

SCHOOL BOARD POLICY REVIEW COMMITTEE MEETING AGENDA

**School Administration Building
School Board Room
September 24, 2025 4:00 PM**

Attending: Carolyn Weems, Mark Bohenstiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

I. Call to Order:

II. Adopt the Agenda:

III. Adopt Meeting Minutes August 27, 2025:

IV. Old Business:

V. New Business:

- A. Policy 3-27 Borrowing
- B. Policy 4-2 Employee Conduct
- C. Policy 4-12 Assignment, Reassignment and Transfer, and Regulation 4-12.1 Teacher Assignment and Transfer
- D. Policy 5-10 Admission Requirements
- E. Policy 5-40 Student-led Assemblies/Demonstrations and Regulation 5-40.1 Demonstrations
- F. Policy 6-28 Driver Education
- G. Policy 7-2 Notification of School Board Meetings
- H. Policy 7-13 Appeals of School Board Decisions
- I. Policy 7-21 Citizens' Advisory Committees
- J. Policy 7-51 Use of School Board Equipment
- K. Policy 7-58 Relations with Governmental Agencies

VI. Other Business:

Policies set for review in October – restraint and seclusion, and facilities-related procurement

VII. Next Meeting: October 22, 2025, at 3:30 pm

VIII. Adjourn: pm

SCHOOL BOARD POLICY REVIEW COMMITTEE MEETING MINUTES

**School Administration Building
School Board Room
August 27, 2025 1:30 PM**

Attending: Carolyn Weems, Mark Bohenstiel, Sharon Felton, Cheryl Woodhouse, Kamala Lannetti, Laura Beth Mattson

This meeting was live-streamed.

I. Call to Order: 1:30 pm

II. Adopt the Agenda:

Motion to adopt the agenda made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

III. Adopt Meeting Minutes July 23, 2025:

Motion to adopt the July 23, 2025, meeting minutes made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

IV. Old Business:

There is no old business to discuss.

V. New Business:

A. Policy 3-23 Sale/Exchange/Lease/Disposal of Property

Ms. Lannetti explained that changes include reformatting and updating legal references.

Discussion followed regarding the sale, storage, or destruction of surplus items and where the public can access this information.

Ms. Weems confirmed that the addition of “and designee” was to be consistent with changes in other policies and requested clarification of the term unless required by law.

Motion to send Policy 3-23 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

B. Policy 3-25 Trust Funds

Ms. Lannetti explained that this policy is being reviewed in accordance with the 5-year review requirement, and there are no recommended changes.

Ms. Felton requested information from finance regarding a list of personal donations or estates that the Division may be a beneficiary of.

Motion to send Policy 3-25 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

C. Policy 3-26 Investments

Ms. Lannetti explained that this policy is being reviewed in accordance with the 5-year review requirement and there are no recommended changes to the policy; however, the legal references have been updated.

Discussion regarding the roles of trustee vs. investor. Ms. Felton had questions about how investments are handled and requested information from Crystal Pate, Chief Financial Officer, at the next PRC meeting.

Motion to send Policy 3-26 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

D. Policy 3-42 Financial Record Keeping of Individual School Funds

Ms. Lannetti explained there are minor scrivener’s changes and updates to legal references

Ms. Felton shared her concern about some funds that were raised by a school activity that were lost and asked about the ability to use electronic transactions. Discussion followed on the transparency in handling school vs. parent-run funds. Clarification was requested from Dan Hopkins in Business Services. The School Division is not responsible for how outside organizations run and handle finances. Ms. Felton would

like to see if there is any way to provide training for parent-run organizations on how to handle fundraising money.

Motion to send Policy 3-2 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

E. Policy 7-44 Awards to Students

Ms. Lannetti explained that this policy is being reviewed to meet the 5-year review requirement. The information in the Editor's Notes is being moved to Related Links as policies are being reviewed.

Motion to send Policy 7-44 to the next School Board meeting on Information made by Ms. Felton. Second by Mr. Bohenstiel.

Ayes: 3 Nays: 0

VI. Other Business:

The Policy Review Committee was requested to determine meeting dates through the remainder of the school year to provide notice to the Department of Technology.

There was discussion regarding which days to avoid, generally, and Committee Members agreed on the following dates:

9/24 3:30; 10/22 3:30; 11/25 1:30; 12/18 3:30; 1/28/26 3:30; 2/25/26 3:30; 3/25/26 3:30; 4/22/26 3:30; 5/27/26 3:30; 6/24/26 3:30

Ms. Mattson mentioned the Committee could potentially complete the review of all policies required to be reviewed in 2025 in October, which would eliminate the need for a November and December Committee meeting. Ms. Weems has had a few requests from School Board Members to have specific policies reviewed this year, i.e., the dress code, the transfer rule specifically regarding teachers, and the policy on registering new students to align it with recent changes to the Virginia Code.

