; penalty.

Code of Virginia § 22.1-296.2, as amended. Fingerprinting required; reciprocity permitted.

Code of Virginia § 22.1-296.4, as amended. Child abuse and neglect data required.

Code of Virginia § 19.2-389, as amended. Dissemination of criminal history record information.

Code of Virginia § 19.2-390.1, as amended. Sex Offender and Crimes Against Minors Registry; maintenance; access.

Code of Virginia § 19.2-392.02, as amended. National criminal background checks by businesses and organizations regarding employees or volunteers providing care to children and the elderly.

Virginia State Police Sex Offender and Crimes Against Minors Registry.

### **Related Links**

School Board [Policy 4-1](#)

School Board [Policy 4-5](#)

School Board [Policy 4-12](#)

School Board [Policy 4-56](#)

School Board [Regulation 4-57.1](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: March 21, 2000

Amended by School Board: December 4, 2017

Amended by School Board: February 25, 2020

Amended by School Board: December 7, 2021

Amended by School Board: April 4, 2023

[Amended by School Board: September 12, 2023](#)

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## PERSONNEL

### **Appointment**

The initial appointment of all employees shall be made by the School Board upon the recommendation of the Superintendent except in those instances of temporary or part-time personnel where the School Board has delegated such authority to the Superintendent or a designee.

The Superintendent shall have the authority to fill budgeted full-time positions necessary to the continued operations of the School Division, subject to School Board confirmation within ninety (90) days of such employment for all employees other than administrators. Administrative employees hired by the Superintendent must be confirmed by the School Board within thirty (30) days of employment. When exercising such authority, the Superintendent shall require that the employee sign a written agreement which clearly states ~~school~~ employment will cease absent School Board action to formally approve the employment within ninety (90) days or thirty (30) days depending upon the job classification.

### **Editor's Note**

*See School Board Policy 4-1 Definitions*

*See School Board Policy 2-50 Administrative Employees*

### **Legal Reference**

Code of Virginia § 22.1-295, as amended. Employment of teachers

Code of Virginia § 22.1-297, as amended. Assignment of teachers, principals and assistant principals by superintendent

### **Related Links**

School Board [Policy 2-50](#)

School Board [Policy 4-1](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 7, 1999

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023

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Kamala H. Lencioni

PERSONNEL

**Assignment, Reassignment and Transfer**

**A. Teachers**

1. Assignment

The teachers in the School Division shall be employed and placed in the schools by the School Board upon recommendation of the Superintendent. The School Board authorizes the Superintendent to assign teachers to individual schools for the school year commencing July 1 and ending June 30. The Superintendent delegates to the principals the authority to assign teachers to their respective positions in the schools. A principal may submit recommendations to the Superintendent for the promotion, transfer and dismissal of all personnel assigned to the principal's supervision.

2. Reassignments

Instructional staff members are key to an effective learning environment; consequently, appointment to a particular teaching assignment is dependent on job performance and the needs and best interests of the School Division.

By resolution, the School Board authorizes the Superintendent to reassign teachers to any school within the School Division provided no change or reassignment shall adversely affect the salary of such teachers for that school year and provided, further, that the Superintendent shall make appropriate reports and explanations concerning such reassignments upon the request of the School Board.

**B. Principals, Assistant Principals, and Instructional Supervisors**

1. Assignment/Reassignment

The administrative personnel shall be employed by the School Board upon recommendation of the Superintendent. By resolution, the School Board authorizes the Superintendent to assign/reassign principals, assistant principals, and instructional supervisors to any school within the School Division for a school year, provided no change or reassignment shall affect the salary of such principal or assistant principal for that school year. The Superintendent shall make appropriate reports and explanations concerning such assignments/reassignments upon the request of the School Board.

2. Reassignment to Lower Paying Position

The School Board authorizes the Superintendent to reassign a principal, assistant principal, or instructional supervisor to a lower paying position, provided the School Board adheres to the



procedural requirements set forth in Virginia Code § 22.1-294, as amended, and gives notice to the affected individual of such reassignment.

### C. Classified, Professional, and Non-instructional Administrators

#### 1. Assignment/Reassignment

Classified employees, professional employees, and non-instructional administrators shall be employed by the School Board upon recommendation of the Superintendent. The Superintendent may assign/reassign personnel based on need, job performance, and in the best interests of the School Division. The Superintendent shall make appropriate reports and explanations concerning assignments/reassignments upon the request of the School Board.

#### 2. Transfers

~~a. a.~~ An employee may not request a transfer until after they have received their first evaluation. ~~during their first three months of the probationary period.~~

~~b.~~ b. An employee who is on a performance improvement plan may not be transferred.

#### ***Editor's Note***

*On November 26, 2019, the School Board adopted a Continuing Resolution Authorizing the Superintendent to Reassign Principals, Assistant Principals and Teachers. Such resolution will remain in effect until the School Board takes action to revoke it. A copy of the resolution can be found in the School Board Minutes for November 26, 2019 and attached to this Policy.*

### **Legal Reference**

Code of Virginia § 22.1-295, as amended. Employment of teachers.

Code of Virginia § 22.1-297, as amended. Assignment of teachers, principals and assistant principals by superintendent.

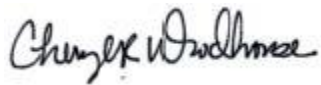
Code of Virginia § 22.1-293, as amended. School boards authorized to employ principals and assistant principals; license required; powers and duties

Code of Virginia § 22.1-294, as amended. Probationary terms of service for principals, assistant principals and supervisors; evaluation; reassigning principal, assistant principal or supervisor to teaching position.

### **Related Links**

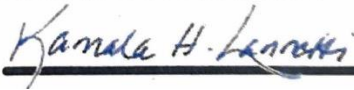
School Board [Continuing Resolution](#)

Adopted by School Board: July 21, 1970  
Amended by School Board: August 19, 1975  
Amended by School Board: July 1, 1978  
Amended by School Board: July 1, 1982  
Amended by School Board: July 1, 1984  
Amended by School Board: July 1, 1987  
Amended by School Board: July 1, 1989  
Amended by School Board: August 21, 1990  
Amended by School Board: July 16, 1991  
Amended by School Board: July 13, 1993 (Effective August 14, 1993)  
Amended by School Board: February 17, 1998  
Amended by School Board: June 15, 1999  
Amended by School Board: April 4, 2000  
Amended by School Board: October 4, 2016  
Amended by School Board: November 26, 2019  
Amended by School Board: September 12, 2023



6/13/2023

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## PERSONNEL

### Contract Period/Calendar ~~Work Days~~Workdays

The School Board shall approve the length of the work-day, contract periods of employment, and the number of work-days in the calendar for employees.


### Legal Reference

8VAC20-440 Regulations Governing the Employment of Professional Personnel, *et seq.*, as amended.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 18, 2016

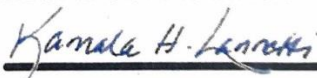
Amended by School Board: September 12, 2023



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June 6, 2023

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## PERSONNEL

### **Alternative Work Schedules: 12-Month, Non-Instructional Employees**

This Policy provides guidelines to schedule reasonable and flexible work hours for 12-month employees. Alternative work schedules may include, but are not limited to, compressed workweeks and flexible hours.

#### **A. Guidelines**

The Superintendent/designee is authorized to establish alternative work schedules under the following guidelines:

1. The employee agrees to participate, and
2. The efficiency and productivity of instructional and support services will not be impaired.

#### **B. Definitions**

##### 1. Standard Workweek

The regular workweek for a full-time, 12-month employee (2080 hours) consists of a five-day, 40-hour per week schedule for every seven calendar-day period.

##### 2. Compressed Workweeks

- a. A compressed schedule enables the full-time employee to complete a week's basic work requirement in a 4-day workweek. The employee's time of arrival and departure from the work site are set, as are the days on which they are to complete the basic work requirements. For non-exempt employees working under compressed schedules, overtime pay will continue to be applicable for time exceeding 40 hours in a workweek.
- b. Employees on a compressed workweek taking leave will remain on their alternative schedule during that week and take appropriate leave at a rate comparable to the scheduled work hours. For example, for someone on a four-day workweek schedule, each day of leave would equal ten (10) hours.

##### 3. Exceptions:

- a. Employees attending workshops, conferences, training sessions, etc. lasting one full day or longer, will generally revert to the regular workweek for that week. However, the supervisor may determine that the hours worked during the special activity and/or hours worked on return to the worksite satisfied the employee's obligation to work a minimum of 40 hours.
- b. During weeks with holidays, all employees on a compressed workweek will observe the regular workweek for that week. For example, for someone on

a four-day workweek schedule, and the Monday was a holiday, the employee would work four eight-hour days.

- c. Employees who have received notification of selection for a term of jury duty will revert to the regular workweek for that term.
- d. Hybrid Plan eEmployees receiving Virginia Long Term Disability Program (VLDP) benefits will revert to the regular workweek while out on leave under VLDP.
- e. Employees on bereavement leave will revert to standard workdays for the purpose of calculating the hourly equivalence.

#### 4. Flexible Work Hours

Flexible time is defined as a schedule of working hours within which the employee's time of arrival and departure from the work site may vary within limits consistent with the duties and requirements of their position. Employees must account for basic work requirements. Basic work requirements include the number of hours which an employee is required to work or to otherwise account for by submitting appropriate leave.

### C. **Reservation of right to adjust work hours**

The School ~~Administration~~ Division reserves the right to establish and adjust the work hours of employees to meet School Division needs. An employee's work hours may also be adjusted temporarily within a workweek to avoid overtime liability or to meet operational needs. At the School Administration's discretion, employees' work hours can be adjusted to meet the employees' personal needs.

#### **Editor's Note**

*See School Board Policy 4-87 for Overtime.*

*See School Board Policy 4-88 for Holidays.*

*See School Board Regulation 4-46.1 for Bereavement Leave*

### **Related Links**

School Board [Policy 4-87](#)

School Board [Policy 4-88](#)

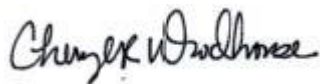
School Board [Regulation 4-46.1](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: September 15, 1998

Amended by School Board: October 23, 2018

Amended by School Board: September 12, 2023



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Kamala H. Larrabee



## PERSONNEL

### **Reduction in Force (RIF)**

The School Board intends to provide a stable work environment; however, when it becomes necessary to eliminate employee positions due to budgetary needs, decrease in enrollment, abolition of a particular subject, reduction in the number of classes offered, consolidation or closing of schools and/or programs, or other good and just cause, the School Board may utilize a Reduction in Force (RIF).

It is the intent of the School Board to use, when possible, attrition, reassignment, voluntary leaves of absence, early retirement, non-renewal of probationary contracts or temporary contracts, and other possible means deemed appropriate by the School Board to avoid a Reduction in Force.

The School Board authorizes the Superintendent to develop appropriate regulations and procedures for accomplishing a Reduction in Force. The Superintendent's contract is not subject to this Policy.

### **Legal Reference**

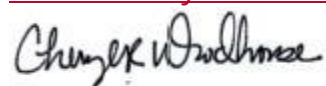
Code of Virginia § 22.1-304, as amended. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.

Code of Virginia § 22.1-305, as amended. Nonrenewal of contract of probationary teacher.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023



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Kamala H. Larrick

## PERSONNEL

### **Conflict of Interests**

The Superintendent or designee shall see that all employees of the School Board are aware of the "Virginia State and Local Government Conflict of Interests Act" and the "Ethics in Public Contracting Act" as set forth in the Virginia Public Procurement Act and informed that the School Board demands compliance with both the word and intent of the law. Employees are responsible for ensuring that they are in compliance with both acts as well as any policies, regulations or procedures that involve either act. Employees who have or suspect that they will have a personal interest in a contract with or a transaction of the School Board should consult with their supervisors or the Department of Finance regarding compliance with law, policy, regulation or procedure.

#### **Editor's Note**

*Department of Human Resources Employee Handbook, Chapter 10: Employee Conduct/Section 10-2*

*See also School Board Policy 3-2, Ethics in Public Contracting, and any implementing regulations.*

*See School Division website: [www.vbschools.com](http://www.vbschools.com)*

### **Legal Reference**

Code of Virginia § 2.2-3100, as amended. Policy; application; construction.

Code of Virginia § 2.2-4367, as amended. Purpose.

### **Related Links**

School Board [Policy 3-2](#)

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023

Cheryl D. Wallace

June 6, 2023

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Kamala H. Larrick

## PERSONNEL

### Investigative Procedures

The Superintendent or designee shall establish guidelines for conducting investigations involving employees.

#### *Editor's Note*

*See Regulation 4-33.1: Investigative Procedures.*

*See school division website: [www.vbschools.com](http://www.vbschools.com).*

### Related Links

School Board [Regulation 4-33.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 21, 1990


Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023



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## PERSONNEL

### **Travel Expenditures/Reimbursement**

The Superintendent or designee shall establish regulations and procedures by which School Board Members and employees conducting School Board business shall be reimbursed for their reasonable and necessary travel expenditures including, but not limited to, meals, lodging, transportation, parking, and gratuities.

### **Legal Reference**

Code of Virginia § 2.2-2823, as amended. Traveling expenses on state business; public or private transportation.

Adopted by School Board: August 20, 1985

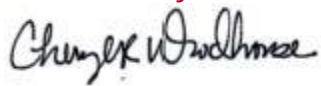
Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023



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## PERSONNEL

### **Property Damage/Reimbursement**

The School Board may reimburse employees for any clothing or personal effects damaged or destroyed by a student in the scope and course of employment, provided such damage or destruction is not the result of the employee's negligence.

#### **Editor's Note**

*See Virginia Beach City Public Schools Employee Guidebook at [www.vbschools.com](http://www.vbschools.com).*

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 8, 2004

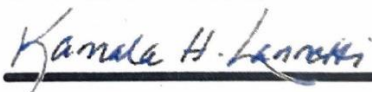
Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023



June 6, 2023

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## PERSONNEL

### **Sick Leave Banks**

The School Board authorizes the establishment of a sick leave banks for eligible employees.

The School Board reserves the right to abolish the sick leave banks at any time it considers ~~them-it~~ inappropriate. The School Board does not assume responsibility for claims by any employee against the sick leave banks from ~~their-its~~ inception or at any time in the future.

