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Section 1-8.7. Comprehensive Plan Required; when Literacy Plan required and posting requirements; Report presented to School Board. — A. The School Board

adopts biennially a division-wide comprehensive unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan is developed with staff and community involvement and includes, or is consistent with, all other division-wide plans required by state and federal laws and regulations. Prior to the adoption of any division-wide comprehensive plan, the School Board posts the plan or revisions on the division's ~~Internet~~ official website if practicable, and makes a hard copy of the plan or revisions available for public inspection and copying, and conducts at least one public hearing to solicit public comment on the division-wide comprehensive plan. The superintendent of schools shall prepare the biennial plan for presentation to the School Board. The division-wide comprehensive plan includes:

- a) the objectives of Suffolk Public Schools, including strategies for (a) improving student achievement, particularly the achievement of educationally at-risk students, (b) maintaining high levels of student achievement, and (c) supporting student achievement through the adoption and implementation of textbooks and other high-quality instructional materials ~~first—improving student achievement, particularly the achievement of educationally at-risk students, then maintaining high levels of student achievement;~~
- b) an assessment of the extent to which these objectives are being achieved;
- c) a forecast of enrollment changes;
- d) a plan for managing enrollment changes, including consideration for the consolidation of schools and/or the construction of new schools to provide for comprehensive and effective delivery of instructional services to students and economies in school operations;
- e) an evaluation of the appropriateness of providing certain regional services in cooperation with neighboring school divisions;
- f) a plan for implementing such regional services when appropriate;
- g) ~~a technology component consistent with the technology plan for Virginia adopted by the Board of Education,~~
- g) a technology plan designed to integrate educational technology into the instructional programs of the school division, including the

division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education;

- h) an assessment of the needs of Suffolk Public Schools and evidence of community participation, including parental participation, in the development of the comprehensive plan,
- i) any corrective action plan required pursuant to Va. Code § 22.1-253.13:3; and
- j) a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents.

B. Effective with the 2024-2025 school year, ~~the~~ The division-wide comprehensive plan also includes a division-wide literacy plan for pre-kindergarten through grade eight in accordance with Virginia law and ~~the Standards of Quality~~ as identified in (Insert Policy).

C. A report shall be presented by the School Board to the public by November 1 of each odd-numbered year on the extent to which the objectives of the division-wide comprehensive plan have been met during the previous two school years.

D. Each school prepares a comprehensive, unified, long-range plan, which the school board considers in the development of the division-wide comprehensive plan. (Adopted: November 10, 1994; Revised October 10, 2019; Ordinance Number 19/20-11; Effective Date: October 10, 2019; Ordinance 23/34-17, Revised/Effective: November 9, 2023; Ordinance 24/25-17; Revised/Effective: September 12, 2024)

Legal Authority – Virginia Code § 22.1-253.13:6 (1950), as amended.

Section 2-2.3. Election of Members and Qualifications; placement of name on ballot; no employee of school board eligible to serve. —

A. School Board members shall be elected as provided for by law. In order to qualify as a member of the School Board, a person must be a qualified to vote voter and a bona fide resident for and hold that office of the borough that the member is being elected to represent. In order to hold an elective office of the Commonwealth or its government units, the candidate must have been a resident of the Commonwealth for one year next preceding the election and be qualified to vote for that office.

B. In order to have their name placed on the ballot, all candidates shall be nominated only by petition as provided by general law pursuant to Virginia Code Section 24.2-506 (1950), as amended.

C. No employee of the School Board shall be eligible to serve on the School Board.
(Adopted: June 8, 1995)

Legal Authority - Virginia Code - §§ 22.1-29, 22.1-30, 22.1-57.3, and 24.2-500.

Section 2-2.4. Oath of Office. — ~~All newly elected school board members shall~~ must qualify by taking the oath prescribed for officers of the Commonwealth ~~before January 1 of the year of election. School Board members fulfilling unexpired terms of office must take the oath of office on or before the day of the initial meeting of the new school board. serving at the first School Board meeting.~~ Failure to take the oath of office within the time allowed by law ~~renders the office vacant~~ will result in the office being considered vacant. However, if a school board member attends the first meeting without having taken the oath, that alone will not create a vacancy, provided the member takes the prescribed oath within 30 days after the first meeting. (Adopted: June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-14; Effective Date: July 1, 2016)

Legal Authority - Virginia Code §§ 15.2-1522, 15.2-1524, 24.2-228, 49-1, 49-3
~~22.1-34~~

Section 2-3.2. Polling Board Members allowed; no vote by secret ballot; notice of meetings required; published agenda required; when items added to the agenda; when action on added item allowed; right to photograph, film or record meetings; special meetings; quorum required; minutes; report by school superintendent. —

A. The School Board transacts all business at School Board meetings. ~~The School Board does not vote by secret or written ballot. However, a~~ Nothing in this policy prohibits a person separately from contacting the membership an individual School Board member, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not circumvent the requirements of constitute a meeting under a properly held meeting under the Virginia Freedom of Information Act (VFOIA).