VII. Next Meeting: September 24, 2025, at 4:00 pm

VIII. Adjourn: 2:08 pm

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Borrowing

The School Board may borrow funds as described in the legal reference to this Policy.

Legal Reference

Code of Virginia § 22.1-110, as amended. Temporary loans to school boards.

Adopted by School Board: February 16, 1993

Amended by School Board: January 14, 2020

Reviewed by School Board: 2025

PERSONNEL

Employee Conduct

The School Board is committed to establishing a workforce dedicated to the education of the City's youth and creating an environment conducive to productivity for the benefit of both staff and students. Inappropriate conduct both in and outside of the workplace can interfere with instruction and operations, can discredit the organization, can be offensive to others, and is nonproductive. It is the policy of the School Board to recruit and employ highly professional employees who demonstrate the highest ethical behavior on the job and outside the workplace.

A. Standards of Employee Conduct

The Superintendent will promulgate core values and standards of conduct to guide employees in meeting the School Board's expectations and will establish and promulgate to all employees disciplinary procedures and regulations necessary to implement the School Board policy. Therefore, all employees are to:

1. Serve as role models for the students in the School Division. All employees must recognize that as a condition of their employment, they must model legal, moral, and professional behaviors, both inside and outside the workplace;
2. Demonstrate respect toward coworkers, supervisors, subordinates, students, parents, and the public;
3. Comply with all School Board policies, School Division regulations, and state and federal laws and regulations;
4. Demonstrate the necessary skills, maturity, ability in dealing with others, and understanding of their job functions;
5. Be committed to the achievement of VBCPS Strategic Plan goals and objectives;
6. Comply with the School Division's requirement that an alcohol, tobacco, ecigarette, vaping, weapons, and drug free work environment be maintained;
7. Report to work as scheduled and seek approval from their administrator in advance for any changes to the established work schedule, including the use of leave and late or early arrivals and departures;
8. Perform assigned duties and responsibilities in a manner that invokes the highest degree of public trust and devote full effort to job responsibilities during work hours;

9. Use School Board resources, including School Division funds, time, property, and technology for authorized purposes only;
10. Maintain the qualifications, certification, licensure, and/or training requirements identified for their positions;
11. Work in a collegial and collaborative manner with peers, school personnel or agents, and the community to promote and support student learning;
12. Exhibit respect for all manner of diversity among students, staff, and the community, and adhere to all School Board policies and regulations prohibiting discrimination or harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, childbirth or related conditions, age, marital status, veteran status, disability, genetic information or any other basis prohibited by law;
13. Dress in a professional manner that is neat, clean, appropriate, and safe in the work place, at school-sponsored activities, and when representing the School Division;
14. Maintain all confidential information consistent with School Board policies, regulations, as well as state and federal laws, regulations and guidance;
15. Comply with the Virginia State and Local Government Conflict of Interests Act;
16. Use leave and related employee benefits in the manner for which they were intended and consistent with law, policy and regulation;
17. Resolve work-related issues and disputes in a professional manner and through established processes;
18. Meet or exceed established job performance expectations;
19. Report circumstances or concerns that may affect satisfactory work performance to administration, including any inappropriate activities of other employees; and
20. Obtain approval from the appropriate administrator prior to working overtime, if non-exempt from the Fair Labor Standards Act (FLSA).

Note, the preceding list is not intended to be all-inclusive; rather, it is to illustrate the minimum expectations for acceptable conduct and performance.

B. Employee-Student Relations

1. At no time shall an employee's conduct or relationship with a student impede or negatively affect the student's education or participation in educational programs or services.

2. Employees are to avoid any actions that may be perceived to show favoritism towards any one student or group of students. Individualized gifts or special privileges are not appropriate unless approved by school administration.
3. Employees must recognize and establish appropriate boundaries between themselves and students, and must not engage in any behaviors or interactions with students, in person or through any communication media, which is or could be perceived as inappropriate, intimate, unduly familiar, grooming, sexual, or harassing in nature. Accordingly, the following standards apply to all interactions between employees and students:
 - a. Employees may use electronic communications with students for legitimate purposes connected to school programs or services, including participation in athletics and extracurricular activities. Any employee initiated communications must be directly related to a school program or activity;
 - b. Employees are to communicate with students only for official purposes and not engage in communication of a personal nature. Employees should not provide students with access or invitations to their own personal social media sites; nor should employees access the personal social media sites of students;
 - c. Employees shall not cause any student to miss instructional time or school sponsored activities for non-educational purposes;
 - d. Employees shall not assist or encourage a student's use of controlled substance or unauthorized substance, including but not limited to, tobacco, electronic cigarettes, vaping products, alcohol, and drugs, and should not attend any function where students are in possession of, or are using such substances;
 - e. In their official capacity as School Division employees, employees shall not purposefully meet with minor students outside school or school activities, without the knowledge and consent of the minor student's parent/guardian;
 - f. Employees shall not solicit, discuss, propose, participate in nor arrange any inappropriate friendship or intimate, romantic, or sexual relationship with a student while the student is a current VBCPS student, even if the proposed relationship does not occur or would not occur until after the student is an adult and graduates or leaves VBCPS;
 - g. Employees who have reason to believe, or are advised by other staff or supervisors, that their interactions with a student(s) may be viewed as inappropriate, unduly familiar, intimate, grooming, or sexual in nature, shall take all reasonable measures to immediately correct the behavior,