The Superintendent or designee shall promulgate regulations for the operation of the sick leave banks.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: December 3, 2002

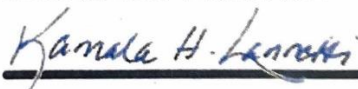
Amended by School Board: October 18, 2016

Amended by School Board: September 12, 2023



June 6, 2023

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## PERSONNEL

### **Military Service**

The School Board recognizes the sacrifices made by those employees who are called to active military duty and training. The School Board authorizes the Superintendent or designee to prepare and implement regulations in accordance with applicable law and regulation to address compensation, benefits, and procedures related to such duty.


### **Legal Reference**

Code of Virginia §22.1-289.2, as amended. Compensation of public school employees called to active duty military service.

Adopted by the School Board: February 22, 2005

Amended by School Board: October 4, 2016

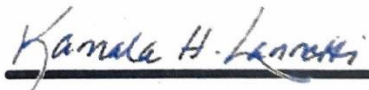
Amended by School Board: September 12, 2023



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June 6, 2023

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## PERSONNEL

### Lawsuits and Subpoenas

#### A. Lawsuits

1. The only persons authorized to be served suit papers on behalf of the School Board or Virginia Beach City Public Schools are the following:
  - a. The ~~Deputy City Attorney, Associate City~~School Board Attorney or designee or Assistant ("School Board Legal Counsel") located at the School Administration Building;
  - b. The Superintendent or duly authorized designee;
  - c. The School Board Clerk;
  - ~~d. The City Attorney or designee;~~
  - ~~e.~~d. Outside Legal Counsel ~~hired~~ retained to represent the School Board and
  - ~~f.~~e. The School Board ~~Chairman~~ Chairperson or a ~~Member~~ Member of the School Board.
2. Any other school employee ~~or member of the City Attorney's Office~~ whom a process server seeks to serve suit papers upon shall direct the process server to deliver the suit papers to those individuals named above, in the order listed.
3. Those who are authorized as set forth above to be served with suit papers involving a School Board matter shall do the following:
  - a. Write the date and time the document(s) were served on the copy of the suit papers retained and sign their name below the date and time.
  - b. Notify ~~the~~ School Board ~~Attorney~~ Legal Counsel as soon as possible (no later than the next regular business day), ~~and~~ and provide ~~that the School Board~~ Attorney or designee with signed and dated copies of the documents served.
4. It is essential that the School Board ~~Attorney~~ Legal Counsel receive prompt notice and delivery of all suit papers so that the insurance carriers can be notified and/or counsel appointed in a timely fashion to protect the interests of the School Board and School Division.

#### B. Witness subpoenas

1. Lawsuits to which the School Board is not a party. ~~Any e~~Employees who receives a subpoena to appear in ~~his-their~~ official capacityies as a School Board employee should immediately inform ~~his-their~~ principal or supervisor. If the subpoena is for a lawsuit to which neither the School Board, Virginia Beach City Public Schools (VBCPS), nor the employee in ~~his-their~~ official capacity are parties, the principal or supervisor will consult with the appropriate department head as to the proper response to the subpoena.

a. The department head will determine whether the School Board ~~Legal Counsel~~Attorney or designee should be consulted to file a ~~M~~motion to ~~Q~~quash the subpoena. Valid reasons for seeking a motion to quash may include: less than five business days to comply with the subpoena; unavailability of the witness; out of city location to testify; hardship to the School Division caused by the employee's absence; lack of knowledge of the basis for the employee's testimony; and other relevant circumstances. If the department head feels there is a valid reason to Quash the subpoena, School Board ~~Legal Counsel~~Attorney or designee will be consulted promptly.

b. Employees subpoenaed to testify in these cases should first consult with the principal or supervisor about the employee's testimony prior to testifying.

2. Lawsuits to which the School Board is a party. ~~Any s~~School employees who ~~is~~are served a subpoena to appear in ~~his-their~~ official capacityies concerning a lawsuit that names the School Board, Virginia Beach City Public Schools (VBCPS) or a School Board employee as a party to the lawsuit should immediately notify the ~~legal counsel~~School Board Attorney or designee assigned to the case to represent the School Board and the School Administration or, if in doubt, notify School Board Legal Counsel. The employee served should note the time, date of service, and sign the subpoena prior to presenting it to ~~legal counsel~~the School Board Attorney or designee.
3. Subpoenas for the Superintendent. Only the Superintendent or designee or the School Board Attorney or designee may accept service of a subpoena for the Superintendent to appear as a witness. The School Board ~~Legal Counsel~~Attorney should be immediately notified of any subpoena served on the Superintendent.
4. Subpoenas for School Board Members. Only the School Board Members named or ~~their~~his designees may accept service of a subpoena for the ~~named s~~ School Board Member to appear as a witness. The School Board Attorney or designee or outside legal counsel retained to represent the School Board Member in their official capacity may accept a subpoena for a School Board Member. The School Board ~~Legal Counsel~~Attorney should be immediately notified of any subpoena served on a School Board Member. See School Board Bylaw 1-27. Subpoenas for former School Board Members for matters related to their official duties may be accepted by such former School Board Member or School Board Legal counsel or designee.

### C. Subpoena of School Division records: "subpoena duces tecum"

1. Subpoena of student records. Upon receipt of a subpoena for student records (a subpoena *duces tecum*), the served employee shall present the subpoena to the principal or supervisor.

- a. The principal or supervisor will determine whether the student whose records are the subject of the subpoena *duces tecum* is a current or former student.
- b. The principal or supervisor will consult with the Director of Student Support Services or designee concerning the appropriate response to the subpoena.
- c. If the student is a current student, the minor student's parent/legal guardian or the adult student shall be notified in accordance with the Family Educational Rights and Privacy Act (FERPA), that a subpoena *duces tecum* has been issued for the student's educational records and that the principal or supervisor will comply with such subpoena no later than the date of return on the subpoena unless the student or parent/legal guardian files a Motion to Quash the subpoena with the court. The School Division shall provide reasonable notice to the student's parent/legal guardian or the adult student in advance of compliance so that the parent/legal guardian or adult student may seek protective action from a court. Notice is not required if the subpoena is a federal grand jury subpoena, and the court has ordered that the existence or contents of the subpoena not be disclosed.
- d. If, prior to the return date, no court order is presented which prohibits release of the educational records, then the principal or supervisor should provide a copy of the records to the party requesting the records no later than the return date and time on the subpoena. Charges for the cost of producing the records shall be in accordance with subsection below.
- e. Records related to a former student may be released without notice to that former student. Charges for the cost of producing the records shall be in accordance with subsection below.
- f. Student educational records that are produced in compliance with a subpoena *duces tecum* should be accompanied by an authentication letter in the format determined by the Director of Student Support Services. Charges for the cost of producing the documents shall be in accordance with subsection below.
- g. Whenever possible, Virginia Code Section 8.01-390.1, as amended, which permits student records in a custody matter to be delivered to a court with a certificate of authentication by the custodian should be used to avoid diversion of school personnel.

#### **D. Subpoena of employee/applicant records**

Upon receipt of a subpoena for employee/applicant records (employment records), the subpoena *duces tecum* shall immediately be presented to the Chief Human Resources Officer or designee.

1. Subpoenas for employment records will generally be complied with if the employee/applicant whose records are released is a party to the lawsuit.
2. The Chief Human Resources Officer or designee will determine, in timely consultation with the School Board AttorneyLegal Counsel or designee, the appropriate response to a

subpoena *duces tecum* for employment records. Charges for the cost of producing the records shall be in accordance with subsection below.

**E. Subpoena *duces tecum* for other School Division records**

Subpoenas *duces tecum* that request production of documents other than employment or student educational records should be immediately directed to the Superintendent's Office. The Superintendent or designee will timely consult with the School Board ~~Legal Counsel~~Attorney or designee regarding the response to the subpoena. Charges for the cost of producing the records shall be in accordance with subsection ~~D4-F4~~ below.

**F. General matters related to subpoena for records:**

1. Service of process/Custodian of Records.

- a. The custodian of student records is the principal of the school that the student attends, the principal's designee, or, in the case of former students, the Director of ~~Guidance/Student Support Services~~Records. The principal or the Director of ~~Guidance/Student Record~~Student Support Services may designate another individual to accept service ~~on his behalf~~ and respond to the subpoena.

~~2.~~\_\_\_\_\_

- ~~a.b.~~ The custodian of employee/applicant records is the Chief Human Resources Officer or designee.

\_\_\_\_\_  
~~b.c.~~ Only the named person or designee should accept service of a subpoena.

- ~~c.d.~~ Subpoenas served at the wrong place of business (i.e. a building other than the building where the custodian of records is physically present) should not be accepted. The process server should be directed to the proper building and custodian of records.

- ~~e.~~ The person accepting service should sign, date the subpoena, and list the time of service on the copy of the subpoena that ~~he/she/they~~ retains.

~~3.2.~~ Return dates under five business days. Any School Board employee who is served with a subpoena duces tecum that has a return date that is less than five business days after the date of service should contact the appropriate department head to discuss the need to file a Motion to Quash the subpoena for insufficient time to respond.

~~4.3.~~ Charging for cost of producing documents. The School Division shall require payment for the cost of producing the requested document. Such costs should include the cost of mailing/delivering the documents; a cost determined by the School Administration ~~of no more than \$..03 for black and white and \$.07 for color~~1503 per page copied; and any



additional, actual cost for production of pictures, tapes, or other unusual documents. A copy of the letter requesting payment should be sent with the documents to the attorney issuing the subpoena for the documents with a copy to the court and a copy should be retained by the School Division. The letter and copies should list the name of the case and docket number of the case as shown on the subpoena. If payment is not received within ten business days, the matter should be referred to the appropriate department head.

**5.4. Delivery of documents.** The School Division should carefully check the subpoena *duces tecum* to ascertain the location where the documents must be delivered. When possible, the party who issued the subpoena should be contacted and requested to pick up the documents from the School Division. If the party requesting the documents will not pick up the documents, the School Division should mail or otherwise deliver the documents and charge for the costs of doing so.

**6.5. Documents which contain protected information.** Documents which contain information regarding persons other than the parties to the lawsuit or their minor children should not be released without first consulting with the appropriate department head.

#### **Editor's Note**

~~See School Board Policy 5-31 Student Records and School Board Bylaw 1-27 Service of Process.~~

#### **Legal Reference**

Family Educational Rights and Privacy Act 20 U.S.C. § 1232 *et seq.* and 34 C.F.R. Part 99, as amended.

Code of Virginia § 22.1-287 through § 22.1-289, as amended. Limitations on access to records.

Code of Virginia § 8.01-390.1, as amended. School records as evidence.

Code of Virginia § 8.01-413.1, as amended. Certain copies of employment records or papers admissible; right of employee or his attorney to copies of such records or papers; subpoena; damages, costs and attorney's fees.

#### **Related Links**

School Board [Bylaw 1-27](#)

School Board [Policy 5-31](#)

Adopted by School Board: December 17, 2002

Scrivener's Amendments: February 9, 2014

Amended by School Board: October 18, 2016

Amended by School Board: September 12, 2023

Cheryl W. Doherty

6/13/2023

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LEGAL SUFFICIENCY

Kamala H. Lenoir

## PERSONNEL

### Licensed Personnel: Contracts

#### A. Contracts

A written contract, in a form prescribed by the Virginia Board of Education, shall be made by the School Board with each teacher employed by it, except those temporarily employed. A temporarily employed teacher means i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence or ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than ninety (90) teaching days in such vacancy<sup>1</sup>, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

Temporarily employed teachers will sign a Substitute ~~Teacher Agreement~~ Assignment Sheet, or a Temporary Employment Agreement, ~~or Short Term Employment Agreement~~, depending upon the nature of the employment. Such agreement will set forth the terms and conditions of employment and shall provide that there is no promise of continued or future employment by the School Board.

#### B. Special Covenants

Special covenants relating to each year's contract shall be sent to the teacher at the time the contract for the ensuing year is made. All contracts shall include as a provision or special covenant a condition that the terms of the contracts are issued contingent upon continued appropriation of funds (including receipt of federal and/or state funds) necessary to meet the contracts.

#### **Editor's Note**

*See School Board Policy 2-50—Appointment/Reappointment and Reclassification  
See School Board Policy 4-1 Definitions*

### Legal Reference

Code of Virginia § 22.1-302, as amended. Written contracts required; execution of contracts; qualifications of temporarily employed teachers; rules and requirements.

Code of Virginia § 22.1-298.8, as amended. Public elementary and secondary school teachers; certain training activities; frequency.

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<sup>1</sup> During the 2023-2024 and 2024-2025 school years, the School Board may employ a temporarily employed teacher to fill such a vacancy for a period of time not to exceed 180 days during one school year.

~~Code of Virginia § 22.1-303, as amended. Probationary terms of service for teachers.~~

~~Code of Virginia § 22.1-304, as amended. Reemployment of teacher who has not achieved continuing contract status; effect of continuing contract; resignation of teacher; reduction in number of teachers.~~

~~Code of Virginia § 22.1-305, as amended. Nonrenewal of contract of probationary teacher.~~

~~Virginia Board of Education Regulations, "Regulations Governing Contractual Agreements with Professional Personnel."~~

Virginia Department of Education Regulations 8VAC20-441, as amended. Regulations Governing the Employment of Professional Personnel.

### **Related Links**

School Board [Policy 2-50](#)

School Board [Policy 4-1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 19, 1975

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

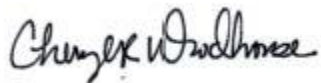
Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: January 18, 2000

Amended by School Board: June 8, 2004

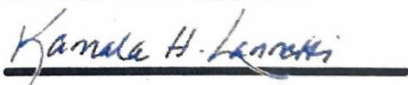
Amended by School Board: March 27, 2018

Amended by School Board: September 12, 2023



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## PERSONNEL

### Meetings and Conferences

#### A. Meetings

Attendance at faculty, department, supervisory, or other meetings is required of employees as determined by their supervising administrator. Employees may be excused from attendance at the discretion of their supervising administrator. Reasonable notice should be provided to employees about a meeting date and time; however, employees may be required to attend meetings without notice when the needs of the School Division require attendance. Consideration should be given to the reasonableness of the notice prior to imposing discipline for failure to attend a meeting. Meetings shall be reasonable in number and duration.