including termination of any electronic or other non-school related communications. Actions taken to address such concerns will not preclude the employee from being disciplined for such behavior; and

- h. Any employee who has reason to know of a possible violation of these standards by another employee shall report the behavior to his or her principal or department head or to the Office of Employee Relations.

C. Corrective and Disciplinary action

The purpose of this Policy is to set forth guidelines for expected conduct and to assist employees in understanding their responsibilities and roles as School Board employees. Failure to comply with expected conduct, conditions of employment, and job responsibilities may result in corrective actions or discipline, up to and including dismissal and recommendation of license revocation (where applicable), and referral to appropriate authorities.

1. Corrective and formal disciplinary actions shall be consistently and fairly applied and shall be taken only for good reason.
2. The severity of the actions shall be determined by the severity of the misconduct.
3. In general, actions shall be progressive in nature, with verbal counseling first used to correct employee conduct. Such actions are not grievable.
4. Formal disciplinary action, including a recommendation for dismissal, is warranted when behavior fails to be corrected.
5. Progressive discipline is not always appropriate, and administrators may recommend a more or less stringent action based on the severity of the violation, including dismissal and other appropriate action, for the first offense.

D. Conduct Outside of the Workplace

The School Board recognizes that employees retain the right to keep their personal lives separate from their positions as School Board employees. Yet, due to the unique position that School Board employees serve in the community as role models, leaders and caretakers for the School Division's students, certain conduct is inconsistent with employment with the School Board.

Applicants who have convictions for felonies, offenses involving sexual molestation, physical or sexual abuse or rape of a child, convictions for crimes of moral turpitude¹, or founded cases of child abuse or neglect will not be eligible for employment by the School Board. Current employees who are convicted of any of the above noted crimes or have founded cases of child abuse or neglect shall be recommended for dismissal, and may be terminated from employment by the School Board.²

Other conduct that jeopardizes the School Board's or the community's trust in the employee's ability to perform their duties may be the basis for disciplinary action up to and including dismissal. Examples of such conduct include, but are not limited to: drug or alcohol abuse that becomes open and notorious; plea bargains to lesser crimes after being charged with crimes that would disqualify an employee from employment; misuse of School Board property; intentional conflicts of interests; interference of personal matters with performance of duties; and inappropriate social networking activities on internet sites or other public mediums. In such cases the School Board reserves the right to take disciplinary action that promotes the integrity and safety of the staff and students.

E. Employee Handbook

All employees have access to the Employee Handbook that summarizes the School Board policies and School Division regulations applicable to all employees. Updates to the Employee Handbook will be made available via the School Division's Intranet site. The Employee Handbook shall also be provided to new hires at the time of onboarding.

The purpose of the Employee Handbook and updates is to inform employees about the terms and conditions of their employment. Neither the Employee Handbook nor the updates constitutes a contract or is otherwise binding on the School Board or School Division.

F. School Board Bylaws, Policies and School Division Regulations

The School Board's bylaws, policies and School Division regulations are available to employees in the following locations: The School Division Intranet at www.vbcps.com and School Division Internet website at www.vbschools.com. Copies of individual School Board bylaws, policies and School Division regulations may be requested by contacting the Superintendent's Office.

Legal Reference

Code of Virginia § 2.2-3100, et seq., as amended. Virginia State and Local Government Conflict of Interests Act.

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

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

Code of Virginia §22.1-307, as amended. Dismissal of teacher; grounds.

Code of Virginia §22.1-315, as amended. Grounds and procedure for suspension.

Code of Virginia §22.1-253.13:7, as amended. Standard 7. School board policies.

Fair Labor Standards Act of 1938 29 U.S.C. §208, *et seq.* as amended.

Related Links

School Board [Regulation 4-3.1](#)
School Board [Regulation 4-3.2](#)
School Board [Policy 4-5](#)
School Board [Regulation 4-6.1](#)
School Board [Policy 4-10](#)
School Board [Regulation 4-10.2](#)
School Board [Policy 4-56](#)

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

Amended by School Board: October 21, 2003

Amended by School Board: August 16, 2005

Amended by School Board: December 7, 2010

Scrivener's Amendments: October 6, 2014

Amended by School Board: October 18, 2016

Amended by School Board: March 26, 2019

Amended by School Board: August 13, 2024

¹Moral turpitude is defined as, but not necessarily limited to, lying, cheating, stealing, giving false statements, petit larceny, and contributing to the delinquency of a minor.

²Teachers may further be subject to dismissal or probation for incompetency, immorality, noncompliance with school laws and regulations, disability as shown by competent medical evidence when in compliance with federal law, conviction of a felony or a crime of moral turpitude or other good and just cause. (Code of Virginia § 22.1-307, as amended. Dismissal; grounds.)

EMPLOYEE CONDUCT

VBCPS believes in a work environment that is conducive to employees' success and performance. Inappropriate conduct can interfere with operations, discredit the organization, be offensive to others and is non-productive.

This section outlines some of the basic performance expectations of employees. These expectations are not to be considered all-inclusive; they serve as examples of appropriate conduct.

APPEARANCE

Reference: School Board Policy [4-2](#) (Attachment A)

All employees are expected to dress appropriately for their profession. Neatness, cleanliness, and a pleasant manner are always appropriate and important when setting the proper example for students and exhibit professionalism.

Employees should address questions regarding the appropriateness of attire to their immediate supervisor.

ATTENDANCE

References: School Board Policies [4-2](#) (Attachment A), [4-10](#) (Attachment B), [4-13](#) and [4-14](#), and Regulation [4-13.1](#)

Employees are expected to report to work on time and ready to work. Supervisors should be notified as soon as possible prior to any absence from work. The proper procedure for securing advanced approval and reporting absences will be explained by the employee's supervisor.

Employees are to contact their immediate supervisor, or their designee, as soon as possible, if they anticipate being late for work. Reliable attendance is a condition of all positions and excessive absenteeism may result in disciplinary action, including dismissal.

COMMUNICATIONS AND NEWS MEDIA

References: School Board Policy [7-6](#) and Regulation [7-6.1](#)

Communication efforts for both internal and external audiences (or for both employees and the community at large) are administered according to an overall communications plan coordinated by the Department of Communications and Community Engagement. The overall plan serves as a framework to support the School Division's comprehensive strategic plan.

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. An employee may not request a transfer until after they have received their first evaluation.
- 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

PERSONNEL

Teacher Assignment and Transfer

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

A. Assignment

The Superintendent or designee has the authority to assign teachers to any school, program or department within the School Division. The principal will be responsible for the placement of teachers assigned to the school. Department heads will be responsible for the placement of teachers assigned to a program or department other than a school.

B. Transfers

In accordance with School Board Policy 4-12 *Assignment, Reassignment, and Transfer*, the Superintendent or designee may transfer teachers to other schools in the School Division, based on the request of the teacher, or upon recommendation of the Department of Human Resources, or a principal.

1. Voluntary Transfers

- a. Teachers who wish to be considered for a change in grade and/or subject assignment for the next year within a particular school should communicate their interest to their principals.
- b. Voluntary transfers of teachers from one school to another within the School Division will be implemented through the use of the online transfer application in response to specific posted vacancies.
- c. Teachers who are on a continuing contract or have been employed in a full-time teaching position for three (3) years at the end of the current school year and are not on a performance improvement plan or pending disciplinary action are eligible to seek a voluntary transfer for the next school year.
 - 1) Teachers who have an interest in a particular vacancy at a different school within the School Division will complete an online transfer application.

2) Once a teacher has received a voluntary transfer, the teacher is not eligible for another voluntary transfer for a period of three years.

3) A teacher may request that the three-year requirement above be waived if special circumstances are present. The teacher must seek approval for an exception from the building principal. The building principal will then request an exception from the Department of School Leadership who will work in consultation with the Department of Human Resources to make the final decision.

- d. Principals will review the online transfer application and contact teachers whom they wish to interview.
- e. Teachers should advise their current building principal when they are contacted for an interview at another school.
- f. Upon conclusion of interviews for any particular vacancy, the principal will notify the Department of Human Resources of the principal's selection.
- g. The principal conducting the interview will notify all teachers who were interviewed when the vacancy is filled.
- h. The period for voluntary transfers will conclude each year on June 1, or if June 1 falls on a weekend, it will conclude on the following weekday. However, a teacher who is assigned to an undesired itinerant position which requires two or more locations may seek a voluntary transfer to fewer locations at any time regardless of the date of their last voluntary transfer.