#### B. Parent-Teacher Conferences

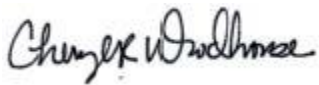
Teachers shall be available to meet with parents/legal guardians at a reasonable time to include before or after school and/or at special evening events held by the School for this purpose.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: November 8, 2017

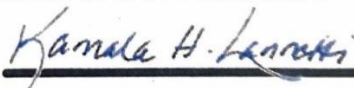
Amended by School Board: August 27, 2018

Amended by School Board: September 12, 2023



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## PERSONNEL

### Tutoring for Pay

The Superintendent or designee shall ensure that teachers not tutor for pay any student whom they are currently teaching. Unless approval is given by the principal, a teacher shall not tutor for pay any students whom they taught the previous school term. Teachers are not to advise that students be tutored by paid tutors without prior consultation with the principal.

Exceptions to this Policy are noted in Regulation 4-66.1, Tutoring for Pay: Licensed Personnel.

#### **Editor's Note**

*See Regulation 4-66.1 — Tutoring for Pay: Licensed Personnel*

*See school division website: [www.vbschools.com](http://www.vbschools.com).*

### Related Links

School Board [Regulation 4-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: August 21, 1990

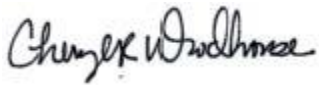
Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 8, 2004

Amended by School Board: October 4, 2016

Amended by School Board: September 12, 2023



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## PERSONNEL

### Investigating/Reporting Alcohol, Marijuana, or Illegal Drug Use

The laws regarding the sale, distribution, possession and/or use of alcohol, marijuana, and illegal drugs are clear, and penalties are provided for violators of these laws. All members of the school community are subject to these laws while on School Board property, vehicles, or attending school sponsored events and have the responsibility as citizens to uphold these laws.

If an employee or agent of the School Board's conduct with regard to alcohol, marijuana, or illegal drugs outside of School Board property, vehicles or school sponsored events becomes the matter of public scrutiny or could undermine the public's or the School Division's confidence in such person's ability to perform duties for the School Division, the Superintendent or designee is authorized to investigate and take appropriate action.

The School Board will not condone any violation of the law and will fully support any employee, agent, or volunteer who, in good faith, acts to report, investigate, or cause any investigation to be made into the activities of students, employees, volunteers, agents or other persons as they relate to the use of alcohol, marijuana, or other drugs in the public schools, on School Board property, or at school sponsored events.

### Legal Reference

Code of Virginia §§ 4-1.600 - 4.1629, as amended. Cannabis Control Act.

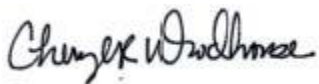
Code of Virginia § 22.1-279.3:1, as amended. Reports of certain acts to school authorities; reports of certain acts be school authorities to parents; reports of certain acts be school authorities to law enforcement.

Code of Virginia., § 8.01-47, as amended. Immunity of school personnel investigating or reporting ~~alcohol or drug use~~ certain incidents at schools.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: November 27, 2018

Amended by School Board: September 12, 2023



6/13/2023



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Kamala H. Lennetti

## PERSONNEL

### Reporting Child Abuse or Neglect

The Superintendent or designee shall develop regulations or procedures which ensure that School Board employees report any cases of suspected child abuse or neglect.

### Legal Reference

Code of Virginia, § 63.2-1507, as amended. Cooperation by state entities.

Code of Virginia, § 63.2-1509, as amended. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

Code of Virginia, § 63.2-1518, as amended. Authority to talk to child or sibling.

~~Code of Virginia, § 63.2-1507, as amended. Cooperation by state entities.~~

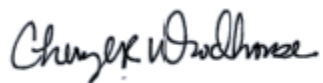
Adopted by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 18, 2016

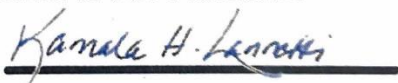
Amended by School Board: September 12, 2023

Reviewed by Human Resources on 4/12/23 and no revisions recommended



June 6, 2023

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## PERSONNEL

### Licensed Personnel: Teacher Salary Scale

The School Board desires to adopt annually a salary scale for teachers that will attract outstanding candidates ~~and will retain those teachers~~ who have met the standards of excellence required by the School Board. The salary scale should be competitive in order to attract and retain highly qualified teachers~~based upon a reasonable base salary~~, should take into consideration years of school based and/or relevant central office job-related~~job-related~~ work experience, degree of educational attainment, and such other criteria as the School Board may deem appropriate.

### Legal Reference

Code of Virginia § 22.1-289.1, as amended, as amended. Teacher ~~compensation~~compensation; biennial review required.

Adopted by School Board: June 16, 1970

Amended by School Board: July 1, 1978

Amended by School Board: August 21, 1990

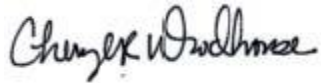
Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 21, 2003

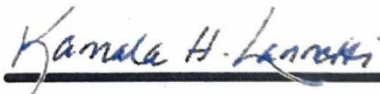
Amended by School Board: October 10, 2017

Amended by School Board: September 12, 2023



6/15/23

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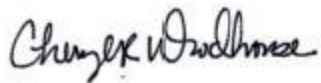
**PERSONNEL**

**Awards for Achievement and Service**

The School Board believes that employees deserve special recognition for performance excellence, service, and creativity. The Superintendent or designee is authorized to develop recognition programs for employees.

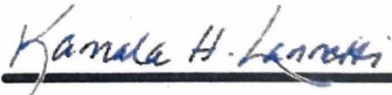
Adopted by School Board: July 13, 1993 (Effective August 14, 1993)  
Amended by School Board: November 8, 2017

Amended by School Board: September 12, 2023



6/13/2023

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## PERSONNEL

### Classified Personnel: Evaluation

An evaluation plan for classified personnel shall be developed under the direction of the Superintendent or designee. The primary purpose shall be to assist the employee in improving his/her/their job performance. Employees shall be advised of these procedures upon their employment.

### Legal Reference

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. School board policies.

Adopted by School Board: March 18, 1975

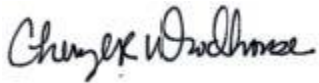
Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)


Amended by School Board: October 18, 2016

Amended by School Board: September 12, 2023



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## PERSONNEL

### Classified Personnel: Meetings, Conferences and Conventions

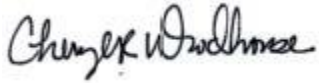
Classified personnel are encouraged to expand their knowledge and skills in areas that will provide more effective services for students. Classified personnel who wish to attend meetings, conferences, ~~and or~~ conventions ~~in order to gain additional knowledge and/or skills~~ may do so under regulations approved by the School ~~Administration~~Division.

The School Board may pay the fees for registration and travel expenses for approved meetings. The Superintendent or designee shall include these expenditures in the proposed budget.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

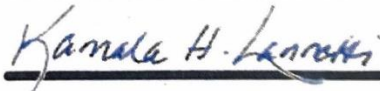
Amended by School Board: October 18, 2016

Amended by School Board: September 12, 2023



6/13/2023

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## PERSONNEL

### Classified Personnel: Compensation

The School Board, upon the recommendation of the Superintendent, shall adopt a written compensation plan for classified personnel. The salary or hourly rate of pay, for a classified employee shall depend upon:

1. Funds available to the School Board.
2. The job or classification in which the employee is placed.
3. The number of hours worked.
4. The minimum wage law and prevailing local wage rates for comparable position in the market.
5. The level of responsibility.
6. The level of skills and training required.

### Legal Reference

Code of Virginia § 40.1-28.10, as amended. Minimum wages.

Adopted by School Board: June 16, 1970

Amended by School Board: July 1, 1978

Amended by School Board: August 21, 1990


Amended by School Board: July 16, 1991

Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: December 17, 2002

Amended by School Board: October 18, 2016

Reviewed by School Board: September 12, 2023



6/15/23

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## PERSONNEL

### Overtime

#### A. Generally

Compensating of employees for overtime hours worked will be as defined by the Fair Labor Standards Act of 1938, as amended, and Title 29, Code of Federal Regulations

#### B. Overtime Pay and Compensatory Time Off

Eligible non-exempt employees shall be compensated with pay at one and one-half times the regular hourly pay for all hours actually worked which are beyond forty (40) hours in a workweek. In lieu of monetary payment for overtime, compensatory time may be awarded. Compensatory time is calculated at one and one-half times the hours actually worked which are beyond forty (40) hours.

#### C. Administration

The authorization and control of all overtime work is the direct responsibility of the administrative staff.

##### 1. Approval of Overtime

All overtime shall be approved in advance by either the department head or a designee.

##### 2. Reporting Overtime

Appropriate overtime records will be maintained and reports submitted to the School Board upon request.

### Legal Reference

The Fair Labor Standards Act of 1938, as amended, 29 U.S.C. § 201, *et seq.*

Adopted by School Board: March 18, 1986

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

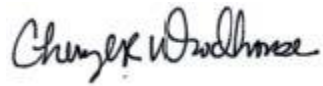
Amended by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: June 16, 1998

Amended by School Board: June 20, 2006

Amended by School Board: September 5, 2007  
Amended by School Board: January 23, 2018

Reviewed by School Board: September 12, 2023



6/15/23

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## PERSONNEL

### Observation Students, Practicum Students, Student Teachers, and Interns

#### A. Purpose

To outline procedures for the placement of field-experience (observation) students, practicum students, student teachers, and interns.

#### B. Application and Placement

##### 1. Observation Students

Field-experience students who are observing in classrooms or who are assigned to other work sites to observe for short periods of time, shall be placed in accordance with procedures established with the institution of higher education and the Department of Human Resources.

##### 2. Practicum Students and Interns – Non-instructional

Practicum students and interns seeking placement in technical positions that are not directly related to the instructional program, shall be placed in accordance with procedures established with the educational institution and the Department of Human Resources.

##### 3. Practicum Students, Student Teachers, and Interns – Instructional

- a. Universities submit requests for student teachers and internship placements in ~~Virginia Beach City Public Schools~~the School Division directly to the Department of Human Resources. Intern placements include administrative, psychologist, school counselors, social workers, and speech language pathologist. Direct requests from students are not accepted.
- b. Application for placement(s) shall be denied when the Chief Human Resources Officer, Department of Human Resources, or ~~his/her~~their designee judges them to be in conflict with the best interests of the School Division.
- c. School Division employees who are fully endorsed in the areas of their current assignments and are seeking advanced degrees in those endorsement areas, may be observed by their colleges or university supervisors with the permission of their principals or program managers.

### C. Supervision of Practicum Students, Student Teachers, and Interns

1. School Division employees who serve as supervisors or cooperating teachers of practicum students, student teachers, or instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the principal or director.
  - b. Willingness to serve as a role model and mentor.
  - c. Have a licensure/endorsement in the teaching assignment for practicum students, student teachers, and instructional interns (school counselors, psychologist, speech and language pathologist, etc.) or an administrative endorsement for administrative interns (must have a Collegiate Professional or Post Graduate Professional ~~five-ten~~ (510) year renewable teaching license.
  - d. Minimum of three (3) years of teaching/administrative experience as appropriate to student supervision assignment.
  - e. Minimum of one (1) year in the current teaching/administrative assignment.
2. School Division employees who serve as supervisors for non-instructional interns shall meet the following minimum requirements:
  - a. Recommendation of the director.
  - b. Willingness to serve as a role model and mentor.
  - c. Minimum of three (3) years of experience as appropriate to student supervision assignment.
3. Honorariums from universities may be accepted in accordance with the following provisions:
  - a. Non-administrative supervisors and cooperating teachers may accept honorariums for personal use.
  - b. If the supervision of a practicum student, student teacher, or intern is divided among staff members, the honorarium shall be divided accordingly.
  - c. Administrative employees may not accept honorariums for their personal use but shall have them made payable to Virginia Beach City Public Schools and credited to appropriate school or department codes to use in improving educational programs (e.g. in-service activities, consultants, materials, supplies, field trips, student activities, etc.).

**D. Evaluation of Practicum Students, Student Teachers, and Interns Instructional**

Practicum Students, student teachers, and interns shall be evaluated jointly by their university site supervisor and the School Division cooperating teacher/administrator.

**E. Non-Instructional**

Practicum students, and interns shall be evaluated jointly by their university/technical school site supervisor and the cooperating School Division employee.

**F. Tuberculin Test**

Each assigned practicum student, student teacher, and intern shall meet state requirements regarding tuberculin tests.

**G. Background Check Required**

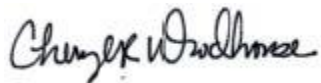
All practicum students, student teachers, and interns must have completed a background check through their university program prior to being assigned to a classroom or office in the School Division.

If the school or university does not provide a background check process the student must provide personal descriptive information to the school division to obtain criminal history record information for the purpose of screening for placement in a classroom or work area in the School Division. The cost of the screening will be the responsibility of the student/intern.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: October 23, 2018

Amended by School Board: September 12, 2023



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## PERSONNEL

### Summer School Teachers Assignment and Placement

In making teaching assignments for summer school, current teaching assignment, prior summer school experience, or other areas of extensive experience will be considered. Experience in teaching the subject/course for the immediate past regular school year is preferred. The principal/program coordinator retains the right to make the final assignment.

Each year, an~~An~~ announcement regarding available ~~the type of~~ teaching positions ~~that will be available~~ for summer school will ~~normally be~~ made~~provided by April 15~~. Employees who submit applications, but ~~and who~~ are not selected ~~notified of having received for~~ a summer school position by ~~June 1~~the beginning of the summer session shall be notified of the denial ~~that they have been denied a position~~ and/or that they have been placed on an approved list from which any additional positions will be staffed.