2. Priority Transfers

- a. Due to Overstaffing/Program Elimination/Declining Enrollment
 - 1) In the event a staff reduction is necessary due to overstaffing, program elimination, or declining enrollment, an involuntary staff reduction will take effect. The Department of Human Resources will provide each building principal with a list of teachers, ranked by length of service. Length of service will be defined as the period of service from the effective date of employment as a teacher, beginning with the most recent term of continuing employment in a teaching position in the School Division, including authorized leaves of absence. Temporary or hourly employment shall not be included. If two or more teachers have the same hire date, then the dates of contract

offer will be determined and used to identify the priority transfer. If the date of contract offer is the same for both teachers, then the date of the acceptance of the position that resulted in the most recent continuous period of teaching employment will be substituted. If the date of the acceptance is the same for both teachers, then the date of receipt of the application that resulted in the most recent continuous period of teaching employment will be substituted.

For priority transfer designation, service in a specialty area (such as Library Media Specialist, School Counselor, or Reading Specialist) shall be the period of service during which the employee has worked continuously in the specialty position.

A teacher who is on a performance improvement plan may not be designated as a priority transfer.

2) **Exceptions**

Principals may request that the procedures outlined above be waived.

Principals must seek approvals for exceptions from the Department of School Leadership who will work in consultation with the Department of Human Resources to make the final decision.

In requesting exceptions, principals may consider building needs. These needs include teacher licensure; teaching endorsements; department chair positions; Special Education Committee (SEC) chair positions; world language immersion teachers; gifted cluster teachers; coaching positions (compensated during the current school year and a written commitment to continue in the position during the upcoming school year); supplemental positions (compensated during the current school year and a written commitment to continue in the position during the upcoming school year) and teachers who have specialized skills that would be otherwise unavailable on staff, and provide specialized instruction directly related to an academy's mission. Other good and just reasons for requesting an exception may be considered.

- 3) When a staff reduction is necessary due to overstaffing or program elimination, priority transferred teachers will be

allowed to indicate their interests in vacant allocated positions.

- 4) When practicable and if the best interest of the school can be met, a teacher transferred from a school due to overstaffing or program elimination will be offered a position at the teacher's original site should a position becomes available at the site no later than July 15, or if July 15 falls on a weekend, on the following weekday. If multiple priority transfers have occurred at one location, building needs and length of service shall be used to determine the sequence in which priority transfers will receive the offer(s) to return. Once building needs have been addressed, the priority transfer with the earliest hire date shall receive the offer to return before others.
- b. Due to Other Reasons
- 1) Principals may submit recommendations to the Chief Human Resources Officer for the transfer of teachers assigned to their supervision.
 - 2) Any principal requesting a teacher transfer shall provide documentation to the Chief Human Resources Officer establishing a legitimate reason for the transfer. Such written documentation shall include evidence of discussions with the teacher recommended for transfer and other information establishing the reason for the requested transfer.
 - 3) No transfer initiated under this section shall be made without first providing such teacher with the written documentation provided to the Chief Human Resources Officer, including the reason for such transfer, and an opportunity to present their position at an informal meeting with the Chief Human Resources Officer. The Chief Human Resources Officer shall determine what processes are to be followed at the meeting provided that the employee shall be permitted to have a representative at such meeting.
 - 4) The Chief Human Resources Officer shall make a recommendation to the Superintendent or designee based upon the written documentation provided by the principal and any information provided by the teacher, who shall be informed simultaneously of the recommendation.

- 5) If the teacher is not satisfied with the recommendation of the Chief Human Resources Officer, the teacher shall be given the opportunity to discuss the recommendation with the Superintendent or designee prior to a final decision by the Superintendent. The Superintendent or designee shall determine what processes are to be followed at the meeting provided that the employee shall be permitted to have a representative at such meeting.
3. This section intends to provide an opportunity for a teacher to discuss the reasons for such transfer with the Chief Human Resources Officer and the Superintendent or designee, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause as defined in Virginia Code §22.1-307, as amended for the transfer of a teacher.

Approved by School Board: February 16, 1993
Amended by School Board: January 18, 1994
Approved by Superintendent: February 16, 1998
Approved by Superintendent: January 28, 2008
Scrivener's Amendments: August 16, 2013
Approved by Superintendent: October 29, 2020
Approved by Superintendent: March 30, 2022
Revised by Superintendent: June 30, 2023
Amended by Superintendent: March 20, 2024
Amended by Superintendent: January 6, 2025

STUDENTS

Admission Requirements

A. Enrollment Requirements

The Superintendent shall have responsibility for developing and implementing regulations to ensure that students entering the public schools meet the requirements of federal law, state law and regulations of the Virginia Board of Education and other agencies as they apply to the admission of students to the public schools as cited in the legal references to this Policy.

B. Part-Time Students

Students enrolled in private or parochial schools and home school students shall not be permitted to enroll in this School Division on a part-time basis or participate in academic or extracurricular activities, except as required by law.

C. Nonresident Tuition Students

The School Board will not admit students from outside its jurisdiction except as required by law or regulation developed by the Superintendent or designee. Students who start the school year in VBCPS and then move to a neighboring district, may apply for Continued Enrollment for the rest of the current semester. If the student is a senior, the student may apply for consideration for enrollment for the entire school year. Tuition fees for nonresident students will be approved annually by the School Board (See School Board Policy 3-22 Tuition Fees).

Legal Reference

Code of Virginia § 22.1-1, as amended. Definitions.

Code of Virginia § 22.1-3, as amended. Persons to whom public schools shall be free.

Code of Virginia § 22.1-3.1, as amended. Birth certificates required upon admission; required notice to the local law-enforcement agency.

Code of Virginia § 22.1-3.2, as amended. Notice of student's school status required as condition of admission; penalty.

Code of Virginia § 22.1-4.1, as amended. Street addresses required in certain school admission documents.

Code of Virginia § 22.1-5, as amended. Regulations concerning admission of certain persons to schools; tuition charges.

Code of Virginia § 22.1-7.2, as amended. Enrollment of students residing on a military installation or in military housing.

Code of Virginia § 22.1-270, as amended. Preschool physical examinations.

Code of Virginia § 22.1-271.1, as amended. Definitions.

Code of Virginia § 22.1-271.2, as amended. Immunization requirements.

Code of Virginia § 22.1-288.1, as amended. Notation in school records of missing children; local law enforcement cooperation.

Code of Virginia § 32.1-46, as amended. Immunization of patients against certain diseases.

Related Links

School Board [**Policy 3-22**](#)

Adopted by School Board: October 21, 1969

Amended by School Board: February 20, 1979

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: May 16, 2000

Amended by School Board: July 3, 2001

Scrivener's Amendments: November 22, 2010

Amended by School Board: June 19, 2012

Amended by School Board: July 9, 2019

Amended by School Board: June 10, 2024

Reviewed by School Board: May 27, 2025

STUDENTS

Student-led Assemblies/Demonstrations

A. Generally

Along with guaranteeing citizens the right to freedom of speech, the First Amendment to the Constitution of the United States also guarantees the right to assemble peacefully, subject only to restrictions where the exercise of this right would substantially interfere with the rights and freedoms of other citizens. Time should be made available for orderly and peaceful student assemblies. The terms "orderly and peaceful" refer exclusively to mean that topics of a controversial nature should not be dealt with and argued during such assemblies.

B. Definition

1. Some time both ~~within~~during and ~~without outside of~~ regular school hours shall be made available for student assemblies to deal with relevant ideas and topics.
2. In the secondary schools, attendance at school-sponsored assemblies during school hours may be optional. The principal will decide if attendance is required. The decision will be based on criteria that the student body will benefit from the presentation or the necessity of imparting information to all students.

C. Spontaneous Assemblies

1. A spontaneous assembly of students on school property will be acceptable unless said assembly disrupts the education of others and the safety and physical wellbeing of students, staff, and/or unless said assembly prevents the school board from carrying out its statutory obligations. In accordance with School Board policy any student assembly must have a staff member in attendance for general supervision.
2. A student attending a peaceful, spontaneous assembly— at a time when ~~he/she~~the student has an obligation to be in class will suffer the school punishment or discipline that would come from missing a class. That discipline will be determined by the appropriate administrator.
3. If the assembly is disruptive and/or laws are being broken, the administrator shall take appropriate action. Then, if it is necessary, ~~he/she~~the administrator shall notify the proper authorities.
4. Each building principal shall have a written plan and dispersal statement for dealing with non-peaceful assemblies of students.

Adopted by School Board: June 16, 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: February 12, 2019

Amended by School Board: August 13, 2024

STUDENTS

Demonstrations

Disruptive demonstrations or protests are not appropriate methods for students to use in communicating their wishes pursuant to matters affecting policy, rules and regulations dealing with the operation of the public schools.

Students participating, whether involved directly or indirectly, in the planning or execution of any disruptive demonstrations or protests may be disciplined according to the policies and regulations of the school board and Virginia law.

Regulatory AuthorityLegal Reference

Code of Virginia, § 18.2-415, as amended. Disorderly conduct in public places.

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

Amended by Superintendent: 2025

INSTRUCTION

Driver Education

Classroom ~~D~~river education will be made available to all eligible students according to the Code of Virginia and Virginia Board of Education regulations.