Adopted by School Board: July 13, 1993 (Effective August 14, 1993)

Amended by School Board: April 2, 1996

Amended by School Board: June 8, 2004

Amended by School Board: ~~December~~December 4, 2017

Amended by School Board: September 12, 2023

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Kamala H. Larrick

## ADMINISTRATION

### Administrative Interns and Administrative Assistants

**A.** The School Division will endeavor to promote succession planning by supporting future administrators.

#### **A. Administrative Interns.**

**A.** -Current ~~VBCPS-School Division~~ teachers who are pursuing advanced degrees in School Leadership and Administration may complete administrative internship hours with the School Division~~VBCPS~~. Such hours must normally be completed outside of the scope of the teachers' contract times. Teachers must seek prior approval from their principals to accrue any internship hours during their contracted times, and they must keep a log of such hours so that they can work the hours owed beyond the contract day. The approval for administrative internships must come from the Department of Human Resources, which will work with principals to determine the placement locations.

#### **B. Administrative Assistants.**

**B.** Once ~~VBCPS-School Division~~ teachers have obtained Virginia Department of Education (VDOE) licenses with endorsements in School Administration, they may apply for vacant Administrative Assistant positions. Administrative Assistants, who are paid according to the Instructional Pay Scale, serve as Assistant Principals-in-training. During their employment as Administrative Assistants, they will gain valuable experience and training to help them become better-prepared candidates for Assistant Principal positions.

#### **C. The program shall be designed ~~so as to~~:**

- a. 1.** Require minimal expenditure of funds;~~;~~
- b. 2.** Recognize the value of the program as one part of the total plan ~~of~~ growth opportunities for the licensed staff;~~;~~
- c. 3.** Select the best qualified applicants;~~;~~
- d. 4.** Operate without harm to other functions of the School Division;~~;~~ and.
- e. 5.** Build educational partnerships between the School Division and universities/colleges.

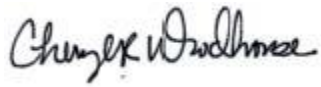


Adopted by School Board: October 20, 1992

Amended by School Board: December 3, 2013

Amended by School Board: January 23, 2018

Amended by School Board: September 12, 2023



6/13/2023

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School Board of the City of Virginia Beach  
Policy 5-9

## **STUDENTS**

### **Age of Entrance/Kindergarten**

No child who has not reached their fifth birthday on or before September 30 of the school year shall be eligible for enrollment in kindergarten. All students transferring into the School Division who have already been attending Kindergarten in an out of state school division will be allowed to enroll in Kindergarten under the same standards for Kindergarten enrollment set forth in the Interstate Compact on Educational Opportunity for Military Children and applicable state law regarding children of certain federal employees.

### **Legal Reference**

Code of Virginia § 22.1-199, as amended. Kindergarten programs suitable for certain children.

Code of Virginia § 22.1-360 Article IV (D), as amended. Interstate Compact on Educational Opportunity for Military Children.

Code of Virginia §22.1-369, et seq., as amended.  
Educational opportunities for Children of Certain Federal  
Employees.

Adopted by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: October 6, 1998

Amended by School Board: November 9, 2022

Amended by School Board: September 12, 2023

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Kamala H. Lennetti

## STUDENTS

### Non-discrimination and non-harassment of students

#### A. Purpose

The School Board is committed to maintaining an environment where all students and staff members conduct themselves in a manner built on mutual respect, where differences are understood and appreciated, and where all persons are treated fairly and with respect. It is the Policy of the School Board to prohibit any and all discrimination, harassment and bullying based on an individual's race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or military/veteran status. The School Board will have jurisdiction over such complaints when the alleged conduct happens on school property, vehicles, or grounds while school activities are going on, at school related or sponsored events, or through School Division communication systems. At its discretion, the School Board or Superintendent may take jurisdiction of complaints that happen outside of these specified situations if the alleged conduct causes significant disruption to the educational environment. The Superintendent or designee is directed to develop regulations, practices and trainings related to compliance with Code of Virginia § 22.1-23.3, as amended, ~~and the Virginia Department of Education Model policies for Treatment of Transgender Students in Public Elementary and Secondary Schools.~~ <sup>1</sup>The School Board directs the Superintendent to take prompt and appropriate action to investigate and resolve all complaints and to publish and provide training regarding this Policy.

#### B. Report of Complaint

Any student who is the victim of discrimination, harassment or bullying based on race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, age, marital status, disability, genetic information or veteran status by a student, employee, official, or non-School Division employee agent, volunteer or invitee is required to immediately report the alleged acts to the principal, assistant principal or an appropriate School Division official. Any person who has reason to believe that a student has been subject to such discrimination, harassment or bullying must report the alleged acts to the principal or an appropriate School Division official immediately, but in no case less than a reasonable amount of time after the person learned of the alleged acts.

Any employee or official who receives information that a student has or may have been the victim of such discrimination, harassment or bullying is required to promptly report the alleged acts to the principal or an appropriate School Division official. Failure to report such information may result in disciplinary action up to and including dismissal.

Use of formal reporting forms is not necessary. Nothing in this Policy will prevent any person from reporting such discrimination, harassment, or bullying directly to the Superintendent/or designee.

### **C. Who acts as Investigator of Complaints**

1. Who acts as Investigator if a Student is the Harasser/Discriminator.

The building principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by another student.

2. Who investigates if Employee, Official or School Division agent, volunteer or invitee is the Harasser/Discriminator.

If the principal or designee receives a complaint of discrimination, harassment or bullying against a student by a School Division employee, official or School Division agent, volunteer or invitee, the principal or designee will act as the investigator for the purpose of investigating allegations of discrimination, harassment or bullying against a student by individuals within the school. The principal should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions.

3. Who investigates if a Principal, School Administrator, the Superintendent or a School Board Member is the Harasser/Discriminator.

If the complaint involves a principal, the matter will be directed to the Department of School Leadership (DOSL) for investigation. DOSL should consult with the Department of Human Resources, Office of Employee Relations regarding investigations, findings and proposed actions. If the complaint involves the Superintendent, the matter will be directed to School Board to determine whether a third party or other individual should be assigned to investigate the matter. Complaints involving School Board Members should be directed to the Chair of the School Board or the Vice Chair if the Chair is involved. The remaining School Board Members will determine the appropriate course of investigation under these circumstances.

### **D. Investigation process**

Upon receipt of a report or complaint of such discrimination, harassment or bullying of a student the designated investigator will as soon thereafter as practical, undertake or authorize an investigation. The investigation may be conducted by a third party if designated by the Superintendent or School Board. Within three (3) business days, the complainant will receive notice of who has been assigned to investigate the complaint and how to contact the investigator. Confidentiality will be maintained in accordance with applicable law and regulation. The investigator will provide the complainant, victim, and alleged violators the opportunity to provide testimony, evidence and/or witnesses regarding the alleged acts. The investigator will make a reasonable effort to obtain information concerning the alleged acts and related circumstances. The investigator will prepare an investigation report which will include:

1. the allegations as made by the complainant;
2. any additional allegations as ascertained during the investigation;
3. a summary of the evidence obtained during the investigation;

4. the alleged violator's response and supporting evidence regarding the allegations;
5. a summary of statements or other evidence provided by the victim, witnesses or other related parties;
6. the efforts made by the School Division to remedy or otherwise address the circumstances leading to or resulting from the alleged acts;
7. whether the complainant or victim is satisfied with those remedies or seeks further action;
8. the investigator's recommendations regarding whether the allegation has been substantiated as a violation of this Policy and any further actions needed to remedy the complaint or address unresolved issues; and
9. any other relevant information not otherwise addressed

Within fifteen (15) business days, the investigation report will be completed and provided to the complainant (if the complainant is also the alleged victim), to the alleged violator, and to the appropriate School Division staff member. Upon agreement by the victim or if extenuating circumstances arise, the time period to complete the investigation report may be extended for a reasonable period of time. If the complainant is not the victim, then the complainant will be informed that the complaint has been investigated and handled in accordance with this Policy or applicable law and regulation. Portions of the investigation report may be kept confidential to protect the rights of students or staff members. The investigator's obligation to conduct this investigation will not be extinguished by the fact that a civil, administrative or criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### **E. Action by the School Administration or School Board**

Upon receipt of the investigation report, the principal or designee, the Superintendent or designee, or the School Board, will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Such action may include disciplining any students using student discipline procedures; disciplining any employees or officials involved using employee discipline procedures; taking appropriate action against School Division agents, volunteers or invitees. Action taken for violation of this Policy shall be consistent with the requirements of applicable local, state and federal law and regulation and School Board policies and regulations of a related nature or degree of severity.

In the event that the evidence suggests that the discrimination, harassment or bullying at issue is also a crime or other violation of local, state or federal law or regulation, the Superintendent or designee, or other official shall report the results of the investigation to the appropriate enforcement agency.

#### **F. Appeal of determination or action taken**

If the victim of the complaint is not satisfied with the determination of the investigation report or the action taken by the School Division to prevent further harassment, discrimination or bullying of the victim, the victim may file an appeal within fifteen (15) calendar days of receipt of the investigation

report. The victim will not be entitled to appeal the disciplinary action imposed on a student, employee or official. The appeal should be filed with the Superintendent if the acts were alleged to have been caused by a student, employee, official, or School Division agent, volunteer or invitee. If the acts were alleged to have been caused by the Superintendent or a School Board Member, the appeal should be filed with Clerk of the School Board. The School Board will make a decision within thirty (30) business days of receiving the appeal or within a reasonable time after the complaint is filed. The School Board may ask for oral or written argument from the victim and the School Administration and any other individual that the School Board deems relevant. At its sole discretion, the School Board may hold a hearing or designate a hearing officer to hold a hearing on the appeal. The School Board will set the terms and conditions for any such hearing.

#### **G. Retaliation or false complaints**

Persons who use this procedure for good faith complaints will not be retaliated against by the School Board or School Division staff. The School Board directs that appropriate action be taken against any person who retaliates against another person for reporting alleged violations of this Policy or for participating in related proceedings. Persons who knowingly file false complaints and any person who knowingly gives false statements or evidence in a related proceeding may be subject to discipline or other appropriate action. Students may be subject to discipline up to and including suspension or expulsion. School Board employees or officials may be subject to discipline up to and including dismissal. School Division agents, volunteers, and invitees may be subject to measures up to and including exclusion from School Board property, buses, communication systems and school sponsored events.

#### **H. Posting of Policy and Training**

The Superintendent or designee will conspicuously post this Policy or a summary thereof in each school in a place accessible to students, School Division staff and the public. The notice will include the name, mailing address and telephone number of that School's compliance official or the contact information for any state or federal agency responsible for investigating the allegations.

This Policy will be referenced in the student handbook and will be made available upon request of parents, students, and other interested parties.

The Superintendent/or designee will develop a method of reviewing this Policy with students and employees. Training on the requirements for Compliance with this Policy will be provided to all School Division students, employees, officials and other agents on an annual basis, and at such times as the Superintendent determines are appropriate or necessary.

#### **Notes:**

<sup>1</sup>This Policy should not be read to abrogate other School Board policies or regulations prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes within the School Division. It is the intent of the School Board that all such policies be read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities

<sup>2</sup>"Tolerate" is defined to mean allow to happen, fail to intervene, encourage, fail to report or otherwise, provided that the person knew or could have reasonably been expected to know about the actions



### **Legal Reference**

Code of Virginia § 2.2-3900, *et seq.*, as amended. Virginia Human Rights Act.

Code of Virginia § 22.1-23.3, as amended. Treatment of transgender student; policies.

Adopted by School Board: June 3, 2003

Amended by School Board: November 19, 2013

Amended by School Board: August 18, 2015

Amended by School Board: August 2, 2016

Amended by School Board: May 12, 2020

Amended by School Board: September 14, 2021

Amended by School Board: September 12, 2023

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LEGAL SUFFICIENCY

Kamala H. Lencioni

## COMMUNITY RELATIONS

### Scholastic Records

#### A. Definitions

Words and terms when used in this Policy and its implementing regulations are established in Regulation 5-31.2.

“Eligible student” means a student who is eighteen (18) years of age or older, a student attending a postsecondary institution, or an emancipated student. Students who are 18 years old and subject to a court order that places the student under the legal guardianship of another person will be treated as minor students.

“Parent” or “parents” mean any parent, guardian, legal custodian, or other person having control or charge of a child. A child is determined to be a person under the age of eighteen (18) years of age. Students who are “eligible students” or adult students as used by the School Division, have the right to make decisions regarding their records and education.

#### B. Generally

All information regarding students and their families shall be collected and maintained under safeguards of privacy established by federal and state laws or regulations and School Board policies and regulations.

An accurate and complete individual, permanent and cumulative record shall be maintained for each student in grades pre-K-12 enrolled in the School Division. When appropriate, a separate confidential record shall be maintained for those students requiring differentiated instruction. When a separate confidential record is established a notation on the cumulative record shall indicate the location of the confidential records. All data (cumulative and confidential) shall be considered the student's official scholastic records. In accordance with Code of Virginia § 22.1-288.2, as amended, every notice of adjudication of delinquency or conviction received by a superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.

No statement in this Policy or any implementing regulations shall be construed by employees as negating their responsibility for reporting child abuse or neglect cases as required by Code of Va., Virginia § 63.2-1509, as amended, and School Board Policy 4-68.

All personnel authorized access to scholastic records shall be informed of this Policy and its implementing regulations. Strict adherence shall be considered a condition of employment or authorization to access such files by volunteers and agents of the School Board.

### **C. Custodian(s) of Student Records**

The employee responsible for the in-service education of records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer and destruction of scholastic records data shall be designated as custodian of student records.

At the individual school level the custodian of student records shall be the principal or a designee. When scholastic records are on file in a central facility the Superintendent or a designee shall be the custodian.

The Executive Director of the Office of Programs for Exceptional Children shall designate a custodian to maintain the confidential files for students with disabilities (preschool, unserved) who are not enrolled as students in the School Division.

### **D. Notification of Records Policies and Regulations**

#### **1. Generally**

School Board policies and regulations pertinent to scholastic records shall be available to interested parties on the School Division website which is available and accessible at each school administrative office, media center (library), and the central office.