Behind-the-wheel instruction will be offered to eligible students during and after school hours as instructors and vehicles are available.

Students under age eighteen (18) will not receive a driver's license unless they meet the conditions set forth in applicable law and regulation.

The School Board may establish fees for the behind-the-wheel phase of the instructional program.

Legal Reference

Code of Virginia § 22.1-205, as amended. Driver education programs.

Code of Virginia § 46.2-334, as amended. Conditions and requirements for licensure of persons under 18.

Code of Virginia § 46.2-335, as amended. Learner's permits; fees; certification required.

Virginia Board of Education Regulations 8 VAC 20-340, *et seq.*, as amended. Regulations Governing Driver Education

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

Amended by School Board: June 6, 2006

Scrivener's Amendments: February 16, 2011

Amended by School Board: May 16, 2017

Amended by School Board: 2025

COMMUNITY RELATIONS

Notification of School Board Meetings

A. Generally

The School Board, through the Clerk, shall give notice of the date, time, ~~and location, and~~ remote location, if required, of its meetings by placing the notice in a prominent public location at which notices are regularly posted, in the office of the Clerk of the School Board, ~~and~~ on the School Division's website. ~~website or other electronic mediums~~. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided to the School Board Members and in accordance with applicable law. The Clerk shall also publish an annual notice of all regularly scheduled School Board meetings.

B. Notification of School Board Meetings on a Continual Basis

Any person may annually file with the Clerk a written request for notification of School Board meetings with the Clerk. The request shall include the requestor's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. ~~with the appropriate identifying information, and the Clerk will plan to have a~~ Notice of all School Board meetings will be made directly to the requestor. Without objection by the requestor, notice may be provided by electronic means. ~~, including by electronic notice if agreed to by the requestor.~~

C. Public Attendance

Members of the public ~~are~~ is encouraged to attend all open meetings of the School Board. Any person wishing to address the School Board should abide by the procedures as outlined in the School Board Bylaw 1-47, Public Participation. Members of the public requiring accommodation to attend, listen to or observe an open School Board Meeting should contact the Clerk of the School Board in advance of the meeting.

Legal Reference

Code of Virginia §2.2-37007, ~~et seq.~~, as amended. Meetings to be public; notice of meetings; recordings; minutes. ~~Virginia Freedom of Information Act.~~

Related Links

School Board [Bylaw 1-47](#)

Adopted by School Board: February 15, 1977

Amended by School Board: August 21, 1990

Amended by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: April 30, 2019

Amended by School Board: 2025

COMMUNITY RELATIONS

Appeals of School Board Decisions

Parents/legal guardians of minor students or adult students may appeal decisions of the School Board taken at a meeting of the School Board to the Circuit Court as set forth in the law. The action of the School Board shall be sustained unless the School Board exceeded its authority, acted arbitrarily or capriciously, or abused its discretion.

Legal Reference

Code of Virginia, § 22.1-87, as amended. Judicial review.

Adopted by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: August 25, 2020

Reviewed by School Board: 2025

COMMUNITY RELATIONS

Citizens' Advisory Committees

A. Generally

Citizens' Advisory Committees will be organized by the School Board when mandated by federal or state law or regulations of the Virginia Board of Education or whenever the School Board determines that such groups may be helpful in advising the School Board.

B. Citizens' Advisory Committees authorized by School Board

The following Citizens' Advisory Committees are authorized by the School Board:

1. Special Education Advisory Committee - established in accordance with 8VAC20-81-230(D), as amended, Virginia Board of Education Regulations~~§.2~~
2. General Advisory Council for Technical and Career Education - established in accordance with 8VAC20-120-50, as amended, Virginia Department of Education Regulations~~§.2~~
3. Community Advisory Committee for Gifted Education - established in accordance with 8VAC20-40-60, as amended, Virginia Department of Education Regulations~~§.2~~
4. Interagency Adult Basic Education Advisory Committee - established in accordance with Virginia Code §22.1-224 and the Workforce Investment Act of 1998, Title II Adult Education and Family Literacy Act (AEFLA)~~§.2~~
5. School Health Advisory Committee - established in accordance with Virginia Code §22.1-275.1, as amended~~§.2~~
6. Strategic Plan Committee (activated no less than one year before the end of the current strategic plan ends) - Citizen members shall be appointed by the School Board upon recommendation of the Superintendent~~§.2~~
7. Such other committees as the School Board determines are needed.

C. Service of the Citizens' Advisory Committees

Citizens' Advisory Committee activities and discussion shall be confined to the compilation of data, the analysis of problems, the summary of opinions, the drawing of

conclusions and recommendations regarding the purposes for the Citizens' Advisory Committee. Such Committees will not expand the duties and purposes for the creation of the Committee without prior approval of the School Board or amendment to any law or regulation authorizing such expansion. Each Citizens' Advisory Committee will submit an annual report to the School Board regarding the work of the Committee. Committees and their chairpersons shall have no legal authority to act on behalf of the School Board nor shall the committees have authority to direct the activities of School Division staff or students.

D. Support Staff and staff or student committee members

The Superintendent shall appoint staff members to provide administrative support to Citizens' Advisory Committees. The Superintendent or designee will have authority to appoint staff and student committee members and to remove such persons from appointed positions at the Superintendent's or designee's discretion.

E. Citizens' Advisory Committee Tenure

Citizen members appointed to Citizens' Advisory Committees will serve the terms of their appointments unless removed by the School Board or resignation by the citizen member. Committee members shall have no legal rights to their appointed positions and may be removed from membership for failure to perform duties, failure to maintain requirements for appointment to the committee and other good and just cause as determined by the School Board. Membership and responsibilities will be in compliance with School Board policies and regulations, and applicable state and federal law and regulations. With the exception of the Strategic Plan, Committee, all terms of appointment to Citizens' Advisory Committees will begin on July 1st of the first year of appointment and end on June 30th of the final year of appointment. Citizens' Advisory Committee members who have been appointed prior to July 1, 2018 and have a term of service that will end on a date other than June 30th of the final year of appointment are hereby appointed to a term that will be extended until the June 30th following the original final date of appointment.

F. School Board Liaisons to Citizens' Advisory Committees

With the exception of the Strategic Plan Committee, the School Board may designate one School Board Member and one School Board Member alternate to serve as the School Board Liaison to a Citizens' Advisory Committee. Such liaison will not have voting rights on the committee and will not have the authority to bind the School Board regarding any matter related to the committee. The School Board Chair will appoint and the School Board will approve two (2) School Board Members to serve on the Strategic Plan Committee. As required by law, all the Citizens' Advisory Committees will report to the School Board through the Superintendent.

G. Changes to Regulation 7-21.1

The Superintendent is required to provide notice of intended changes to Regulation 7-21.1 at least thirty (30) calendar days prior to such change taking affect.

Legal Reference

Code of Virginia §22.1-18.1, as amended. Annual report on gifted education required; local advisory committee on gifted education.

Code of Virginia §22.1-224, as amended. Duties of State Board.

Code of Virginia §22.1-275.1, as amended. School Health Advisory Board.

Virginia Department of Education Regulations 8VAC20-40-60, as amended. Local plan, local advisory committee, and annual report.

Virginia Department of Education Regulations 8VAC20-120-50, as amended. Career and Technical Education Advisory Committee.

Virginia Department of Education Regulations 8VAC20-81-230, as amended. Local educational agency administration and governance.

Workforce Investment Act of 1998, Title II Adult Education and Family Literacy Act, as amended.

Related Links

School Board [Regulation 7-21.1](#)

Adopted by School Board: July 16, 1991

Amended by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: February 27, 2018

Amended by School Board: November 27, 2018

Amended by School Board: February 12, 2019

[Amended by School Board: 2025](#)

COMMUNITY RELATIONS

Use of School Board Equipment

Equipment owned or under the care, custody, or control of the School Board shall not be loaned or rented to any individual or outside organization without the consent of the Superintendent or designee.

The Superintendent or designee may approve the loan or rental of School Board equipment only when: such actions will not interfere with the instructional program or the operations of the School Division; the requestor/user does not have reasonable access to other similar equipment; the equipment will not be used for commercial purposes; necessary to address an emergency, disaster or similar event; or when otherwise determined appropriate by the Superintendent or designee. All equipment to be loaned or rented shall be covered by an agreement whereby the requestor/user guarantees to return such equipment in the same or reasonably similar condition as when it was loaned or rented, and under such other terms and conditions as, in the judgment of the Superintendent or designee, are necessary to protect the School Board's interest and/or are required by law.

Related Links

School Board [Policy 7-52](#)

Adopted by School Board: October 20, 1992

Scrivener's Amendments: May 23, 2014

Amended by School Board: August 25, 2020

[Reviewed by School Board: 2025](#)

COMMUNITY RELATIONS

Relations with Governmental Agencies

The School Division is encouraged to cooperate with governmental agencies in promoting the general public interest and educational welfare of the pupils ~~including, but~~including but not limited to: social services; recreation; health; safety; fire; civil defense; and law enforcement.

Legal Reference

Code of Virginia § 22.1-253.13:7, as amended. Standard 7. School board policies.

Adopted by School Board: October 20, 1992

Amended by School Board: August 19, 2014

Amended by School Board: August 25, 2020

Amended by School Board: 2025