#### **2. Parents/Legal Guardians/Eligible Students**

Each year the School Board shall notify eligible students, the parents and/or legal guardians of minor students in attendance and eligible students in attendance of their rights as established in School Board policies and regulations. Such notification may be by letter, mailing, electronic communication, patron organization bulletins or by public notice in the newspaper press. However transmitted, the notification shall include the following:

- a. The types and location of scholastic records and information maintained therein;
- b. The title and address of the employee responsible for the maintenance of scholastic records, the parties to whom data may be disclosed, and the purpose for disclosure;
- c. The policy for reviewing and expunging scholastic records;
- d. The policies and regulations for disclosure of data from scholastic records;
- e. The right to challenge the content of scholastic records and to file with the Office of Family Compliance, U.S. Department of Education, a complaint concerning an alleged failure by the School Division to comply with the Family Education Rights and Privacy Act (FERPA);
- f. The fee for reproducing copies of scholastic records;
- g. The data designated as directory information; and

- h. The right to obtain, upon payment of the appropriate fee, a copy of School Board policies and regulations on the management of the scholastic records and the location of same.

### 3. Local Agencies

Each year the custodian of scholastic records shall inform local agencies cooperating with the School Division in the student's educational development of the location of School Board policies and regulations in the management of scholastic records.

## **E. Access to Student Records**

### 1. School Division Employees

#### a. Licensed Personnel

Licensed personnel (including itinerant teachers) within the student's school shall have access to his/her student's records.

Other licensed personnel shall have access to these records if the custodians of scholastic records determine they have a legitimate educational interest in requesting such access. The criterion for determining "legitimate educational interest" shall be the student's welfare. Licensed personnel who copy data from student records shall protect the confidentiality of such data.

#### b. Classified Personnel

Classified personnel assigned to duties within the facility where student records are maintained shall have access to such records only with the prior approval of the custodian of scholastic records. Students and paraprofessional employees shall not be assigned clerical duties where they may have access to scholastic records.

#### c. In-service Education

The custodian of student records shall supervise an in-service education program for employees having access to these records. The core documents for the program shall be this Policy and its implementing regulations.

#### d. Employee Access Roster

Custodians of scholastic records shall maintain an up-to-date roster of division employees within their facility having access to scholastic records. These rosters shall be made available for public inspection.

### 2. Parents/Legal Guardians/Eligible Students

- a. a. The custodian of student records shall permit parents and/or legal guardians of minor students or eligible students to inspect and review such records. Compliance with requests shall be made without unnecessary delay and in no case more than forty-five (45) calendar days after the request has been made in accordance with the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended and related regulations. In the case of requests made by parents, legal guardians, or eligible students for records of students with

disabilities, compliance with such request shall be made prior to any meeting for a student identified under the Individuals with Disabilities Education Act.

- b. b. The custodian of student records may presume that parents/legal guardians of minor students have the authority to inspect and review records relating to the minor student unless the School Division has been advised that a parent/legal guardian does not have the authority under applicable state law governing such matters as guardianship, separation, divorce or Child Protective Services.

### 3. Student (under eighteen) who is Subject of Record

Transfer of rights to review scholastic records from the parent/legal guardian to an eligible student happens when the student reaches eighteen (18) years of age. Parents or legal guardians who continue to claim the student as a tax dependent may continue to access the eligible student's scholastic record.

### 4. Third Parties

The custodian of records may permit the following third parties to access student records in accordance with applicable state and federal laws:

For purposes of this section, "group home" means a "juvenile residential facility that is a community based, home-like single dwelling, or its acceptable equivalent, other than the private home of the operator, and does not exceed the capacity approved by the regulatory authority" and "juvenile detention center" means "a local, regional, or state, publicly or privately operated secure custody facility that houses individuals who are ordered to be detained pursuant to the Code of Virginia. This term does not include juvenile correctional centers."

Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the custodian of records 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 student or by such student if the student is eighteen years of age or older. Private agencies or private individuals must provide a written release or authorization from the student's parents specifying the records to be released, the reasons for such release, and to whom the records are to be released.

The custodian of records shall release student records in accordance with a Federal grand jury subpoena, any other subpoena issued for a law enforcement purpose, a judicial order, or any lawfully issued subpoena, that lawfully requires disclosure of such records and shall notify the parents, legal guardian or eligible student of such disclosure as required by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g), as amended, and related regulations.

The custodian of records shall permit a guardian ad litem or counsel for the child appointed pursuant to Code of Virginia § 16.1-266 , as amended to inspect and copy, without the consent of the child or the child's parents/legal guardians, any records relating to the child whom the guardian or counsel represents, upon presentation by the guardian ad litem of a copy of the court order appointment or a court order specifically allowing such access.

Pursuant to Standard 1 of the Standards of Quality (Chapter 13.2 (§ 22.1-253.13:1 *et seq.*) of Title 22.1), all school boards are required to implement career and technical education programs promoting

knowledge of careers and various employment opportunities, including, but not limited to, military careers. Therefore, any school board that provides access to one or more of its high schools and contact with such high school's student body or other contact with its high school students during a school or School Division-sponsored activity whether conducted on School Board property or other property to persons or groups for occupational, professional or educational recruitment shall provide equal access on the same basis to official recruiting representatives of the military forces of the Commonwealth and the United States.

- a. A person designated in writing by either parent or legal guardian of the student if the student is less than eighteen years of age or as designated by an eligible student (eighteen years of age or older);
- b. 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 official duties;
- c. An agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in section 4 of the Indian Self-Determination and Education Assistance Act [25 U.S.C. 450(b)], who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student. Any agency caseworker or other representative of a State or local child welfare agency or tribal organization (as referenced above) who does not meet the requirements outlined above, must obtain a written release from the parent, guardian, or eligible student (eighteen years of age or older) authorizing access to such student records. The release must specify the records to be released, the reasons for such release, and to whom the records are to be released.
- d. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication:
  - 1) Attorneys for the Commonwealth;
  - 2) Court services units;
  - 3) Juvenile detention centers or group homes;
  - 4) Mental and medical health agencies;
  - 5) State and local children and family service agencies;
  - 6) The Department of Juvenile Justice; and
  - 7) The staff of such agencies.

#### **F. Disclosure of Scholastic Records Content**

For disclosure of student records see School Board Policy 5-66.

#### **G. Amendment of Scholastic Records Content**

The parent/legal guardian of a minor student or the eligible student who believes that information in the student's record is inaccurate, misleading or violates the privacy or other rights of the student may request that the custodian who maintains the record amend such record. Upon receipt of such request the custodian shall be responsible for administering the subsequent procedures as established in Virginia Department of Education. Consistent with federal law and regulation, each school shall annually notify parents, legal guardians, or eligible students currently enrolled in attendance of their rights under the Family Education Rights and Privacy Act (20 U.S.C. § 1232(g)) and related regulations.

#### **H. Content and Disclosure of Student Directory Information**

See School Board Policy 5-66 and School Board Regulation 5-66.1.

#### **I. Periodic Evaluation of Scholastic Records**

In cooperation with school counseling personnel, the custodian of student records shall annually review the contents of these records for the purpose of removing data no longer educationally useful as directed in School Board Regulation 5-31.1 and as directed in the Commonwealth of Virginia Records Retention and Disposition Schedule (Form RM-2).

#### **J. Transfer of Scholastic Records**

Scholastic records shall be transferred as directed in School Board regulation and in accordance with applicable law and regulation.

#### **K. Implementation**

The Superintendent is authorized to implement this Policy with appropriate School Board regulations.

#### **Legal Reference**

The Family Educational Rights and Privacy Act. 20 USC § 1230, 1232 g, 34 CFR Part 99, as amended.

Code of Virginia § 16.1-266, as amended. Appointment of counsel and guardian ad litem.

Code of Virginia § 22.1-130.1, as amended. Access to high schools and high school students for military recruiters.

Code of Virginia § 22.1-20, as amended. Retention of pupil personnel records.

Code of Virginia §22.1-23.3, as amended. Treatment of transgender students; policies.

Code of Virginia § 22.1-287, as amended. Limitations on access to records.

Code of Virginia § 22.1-287.1, as amended. Directory information.

Code of Virginia § 22.1-288.2, as amended. Receipt, dissemination and maintenance of records of certain law-enforcement information.

Code of Virginia §22.1-289, as amended. Transfer and management of scholastic records; disclosure of information in court notices; penalty

Virginia Board of Education Regulation, 8 VAC 20-150-20, as amended. Management of Scholastic Record.



Virginia Department of Corrections Regulation, 6VAC35-41-10, as amended. Definitions.

Virginia Department of Corrections Regulation, 6VAC35-101-10. Suspected child abuse or neglect.

**Related Links**

School Board [Policy 4-68](#)

School Division [Regulation 5-31.1](#)

School Division [Regulation 5-31.2](#)

School Board [Policy 5-66](#)

School Board [Regulation 5-66.1](#)

Adopted by School Board: October 21, 1969

Amended by School Board: June 17, 1975

Amended by School Board: January 20, 1981

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: June 15, 1993 (Effective August 14, 1993)

Amended by School Board: April 4, 2006

Amended by School Board: August 19, 2014

Amended by School Board: September 14, 2021

Amended by School Board: September 12, 2023

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lennetti



**Subject:** Program Evaluation Schedule for 2023-2024 **Item Number:** 14B

**Section:** Consent **Date:** September 12, 2023

**Senior Staff:** Lisa A. Banicky, Ph.D., Executive Director of Planning, Innovation, and Accountability

**Prepared by:** Heidi L. Janicki, Ph.D., Director of Research and Evaluation  
Office of Planning, Innovation, and Accountability

**Presenter(s):** Heidi L. Janicki, Ph.D., Director of Research and Evaluation  
Office of Planning, Innovation, and Accountability

**Recommendation:**

That the School Board approve the schedule of program evaluations that will be completed by the Office of Planning, Innovation, and Accountability (PIA) during the 2023-2024 school year.

**Background Summary:**

The attached 2023-2024 Program Evaluation Schedule includes programs or initiatives recommended for evaluation during the 2023-2024 school year based on School Board Policy 6-26. Programs included on the evaluation schedule for 2023-2024 include Canvas, the school division's learning management system, the Renaissance Academy Alternative Education Program, and Behavioral and Mental Health Supports for Students. The Behavioral and Mental Health Supports for Students evaluation will address the following initiatives: Behavior Intervention Support Team, Rapid Response, Bridge Program, Responsive Classroom, Base Program, and Community in Schools.

**Source:**

School Board Policy 6-26

**Budget Impact:**



**VIRGINIA BEACH CITY PUBLIC SCHOOLS**  
CHARTING THE COURSE

**Planning, Innovation, and Accountability  
Office of Research and Evaluation**

**2023-2024 Program Evaluation Schedule**

**Review of 2022-2023 Program Evaluation Schedule\***

<b>Program</b>	<b>Reporting Schedule</b>
Canvas**	Fall 2023
Positive Behavioral Interventions and Supports (PBIS)	Fall 2023
Renaissance Academy Alternative Education Program	Fall 2023
Gifted Resource-Cluster Program	Winter 2023

**2023-2024 Program Evaluation Schedule  
(Submitted for School Board approval in accordance with School Board Policy 6-26)**

<b>Program</b>	<b>Proposed Reporting Schedule</b>
Canvas**	Fall 2024
Renaissance Academy Alternative Education Program	Fall 2024
Behavioral and Mental Health Supports for Students (Multiple Initiatives)**	Fall 2024

\*Once evaluation results have been presented to the School Board, recommendations may include additional evaluations to be completed by the Office of Research and Evaluation (ORE) during the 2023-2024 school year.

\*\*Added to the Program Evaluation Schedule based on School Board Policy 6-26 which stipulates that new educational programs or initiatives that operate with local resources will be evaluated for a minimum of two years. Programs or initiatives that take more than two years to fully implement will also be evaluated during the year in which the program or initiative reaches full implementation. The Behavioral and Mental Health Supports for Students evaluation will address several new or expanded programs including the following: Behavior Intervention Support Team (BIST), Rapid Response, Bridge Program, Responsive Classroom, Base Program, and Community in Schools.



**Subject:** Personnel Report **Item Number:** 15A

**Section:** Action **Date:** September 12, 2023

**Senior Staff:** Mrs. Cheryl R. Woodhouse, Chief Human Resources Officer

**Prepared by:** Cheryl R. Woodhouse

**Presenter(s):** Donald E. Robertson Jr., Ph.D., Acting Superintendent

**Recommendation:**

That the Superintendent recommends the approval of the appointments and the acceptance of the resignations, retirements and other employment actions as listed on the September 12, 2023, personnel report.

**Background Summary:**

List of appointments, resignations, and retirements for all personnel.

**Source:**

School Board Policy #4-11, Appointment

**Budget Impact:**

Appropriate funding and allocations

Personnel Report  
Virginia Beach City Public Schools  
September 12, 2023  
2023-2024

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Unified Salary Scale	Appointments - Elementary School	Altenton	8/22/2023	Anna C Clark	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Altenton	8/22/2023	Kara E Reed	Clinic Assistant, 500	Not Applicable	University of South Carolina, SC
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Toney J Reeves	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Amanda White	Not Applicable	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/28/2023	Jeremy V Goughley	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bayside	8/22/2023	Robyn McManara	Not Applicable	Not Applicable	Virginia Tech, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/28/2023	Diedre E Neumeister	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Bettie F. Williams	9/11/2023	Vanity S Melville	Cafeteria Assistant, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Alisha L Baker	Cafeteria Assistant, 6.5 Hours	Not Applicable	VBPCS, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Cody Benoit	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Decline Huff	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/22/2023	Tonya F Marshall	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Birdneck	8/24/2023	Glen D Hammond	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Christopher Farms	8/22/2023	Demetrius Davis	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	8/22/2023	BroOsha N King	Pre-Kindergarten Teacher Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	8/22/2023	Jaylen Hudgins	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	College Park	8/28/2023	NancyJette Sanyer	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Cooke	8/22/2023	Conor B Murphy	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Cooke	8/23/2023	Veronica F King	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Corporate Landing	8/15/2023	Jennifer M Hosler	School Office Associate II	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Creeks	8/22/2023	Tina K Keith	Kindergarten Assistant	Not Applicable	Tidewater Community College, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Diamond Springs	8/22/2023	Jeffrey Morgan	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	8/22/2023	Deirdre Pugh	Kindergarten Assistant	Not Applicable	Christopher Newport University, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Fairfield	8/24/2023	Traci I Reynolds	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Green Run	8/24/2023	Kisha L McLeod	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	8/28/2023	Marvin Nartowicz	Technology Support Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	8/22/2023	Brandon E Battle	Physical Education Assistant	Not Applicable	Norfolk State University, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	8/22/2023	Jaime L Carino	Special Education Assistant	Not Applicable	Ashford University, IA
Assigned to Unified Salary Scale	Appointments - Elementary School	Indian Lakes	8/30/2023	Hailey G Chavis	Special Nurse	Not Applicable	Old Dominion University, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	John B. Dey	8/30/2023	Leah C Renwick	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville Meadows	8/24/2023	Patricia D Davis	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Kempsville Meadows	8/28/2023	Jennifer L Wheeler	Pre-Kindergarten Teacher Assistant	Not Applicable	Old Dominion University, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	King's Grant	8/22/2023	Linda W Crivello	Special Education Assistant	Not Applicable	East Carolina University, NC
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	8/22/2023	Brian M Heald	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Landstown	9/11/2023	Jennifer A Cambra	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	8/22/2023	Lenah C Clements	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	8/22/2023	Lewis O Old	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Luxford	8/22/2023	Hannah L Wheeler	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	8/22/2023	Linda D Holliman	Special Education Assistant	Not Applicable	Norfolk State University, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Lynnhaven	8/22/2023	Reginald L Williams	Special Education Assistant	Not Applicable	Florida State University, FL
Assigned to Unified Salary Scale	Appointments - Elementary School	Matlivo	8/18/2023	Mary-Ellen D Boagjanic	School Administrative Associate I	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	New Castle	8/22/2023	Jon W Kline	Security Assistant	Not Applicable	Tidewater Community College, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	New Castle	8/22/2023	Miriyah Nielsen	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	8/22/2023	Maxwell Hudgins	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	North Landing	8/23/2023	Laura Kline	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	8/14/2023	Jacqueline Cruz	School Office Associate II	Not Applicable	Farmer County Public Schools, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	8/28/2023	Jessica L Goldsmith	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Ocean Lakes	8/28/2023	Tonya D Powell	Special Education Assistant	Not Applicable	Excelsior College (Regents), NY
Assigned to Unified Salary Scale	Appointments - Elementary School	Parkway	8/22/2023	Elsie Class-Santiago	Kindergarten Assistant	Not Applicable	Ramirez Col Business & Tech, PR
Assigned to Unified Salary Scale	Appointments - Elementary School	Parkway	8/24/2023	Tiffany M Baker	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Angela Neerath G Malpaya	School Office Associate II	Not Applicable	Philippine Normal Univ, PH
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Aaliyah Creekmore	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Sarah J Legler	Kindergarten Assistant	Not Applicable	Monroe Community College, NY
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Shannon K O'Neal	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke	8/22/2023	Shanella S Williams	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/15/2023	Jaemyn Moore	General Assistant	Not Applicable	Head Start, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Pembroke Meadows	8/22/2023	Stephanie T Whitehead	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	8/21/2023	Edward D Kopicki	Security Assistant	Not Applicable	First Discovery, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	8/22/2023	Molly F Hillman	General Assistant	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	8/28/2023	Stacey R Dozier	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Point O'View	8/28/2023	Paula S Wykle	Physical Education Assistant	Not Applicable	Tidewater Community College, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	8/22/2023	Paul C Bryant	Security Assistant	Not Applicable	VBPD
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	8/22/2023	Elinor M Kouns	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Princess Anne	8/22/2023	Holly S Smith	Clinic Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Red Mill	8/24/2023	Sirinya A Kiser	Special Education Assistant	Not Applicable	Bangkok Suvarnabhumi College, TH
Assigned to Unified Salary Scale	Appointments - Elementary School	Rosemont	8/28/2023	Brandon Hathaway	Security Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Rosemont Forest	8/22/2023	Katherine Cass	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Rosemont Forest	8/28/2023	Ashley Lowery	School Nurse	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Salem	8/22/2023	Filiz Yercel	Pre-Kindergarten Teacher Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Seatack	8/24/2023	Laurie A Sudo	Library/Media Assistant, 400	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Seatack	8/28/2023	Lige J Romo	Kindergarten Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	8/22/2023	Tomekia S Cadle	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Strawbridge	8/28/2023	Hannah Hill	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Tallwood	8/21/2023	Wayne E Lincoln	Security Assistant	Not Applicable	St Leo College, FL
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/22/2023	Elaina Bosmans	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/22/2023	Wendi C Kent	General Assistant, 400	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/22/2023	Melissa J McLaughlin	General Assistant	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	Thalia	8/22/2023	Armani Millian	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Thoroughgood	8/28/2023	Kaleb Peterson	Physical Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/22/2023	Carolina E Bonney	Physical Education Assistant	Not Applicable	Lightbridge Academy, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/22/2023	Melissa A Craghan	Kindergarten Assistant	Not Applicable	Indiana University East, IN
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/22/2023	Catherine Digioia	Special Education Assistant	Not Applicable	Chesapeake Public Schools, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/22/2023	Margaret A Symphon	Special Education Assistant	Not Applicable	Beach Manor School, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/24/2023	Jamie L Barker	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Three Oaks	8/24/2023	Shaunika L Pinkston	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	8/22/2023	David J Cook	Security Assistant	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	8/22/2023	Elizabeth A Brunelle	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	8/22/2023	Maria K Covington	Cafeteria Assistant, 5.0 Hours	Not Applicable	VBPCS, VA
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	8/22/2023	Bryan M Perkins	Physical Education Assistant	Not Applicable	VBPCS
Assigned to Unified Salary Scale	Appointments - Elementary School	Trantwood	8/23/2023	Delise Bagnall	Cafeteria Assistant, 6.5 Hours	Not Applicable	Elizabeth City State Univ, NC
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	8/22/2023	Shannel Barnes	Clinic Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	White Oaks	8/22/2023	Julia J Garcia	Clinic Assistant, 500	Not Applicable	University of Phoenix, AZ
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	8/28/2023	Kari A Reid	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Windsor Woods	9/5/2023	Serena Scott	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Elementary School	Woodstock	8/22/2023	Crystal Brunn	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	8/30/2023	Justin D Gibb	Distance Learning Assistant	Not Applicable	Ferris University, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Bayside	8/31/2023	Jacqueline Wheaton	General Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	8/23/2023	Constant Hagan	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Kempsville	8/30/2023	Kathleen Tejeda	School Nurse	Not Applicable	South University Va Beach, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Landstown	8/22/2023	Alison Hagberg	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Ethan S Perez	Library/Media Assistant	Not Applicable	Old Dominion University, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/22/2023	Ali G Carlton	ISS Coordinator	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Larkspur	8/24/2023	Kyleigh N Smith	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	8/30/2023	Samantha R Phillips	School Improvement Specialist	Not Applicable	Old Dominion University, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	8/30/2023	Bernabe J Serrano	Technology Support Technician	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Lynnhaven	9/5/2023	Debbie L Heigand	Cafeteria Assistant, 6.0 Hours	Not Applicable	VBPCS, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Old Donation School	8/22/2023	Brittany Schweinfurth	Physical Education Assistant, 500	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Piazza	9/11/2023	Brian H Bedzicki	Custodian I	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - Middle School	Princess Anne	8/21/2023	Timothy M Moorefield	School Security Officer	Not Applicable	Danville Area Comm College, IL
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	8/22/2023	Christine K Lamberson	Special Education Assistant	Not Applicable	1 Sargeant Reynolds Comm Col, VA
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	8/22/2023	Logan Samuels	Special Education Assistant	Not Applicable	Coastal Georgia University, SC
Assigned to Unified Salary Scale	Appointments - Middle School	Virginia Beach	9/5/2023	Dorothy E Harris	Cafeteria Assistant, 6.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Appointments - High School	Advanced Technology Center	8/22/2023	Carol K Stephen	Clinic Assistant	Not Applicable	Sentara, VA

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Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Unfiled Salary Scale	Appointments - High School	Bayside	8/28/2023	Cynthia V Rios	Special Education Assistant	Not Applicable	Saddle Mountain Unified School, AZ
Assigned to Unfiled Salary Scale	Appointments - High School	Cox	9/5/2023	Patricia M Young	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Cox	9/7/2023	Robert T Lee III	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	First Colonial	8/22/2023	Joshua C Nardone	Special Education Assistant	Norfolk State University, VA	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	First Colonial	8/28/2023	Karen Hackett	Special Education Assistant	Not Applicable	Radnor Township School District, GA
Assigned to Unfiled Salary Scale	Appointments - High School	Green Run	9/5/2023	Marcia E Gardner-Moore	Cafeteria Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Green Run	9/5/2023	Berlin Vowell	Cafeteria Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Green Run	9/11/2023	Maria L Cummings	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Kellam	8/22/2023	Ahmed Amin	Special Education Assistant	Old Dominion University, VA	VBPCS
Assigned to Unfiled Salary Scale	Appointments - High School	Kellam	8/22/2023	Laura M Aslaksen	Special Education Assistant	Univ of Maryland Baltimore, MD	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Ocean Lakes	8/28/2023	James R Rusaia	Special Education Assistant	Old Dominion University, VA	VBPCS
Assigned to Unfiled Salary Scale	Appointments - High School	Ocean Lakes	8/23/2023	Maki Dean	Cafeteria Assistant, 5.0 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/28/2023	Lauren H Guidry	ISS Coordinator	Anne Arundel Community College, MD	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/21/2023	Timothy D Holloman	Security Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/22/2023	Susan C Lewis	Special Education Assistant	Old Dominion University, VA	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/22/2023	Felicia Redway	Special Education Assistant	Not Applicable	NYC Public Schools, NY
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/24/2023	Anthony V Wood	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Princess Anne	8/28/2023	Alexandra Franklin	Special Education Assistant	Spokane Falls Comm College, WA	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Salem	8/24/2023	Patricia A McFadden-McKiney	Special Education Assistant	Monroe Community College, NY	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Salem	8/24/2023	Justin M Patterson	Security Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Salem	8/28/2023	Lorenzo Cortez	Custodian I	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Tallwood	8/28/2023	Laura E Thompson	Special Education Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Tallwood	8/28/2023	Corry O Williams	Custodian I	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - High School	Tallwood	8/30/2023	Trequad S Manning	Security Assistant	Lynchburg College, VA	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Department of Human Resources	8/28/2023	Akasha S Davis	Substitute Office Associate	University of Phoenix, AZ	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Teaching and Learning	8/22/2023	Janice E Lyons	General Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	8/21/2023	Angelo Dennis	Distribution Driver	Not Applicable	Office Depot, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Custodial and Distribution Services	8/24/2023	Theodore T Cutler	Distribution Driver	Not Applicable	Dairy Farmers of America, Inc, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Food Services	8/15/2023	Danielle D Davis	Baker/Cook	Not Applicable	Harbor's Edge, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Food Services	9/5/2023	Sabrina D Forehand	Assistant Cafeteria Manager	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Food Services	8/11/2023	Genoa M Reneche	Cafeteria Manager in Training	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	8/23/2023	Mark W Woodard	General Maintenance Craftsman III	Not Applicable	VBPCS
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Maintenance Services	8/30/2023	Ryan S Donoghue	Refrigeration Craftsman I	Not Applicable	VBPCS
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/25/2023	Ashley L Weddle	Interpreter	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Security and Emergency Management	8/21/2023	Erica M Coppock	Security Officer	Not Applicable	VBPCS
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/21/2023	Connie C Remusson	Behavioral Interventions and Supports Coach	North College, GA	VBPCS
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/24/2023	Carly Marcus	School Social Worker	Norfolk State University, VA	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/24/2023	Penelope C Cnyndeman	General Assistant	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/29/2023	Lyndsey N Dollar	School Social Worker	Norfolk State University, VA	VBPCS
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of the Superintendent	8/16/2023	Laura Beth H Mattson	Specialist Intergovernmental Affairs Constituent Services	Univ North Carolina Chap Hill, NC	Allamance Burlington Schools, NC
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Kelley Albers	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Keysha S Beans	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Hampton Roads Transit, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Tabatha A Charles	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Christina Delarosa	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	David J Edwards	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Eduardo Garcia	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Isaiah N Gilford	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Linda S Halstead	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	VBPCS, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Raneshia Hart	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Samantha Lewis	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Daphnyne Long	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Laura J Monroe	Bus Driver, 6.5 Hours	Not Applicable	VBPCS, VA
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	John A Otkocka	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Javier Quillas	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	James S Sawyer	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Joshua Sales	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Patience Thompson	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Virginia L Ward	Bus Driver - Special Ed, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Tamara A Young	Bus Driver, 6.5 Hours	Not Applicable	Clark County School District, NV
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/28/2023	Jason D Woodlief	Assistant Warehouse Manager	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/31/2023	Vanesha Dobbs	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/31/2023	John D See	Bus Driver, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Appointments - Miscellaneous	Office of Transportation and Fleet Management Services	8/31/2023	Robert N Waiyer	Bus Driver, 6.5 Hours	Not Applicable	City of Virginia Beach, VA
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Alanton	8/15/2023	Bethsheba A Trapp	Cafeteria Assistant, 6.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Bayside	6/30/2023	George A James III	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	College Park	8/30/2023	Jahqueline D Ramos	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Creeds	8/25/2023	Steven L Scott	Custodian I (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Fairfield	6/30/2023	Constancia A Scott	Kindergarten Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Green Run	6/30/2023	Steven T Thompson	Physical Education Assistant, 500 (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Hermitage	6/30/2023	Natalie R Gutowski	Kindergarten Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Holladay	6/30/2023	Ajays S Hawkins	Kindergarten Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Holland	8/28/2023	Jason I Ivy	Technology Support Technician (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Kempsville Meadows	6/30/2023	Charmaine M Johnson-Garcia	General Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Landstown	6/30/2023	Kiara R Norman	Physical Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	New Castle	8/25/2023	Damaris Ledbetter	Cafeteria Assistant, 5.0 Hours (continuing education)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Pembroke	6/30/2023	Lucille P Brown	Cafeteria Manager I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Point O'View	6/30/2023	Tracy F Murray	Physical Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Princess Anne	6/30/2023	Rebecca L Vernon	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Thoroughgood	6/30/2023	Patrizia Lo Betti	Physical Education Assistant (moved to private school)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Elementary School	Woodstock	6/30/2023	Susan H Ferguson	Kindergarten Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Bayside	6/30/2023	Tazra G Reagster Brooks	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Bayside	6/30/2023	Michael B Thomas	General Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Corporate Landing	6/30/2023	David A Joiner	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Corporate Landing	8/25/2023	Angela S Mullen	Assistant Principal (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Kempsville	6/30/2023	Cara L Graves	School Nurse (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Larkspur	6/30/2023	Marcelle Hagedornaker	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Larkspur	8/30/2023	Ryan C Rountree	Special Education Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2023	Malik I Chadwick	Security Assistant (relocation)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2023	Sharon Cottrell	Security Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Bayside	6/30/2023	Debra Petko	Special Education Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Green Run	8/11/2023	Jerr A Peterson	Cafeteria Assistant, 5.0 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Green Run	8/22/2023	Justin Haynes	Custodian I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Green Run	8/31/2023	Natalie Dunagan	Drivers Education Instructor (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Kellam	9/5/2023	Lizette V Mosquera	School Office Associate II (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Kempsville	6/16/2023	Talyn J Donaldson	Cafeteria Assistant, 5.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Kempsville	6/30/2023	Karen M Parker	Custodian I (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Kempsville	8/29/2023	Charlene N Fitzgerald	Security Assistant (family)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Renaissance Academy	8/21/2023	Logan G Wilson	Security Assistant (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Renaissance Academy	8/28/2023	Victoria D Hinton	Special Education Assistant (job abandonment)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Salem	6/30/2023	Shannon Buffington	Special Education Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Tallwood	6/30/2023	William T Atkinson	Security Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - High School	Tallwood	9/4/2023	Shawn Ginyard	Security Assistant (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Department of School Leadership	8/31/2023	Sterling A White	Director Elementary Schools (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Department of Teaching and Learning	8/15/2023	Myah Clark	Administrative Office Associate I (relocation)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Custodial and Distribution Services	9/11/2023	Judi A Cole	Administrative Office Associate I (relocation)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Food Services	6/30/2023	Wilmarie Robles	Baker/Cook (job abandonment)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Student Support Services	8/15/2023	Christopher R Thomas	Behavior Intervention Specialist (declined position)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/16/2023	Gloria A Parks	Bus Assistant, 5.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/16/2023	Alexa Shaw	Bus Driver, 7.0 Hours (relocation)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	6/16/2023	Carrie M Smith	Bus Driver, 6.5 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/2/2023	James J Rios	Bus Driver, 6.5 Hours (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/23/2023	Joseph A Yarbrough	Fleet Technician II (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Unfiled Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/25/2023	Jeol'e'Va Mayrant	Bus Driver, 7.5 Hours (personal reasons)	Not Applicable	Not Applicable

Personnel Report  
Virginia Beach City Public Schools  
September 12, 2023  
2023-2024

Scale	Class	Location	Effective	Employee Name	Position/Reason	College	Previous Employer
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/25/2023	Danna M Melchard	Bus Driver - Special Ed, 5.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/29/2023	Brian K Salvers	Bus Assistant, 7.5 Hours (expiration of long-term leave)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	8/31/2023	Kevin A Moore	Bus Driver, 7.0 Hours (health)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	9/2/2023	Elijah W Belcher	Fleet Technician I (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Resignations - Miscellaneous	Office of Transportation and Fleet Management Services	9/6/2023	Alan J Moore	Bus Driver, 7.0 Hours (personal reasons)	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Elementary School	Holland	8/21/2023	Kinayo Johnson	Cafeteria Assistant, 4.0 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Maintenance Services	11/30/2023	Arnon G Terre	General Maintenance Craftsman III	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Retirements - Miscellaneous	Office of Transportation and Fleet Management Services	6/16/2023	Jean C Johnson	Bus Assistant, 6.5 Hours	Not Applicable	Not Applicable
Assigned to Unified Salary Scale	Other Employment Actions - Elementary School	White Oaks	6/30/2023	Bobbi Skinner-White	General Assistant (employee changed retirement date from 8/31/2023 to 6/30/2023)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	8/21/2023	Elizabeth M Sage	Special Education Teacher	Cambridge College, MA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	8/28/2023	Sara P Fenner	Fourth Grade Teacher	University of Michigan Flint, MI	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Arrowhead	8/30/2023	Isabelle Ingram	Fourth Grade Teacher	James Madison University, VA	Chesterfield County Public Sch, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bayside	8/21/2023	Emily R Tilley	First Grade Teacher	University of Delaware, DE	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Bettie F. Williams	8/21/2023	Brittany L Kimball	Pre-Kindergarten Teacher	Old Dominion University, VA	Old Dominion University, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	8/21/2023	Barbara J Scharschmidt	Fifth Grade Teacher	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	8/21/2023	Shannon L Tracey	Special Education Teacher	Tidewater Community College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Birdneck	8/24/2023	Tamara K Miley	Kindergarten Teacher	Oakland City University, IN	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	College Park	8/21/2023	Fran Pearce-Taylor	Second Grade Teacher	Walden University, MN	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Cooke	8/21/2023	Ada M Caraballo	Second Grade Teacher	University of Puerto Rico, PR	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Fairfield	8/24/2023	Reagan N Templeton	Special Education Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Green Run	8/21/2023	Michelle M Anitz	Fourth Grade Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Holland	8/28/2023	Kimberley J Bostick-Spencer	First Grade Teacher	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Indian Lakes	8/28/2023	Janell C Dobransky	First Grade Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/21/2023	Kelsey Orlop	Fifth Grade Teacher	San Diego State University, CA	St. Johns County School Dist, FL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/21/2023	Lydia A Wooten	Third Grade Teacher	Ohio State University Marion, OH	Montgomery County Public Schools, AL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Kingston	8/28/2023	Tracy Dwyer	Cal Third Grade Teacher	California State University, CA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Landstown	8/21/2023	Jordan K Garrett	Music/Vocal Teacher, 800	James Madison University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Landstown	8/21/2023	Kayleigh M Gibson	First Grade Teacher	University of North Carolina, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Landstown	8/21/2023	Madelyn McKinney	Third Grade Teacher	University of North Carolina, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Linkhorn Park	8/21/2023	Cara M Kemp	Kindergarten Teacher	Longwood University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/21/2023	Ashley O'Neill	First Grade Teacher	Slippery Rock University, PA	City County District Schools, FL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/21/2023	Rebertha Pope-Matthews	School Counselor, 200	Virginia State University, VA	Chesterfield County, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Luxford	8/24/2023	Jennifer R Hollingsworth	Third Grade Teacher	Appalachian State University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Lynnhaven	8/21/2023	Alexcia E Garner	First Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Lynnhaven	8/24/2023	Julia Letherer	Third Grade Teacher	Saginaw Valley State University, MI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Matlins	8/21/2023	Courtney Branner	Fourth Grade Teacher	University of Phoenix, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	New Castle	8/21/2023	Katelyn Jelinek	Second Grade Teacher	Central Michigan University, MI	Montague Area Public Schools, MI
Assigned to Instructional Salary Scale	Appointments - Elementary School	Newtown	8/22/2023	Alexia A Barksdale	Second Grade Teacher	Univ North Carolina Charlotte, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	North Landing	8/21/2023	Elizabeth Wray	Fifth Grade Teacher	University of Louisville, KY	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Ocean Lakes	8/21/2023	Melina Fonvor	Pre-Kindergarten Teacher	Mills College, CA	Prince William County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Ocean Lakes	8/21/2023	Mary A Gross	Second Grade Teacher	University of Tennessee Knoxville, TN	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Ocean Lakes	8/28/2023	Christina C Bergren	School Counselor, 400	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/21/2023	Grace E Butler	First Grade Teacher	University of Dayton, OH	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/21/2023	Diane Keyes	Fifth Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Parkway	8/21/2023	Shay H Sommer	Fourth Grade Teacher	Medaille University, NY	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke	8/21/2023	Christina L Cronauer	Fourth Grade Teacher	University of Central Florida, FL	Escambia County Public Schools, FL
Assigned to Instructional Salary Scale	Appointments - Elementary School	Pembroke	8/28/2023	Rebekah Szogy	Second Grade Teacher	Chowan College, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/21/2023	Claire A Kinsey	Fifth Grade Teacher	James Madison University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Point O'View	8/21/2023	Erica Zeamer	Fifth Grade Teacher	Univ of Wisconsin Whitewater, WI	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Princess Anne	8/21/2023	Jeanne N Zeditz	Third Grade Teacher	Virginia Wesleyan University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Princess Anne	8/21/2023	Elaine S Dale	Old Grade Teacher	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Princess Anne	8/21/2023	MacKenzie Duncan	School Counselor	Regent University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Princess Anne	8/24/2023	Tia Hayden	First Grade Teacher	Towson University, MD	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Providence	8/21/2023	Cheryl Havens	Music/Instrumental Teacher, 400	Western Conn State University, CT	Mahopac Central School District, NY
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont	8/21/2023	Patricia M Corbett	Pre-Kindergarten Teacher	University of Mary Washington, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/21/2023	Allison McCall	Special Education Teacher	Western Governors University, UT	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Rosemont Forest	8/28/2023	Jaclyn L Cordero	Fourth Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/21/2023	Samantha A Lin	Kindergarten Teacher	National University, CA	Harriet Tubman Village Charter School, CA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/21/2023	Sandra A Moir Davis	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Salem	8/21/2023	Julie M Stevens	Fourth Grade Teacher	Bowie State University, MD	Maryland Department of Education, MD
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seateak	8/21/2023	Raven Kinsey	Shifth Grade Teacher	Sherrill College, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seateak	8/21/2023	Lara Lemms	Second Grade Teacher	University of North Florida, FL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Seateak	8/30/2023	Leslie C Borst	Third Grade Teacher	Wilmington University, DE	Red Clay Consolidated School District, DE
Assigned to Instructional Salary Scale	Appointments - Elementary School	Shelton Park	8/21/2023	Amy A Wight	School Counselor	Old Dominion University, VA	Cape Henry Collegiate, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Tallwood	8/21/2023	Kristin B Woodus	Kindergarten Teacher	Univ North Carolina Wilmington, NC	New Hanover County Schools, NC
Assigned to Instructional Salary Scale	Appointments - Elementary School	Thaliti	8/21/2023	Michelle J Mullen-Cragg	School Counselor, VA	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Three Oaks	8/21/2023	Kenneth E Dieter	Second Grade Teacher	Averett University, VA	Currituck County Public Schools, NC
Assigned to Instructional Salary Scale	Appointments - Elementary School	Trantwood	8/21/2023	Emily Kirk	Fourth Grade Teacher	Anderson University, SC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	White Oaks	8/21/2023	Kathleen L Miller	Fifth Grade Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Windsor Oaks	8/21/2023	Melanie H Williamson	Fifth Grade Teacher	George Mason University, VA	Fairfax County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - Elementary School	Woodstock	8/21/2023	Julie E Burns	Special Education Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Woodstock	8/21/2023	Hannah T Guldry	Third Grade Teacher	Salisbury State University, MD	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Woodstock	8/21/2023	Alexandra Sanders	Fifth Grade Teacher	Northern Kentucky University, KY	Beaver Dam Unified School Dist, WI
Assigned to Instructional Salary Scale	Appointments - Elementary School	Woodstock	8/21/2023	Nahdia A Spain	Fourth Grade Teacher	Norfolk State University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Elementary School	Woodstock	8/29/2023	Sheila A Escajeda	Art Teacher, 200	Virginia Wesleyan University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Middle School	Bayside	8/30/2023	Antia L Boone-Millington	Eighth Grade Teacher	College of William and Mary, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Middle School	Corporate Landing	8/21/2023	Jennifer L Cregar	Sixth Grade Teacher	Arizona State University, AZ	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Corporate Landing	8/30/2023	Christina P Kristelova	English Second Language	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Green Neck	8/21/2023	Kimberly L Young	Sixth Grade Teacher	SUNY College Oneonta, NY	Caesar Rodney SD, DE
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Elizabeth Heid	Health & Physical Education Teacher	Slippery Rock University, PA	Charlotte Mecklenburg PS, NC
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/21/2023	Kendra T Purvis-Allen	Special Education Teacher	Norfolk State University, VA	Southampton Co. PS, VA
Assigned to Instructional Salary Scale	Appointments - Middle School	Larkspur	8/23/2023	Allison L Marino	Seventh Grade Teacher	Bowling Green State University, OH	Liberty Benton Local Schools, OH
Assigned to Instructional Salary Scale	Appointments - Middle School	Old Donation School	8/21/2023	Thomas Payne	Fifth Grade Teacher	Tarleton State University, TX	Fort Worth Independent SD, TX
Assigned to Instructional Salary Scale	Appointments - Middle School	Plaza	8/21/2023	Alicia A Lucy	Eighth Grade Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Princess Anne	8/21/2023	Brian Bundy	Special Education Teacher	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - Middle School	Princess Anne	8/22/2023	Brenda Knieckewich	Seventh Grade Teacher	University of Virginia WISE, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Salem	8/21/2023	Janay Washington	Sixth Grade Teacher	Regent University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Middle School	Virginia Beach	8/21/2023	Trequan Manning	Special Education Teacher	Hampton University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Advanced Technology Center	8/15/2023	Ann A Ismail	Trade & Industrial Teacher	University of Khartoum, SD	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Sean D Bonner	English Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Trinity N Nassy	Mathematics Teacher	Virginia Wesleyan University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Erona Pina	German Teacher	University of Triana, AL	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Bayside	8/21/2023	Reese R Shaw	Science Teacher	Old Dominion University, VA	Newport News Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	First Colonial	8/21/2023	Amelia K Martin	Mathematics Teacher	Wichita State University, KS	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Isabel E Mastrangeli	Mathematics Teacher	College of William and Mary, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/15/2023	Antonio D Neal	Mathematics Teacher	Appalachian State University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Jack D King	English Teacher	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Green Run	8/21/2023	Heidi A Kovel	Family & Consumer Science Teacher	Johnson & Wales Univ, RI	Norfolk Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/21/2023	Jessica A Slade	Science Teacher	Cohasset Public Schools, MA	U.S. Navy
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/28/2023	Fanny Fernandez	Spanish Teacher	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - High School	Green Run Collegiate	8/28/2023	Kristen M Jones	Civil Teacher, 400	Old Dominion University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - High School	Kellam	8/21/2023	Dale W Wohlers	Social Studies Teacher	Regent University, VA	VBPCS
Assigned to Instructional Salary Scale	Appointments - High School	Kempville	8/22/2023	Jeffrey S Pardue	English Teacher	Old Dominion University, VA	Chesapeake Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Kempville	9/11/2023	Timothy B Dodenhoff	Spanish Teacher	Georgetown College, KY	Edenton-Chowan Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	8/21/2023	Barbara J McDougle	Special Education Teacher	Cambridge College, MA	Chesapeake City Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Landstown	8/21/2023	Luther P Meyer	Science Teacher	College of Charleston, SC	Chesapeake County Public Schools, VA
Assigned to Instructional Salary Scale	Appointments - High School	Princess Anne	8/21/2023	Trevor J Troel	Mathematics Teacher	Univ of Wisconsin La Crosse, WI	Bellevue School District, WI
Assigned to Instructional Salary Scale	Appointments - High School	Renaissance Academy	8/21/2023	LaToya V Conyers-Lew	Special Education Teacher	Liberty University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/21/2023	Arriana I Gorham	English Teacher	RELAY/GSE, NY	Washington Global Public Charter School, DC
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/21/2023	Ann Marie Hohman	Mathematics Teacher	Regent University, VA	Chesapeake Bay Academy, VA
Assigned to Instructional Salary Scale	Appointments - High School	Salem	8/21/2023	Mary Tanswell	Spanish Teacher	National University of Tijuana, ZC	Stratford Board of Education, CT
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	8/21/2023	Ieva Zimkals	Special Education Teacher	Vilnius Gedimino Technikos Universitetas, ZC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - High School	Tallwood	8/28/2023	Aaron M Lamb	Science Teacher	Norfolk State University, VA	Not Applicable



Personnel Report  
Virginia Beach City Public Schools  
September 12, 2023  
2023-2024

<u>Scale</u>	<u>Class</u>	<u>Location</u>	<u>Effective</u>	<u>Employee Name</u>	<u>Position/Reason</u>	<u>College</u>	<u>Previous Employer</u>
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/21/2023	Kaleigh Clare J Arlitt	Speech/Language Pathologist	Old Dominion University, VA	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Programs for Exceptional Children	8/22/2023	Meghan E Smart	Speech/Language Pathologist	Appalachian State University, NC	Not Applicable
Assigned to Instructional Salary Scale	Appointments - Miscellaneous	Office of Student Support Services	8/21/2023	Bertina C Morris	Behavior Intervention Teacher	Nova Southeastern Univ, FL	Chesapeake City Public Schools, VA
Assigned to Instructional Salary Scale	Resignations - Elementary School	Christopher Farms	6/30/2023	Gillian R Bautista	First Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	College Park	6/30/2023	Angela J Clifton	Gifted Resource Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Indian Lakes	9/11/2023	Amy W Meader	Third Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	King's Grant	6/30/2023	Theresa A Holliday	First Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Newtown	6/30/2023	Janet L Thomas	Second Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Pembroke Meadows	6/30/2023	Helen Boycourt	First Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Princess Anne	6/30/2023	Karen L Simmons	School Counselor, 600 (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Princess Anne	6/30/2023	Lisa F Whitney	First Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Providence	6/30/2023	Holly Tower	Reading Specialist (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Seatack	6/30/2023	Hannah J Fortuner	Second Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	White Oaks	6/30/2023	Aleli G Agustín	Second Grade Teacher (relocation)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Elementary School	Windsor Woods	6/30/2023	Danielle L Phelan	Fourth Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Bayside	6/30/2023	Natalie Kenor	Eighth Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Corporate Landing	7/31/2023	Ebony L Granby	School Counselor (death)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Kempsville	6/30/2023	Elizabeth M Smith	Spanish Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Landstown	6/30/2023	Austin Benda	Seventh Grade Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Lynnhaven	6/30/2023	Melissa B Wozniak	Seventh Grade Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - Middle School	Princess Anne	6/30/2023	David A Hall	Seventh Grade Teacher (family)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Bayside	6/30/2023	Derek W Richburg	Science Teacher (career enhancement opportunity)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Princess Anne	8/18/2023	Keisha T Mercer	School Counselor (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Salem	6/30/2023	Bianca N Penny-Harley	Spanish Teacher (personal reasons)	Not Applicable	Not Applicable
Assigned to Instructional Salary Scale	Resignations - High School	Tallwood	6/30/2023	Brittany E LeMay	Science Teacher (relocation)	Not Applicable	Not Applicable
Administrative	Appointments - Miscellaneous	Department of School Leadership	TBD	Kimani K Vaughan	Director Elementary Schools	Regent University, VA	VBCPS



**Subject:** Data Allowance for School Board Members **Item Number:** 15B

**Section:** Action **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Regina M. Toneatto, School Board Clerk

**Presenter(s):** Trenace B. Riggs, School Board Chair

**Recommendation:**

That the School Board approve the request to add \$100.00 a month allowance to offset cost for technology use on personal home devices to conduct the business of the School Board. The increase would begin in October 2023 and end June 30, 2023<sup>4</sup>.

**Background Summary:**

Suggestion brought forth to the Governance Committee by a School Board Member.

**Note:** the data allowance is not mandatory. Any School Board member who would like to receive the data allowance, should notify the School Board Clerk via email.

**Source:**

N/A

**Budget Impact:**

The cost is approximately \$10,800.00.



**Subject:** School Board Committee Assignments - Sister Cities and VSBA liaison appointments **Item Number:** 15C

**Section:** Action **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Trenace Riggs, School Board Chair. Kamala Lannetti, School Board Attorney

**Presenter(s):** Trenace Riggs, School Board Chair

**Recommendation:**

That the School Board approve the School Board Chair's recommendation for appointment of the Beverly Anderson to serve as the School Board liaison to the Virginia Beach Sister Cities Association and for the appointment of Beverly Anderson to serve as alternate liaison to the Virginia School Board Association.

**Background Summary**

Trenace Riggs, School Board Chair, announced at the 8/22/23 School Board Meeting that she would be stepping down from her appointment as the School Board's liaison to the Virginia Beach Cities Association and that she would like to appoint an alternate liaison to the Virginia School Board Association. In accordance with School Board Bylaw 1-28, Committees Organizations and Boards, the School Board Chair makes the recommendation for appointments and the School Board votes to appoint School Board Members. Mrs. Anderson has agreed to serve in those roles and no other School Board Member has requested consideration for appointment to either position.

**Source:**

School Board Bylaw 1-28, Committees, Organizations and Boards.

**Budget Impact:**

N/A



**Subject:** Bylaw 1-28: Governance Committee Matters – Complaint by Citizen **Item Number:** 15D

**Section:** Action **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Kamala Lannetti, School Board Attorney

**Presenter(s):** Governance Committee

**Recommendation:**

That the School Board approve a recommended letter and course of action regarding a citizen's complaint about comments made after he concluded his public comments to the School Board on June 12, 2023.

**Background Summary**

Citizen Jarome Bell complained to the School Board that after his online public comments made during the School Board Meeting on June 12, 2023, inappropriate comments about him were heard on the recording of the Meeting. The Governance Committee listened to the recording of the June 2023 Meeting and deliberated on how to handle the complaint. The Governance Committee Members are recommending that the School Board respond in writing to Mr. Bell and that the School Board take actions to prevent future such comments being made during public comment sections.

**Source:**

School Board Bylaw 1-28, Committees, Organizations and Boards.

**Budget Impact:**

N/A



**Subject:** Closed Session **Item Number:** 17

**Section:** Closed Session **Date:** September 12, 2023

**Senior Staff:** N/A

**Prepared by:** Kamala H. Lannetti, School Board Attorney

**Presenter(s):** Kamala H. Lannetti, School Board Attorney

**Recommendation:**

That the School Board recess into Closed Session in accordance with the exceptions to open meetings law set forth in Code of Virginia §2.2-3711, Part A, Paragraphs 2, 7, and 8 as amended, to deliberate on the following matters:

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

Namely to discuss:

- A. Status of pending litigation or administrative cases.
- B. Recommendation of hearing officer for student discrimination complaint
- C. Student discipline appeal hearing – deliberations as needed.
- D. Consultation with legal counsel regarding probable litigation and pending litigation matters.

**Background Summary:**

N/A

**Source:**

Code of Virginia §2.2-3711, as amended

**Budget Impact:**

N/A

## **Decorum and Order-School Board Meetings 1-48**

School Board of the City of Virginia Beach  
Bylaw 1-48

### **SCHOOL BOARD BYLAWS**

#### **Decorum and Order-School Board Meetings**

##### **A. Purpose of decorum and order during meetings**

The School Board determines that decorum and order are necessary during School Board Meetings. The purposes for maintaining decorum and order are:

1. to ensure that the affairs of the School Board and School Board Committees may be conducted in an open, safe and orderly manner during meetings;
2. that all persons signed up to address the School Board during public comment sections of meetings have the opportunity to do so in an orderly and respectful manner and without being interrupted;
3. that persons in attendance may observe and hear the proceedings of the School Board without distraction and interruption;
4. that students and other young audience members who attend or watch such meetings are not subject to inappropriate language or conduct;
5. that School Board Members and School Division employees or other agents can transact the business of the School Board and the School Division with minimal disruption.

##### **B. Limitations on addressing the School Board**

Persons addressing the School Board during public comment sections of the meeting shall:

1. Limit their comments to matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division.
2. Refrain from obscenity, vulgarity, profanity, and comments or actions with the intent to incite violence or other breach of peace.
3. Comply with the time limits and other rules for public comment set forth in the agenda or Bylaws.
4. During special meetings or public hearings, the School Board may set different rules or time limits for public comments.

##### **C. Other expressive activities during meetings**

1. Public comments during meetings limited to matters relevant to public education and the business of the School Board

At regular School Board Meetings, the School Board accepts public comment during designated sections of the Meeting Agenda. The public comment sections of School Board Meetings are limited public forums for the sole purpose of accepting comments from members of the public relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division. The

School Board does not accept other forms of public comment during Meetings or at those times immediately preceding or following a Meeting.

2. Expressive activities during meetings

To maintain decorum and order and conduct the business of the School Board and the School Division during meetings, expressive activities by members of the public in meetings will be limited or prohibited. On any day that a meeting is scheduled to take place, the School Board prohibits certain expressive activity, including but not limited to the following, expressive activities:

- Petitioning, demonstrating, picketing, pamphlet distribution, conducting polls, or solicitation in the Building where the Meeting is taking place
- Displaying or using signs, posters or other items brought into the meeting room that block the view of persons in or observing the meeting or create a safety concern. Possession of such items while in the meeting location will not be prohibited.
- Use of noise making devices
- Use of excessive cheering, booing, clapping, or similar activity that disrupts the meeting, as determined by the Chair or designee.
- Calling out or making comments when not called to address the School Board
- Intimidation, harassment or threats to persons in the meeting or who are entering or departing the meeting or the location of the meeting
- Instigating or attempting to instigate confrontations or other conduct for the purpose of disrupting the meeting
- Other conduct that violates decorum and order as determined by the Chair or designee

3. School Administration Building or other locations for meetings are not open public forums for public expression

The School Administration Building (or another building or location where a meeting is scheduled to take place) its grounds and reserved parking spaces are not open for expressive activities unless a facility use request or application has been approved by the Superintendent or designees. The Superintendent or designees are authorized to designate areas of the School Administration Building (or other building or location for a meeting), the grounds and parking lots that may be considered for facility use request or application. The Superintendent or designee are authorized to develop and implement regulations and/or procedures related to such facility use requests or applications.

**D. Other methods of communicating with the School Board**

The School Board encourages citizens and other interested parties to communicate with the School Board regarding matters related to public education. Due to the limited time scheduled to conduct business and the need to follow approved agenda items, School Board meetings may not be conducive for all forms of communication to the School Board. Persons seeking to communicate with the School Board may contact School Board Members through other methods of communication, including [SchoolBoard@VBCPSBoard.com](mailto:SchoolBoard@VBCPSBoard.com) or email individual School Board Members in addition to those provided at School Board meetings.

This Bylaw does not preclude persons addressing the School Board from delivering the School Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions prior to or after a Meeting. While public speakers are addressing the School Board, they may not approach the School Board to hand out

items but will instead be directed to leave items with the Clerk or designee for the School Board to consider after the Meeting.

This Bylaw does not preclude persons called to address the School Board during public comment sections from using a chart, graph or other item during their public comments so long as that item does not interfere with the School Board and other persons observing the Meeting from hearing or seeing the speaker and the item does not create a safety issue or otherwise violate the decorum and order rules. Furthermore, nothing herein shall be interpreted to prohibit members of the public from communicating with the School Board or the School Administration on matters relevant to PreK-12 public education in Virginia Beach and the business of the School Board and the School Division at times other than meetings.

- E.** The Chair with the assistance of the Superintendent or their designees shall preserve decorum and order in the room where the Meeting is taking place and shall decide all questions of decorum and order during the Meeting. School Board Members may vote to overrule the Chair's or designee's decision at the time that the Chair or designee makes the decision. The Chair or designee is authorized to work with the Superintendent, designees, law enforcement and authorized agents to maintain order and decorum prior to the start of, during and immediately after any Meeting.
- F.** The School Administration, law enforcement and authorized agents will have responsibility for maintaining decorum and order outside of the Meeting room and outside of a building where a meeting will be or is taking place.
- G.** No person attending a meeting of the School Board, in any capacity, shall use, or allow to sound, any device in a manner that disrupts the conduct of business within the room in which the School Board or a Committee thereof is meeting. Notice of this restriction shall be posted outside of School Board Meeting Room and on the agenda for any School Board meeting.
- H.** At the request of the Chair or Superintendent or their designees, a city police officer or other law enforcement officer shall act as sergeant-at-arms at all School Board meetings.