B. All meetings of the School Board are open to the public, except as otherwise permitted by law. The School Board does not vote by secret or written ballot. No meeting is conducted through telephonic, video, ~~electronic~~ or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as ~~provided~~ permitted by VFOIA and implemented in Board Policy § 2-4.2 regarding Electronic Participation in Meetings from Remote Locations.

C. The School Board gives notice of its meetings in accordance with School Board Policy 2-4.1.

D. At least one copy of the proposed agenda and all agenda packets and, unless exempt, will be made available to members of the School Board at least seven (7) calendar days in advance of the scheduled meeting of the School Board and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board ~~as provided for in School Board Policy § 2-5.1.~~ The public agenda is posted on the official School Board website prior to the meeting.

E. At any regularly scheduled meeting of the School Board, members of the School Board can motion to have an item added to the meeting agenda. If the motion is approved by a majority vote of the School Board, the item is then added to the meeting agenda. This initial vote is only to add the item to the meeting agenda and is not a vote of the School Board to approve or disapprove the added item. No final action is taken on items added to the agenda after the meeting commences unless it is a time-sensitive matter or the subject of a properly identified closed meeting pursuant to VFOIA. For purposes of this section, "final action" means a vote, adjudication, or other formal action taken by the School Board that completes a matter or acts as final consideration of an item. "Final action" does not include:

- (1) referral to a committee or advisory body;
- (2) referral to a future meeting for action;
- (3) direction to the staff to provide further information; or
- (4) issuance of a commending or memorial proclamation.

Once an agenda has been published on the Electronic School Board (ESB) and released for public viewing, agenda topics or line items that were not on the agenda when first published cannot be added to the published agenda. However, up to and including the day of the actual meeting of the School Board, the clerk is allowed to (a) make grammatical corrections to the published agenda; and (b) add attachments to the agenda that directly pertain to topics and/or line items that are listed on the published agenda.

E. If any member of the School Board is interested in having an item placed on the School Board agenda for an approaching School Board meeting as an information and/or action item, the request must be:

- (1) submitted by the school board member in writing to the school board chair;
- (2) supported by at least two other members of the School Board; and
- (3) received by the school board chair, with a copy sent to the school superintendent, at least sixteen (16) calendar days prior to the scheduled meeting of the School Board.

If the request is not received within sixteen (16) calendar days, then the item will be considered for placement on the agenda at the next regularly scheduled meeting of the School Board but not the approaching meeting of the School Board.

~~Only items added to the meeting agenda that will not directly impact students or employees of Suffolk Public Schools are to be voted on by the full School Board at the same meeting at which the item was added to the agenda, unless the School Board through the exercise of its discretion should determine that it would be in the best interests of Suffolk Public Schools to add an item and then vote on the added item at the same meeting.~~

~~Any item added to the meeting agenda that directly impacts students or employees of Suffolk Public Schools can be added to the meeting agenda of the School Board for discussion or informational purposes only. However, any vote regarding the added item must take place at the next regularly scheduled meeting of the School Board. This will allow members of the public to receive notice of the item to be voted on and given an opportunity to speak on the agenda item.~~

~~An item that directly impacts students is an item that involves student achievement, assignment, attendance, transportation, or discipline. An item that directly impacts employees of Suffolk Public Schools is an item that involves working conditions, hours of school operations, employee terminations, elimination of positions, and employee benefits.~~

F. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any person from photographing, filming, recording or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

G. The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by three or more members with the agreement of the chairman. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business. Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

H. At any meeting of the School Board, a majority of the members of the School Board shall constitute a quorum.

I. Minutes of all regular School Board meetings are recorded in accordance with School Board Policy § 2-7.1.

J. Under the agenda topic Reports by the Superintendent only matters specifically listed on the agenda by the superintendent can be addressed by the superintendent during the open meeting. (Adopted June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-18; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance Number 17/18-3; Effective Date: October 12, 2017; Revised February 14, 2019; Ordinance Number 18/19-60; Effective Date: February 14, 2019; Ordinance 19/20-47; Revised/Effective Date: December 12, 2019; Revised/Effective Date: June 11, 2020, Ordinance 19/20-67; Ordinance 20/21-9; Revised: January 14, 2021; Ordinance 24/25-52, Revised/Effective: November 14, 2024; Revised/Effective 12/12/2024)

Legal Authority - Virginia Code §§ 22.1-78, 2.2.3707, 2.2-3708.2, 2.2-3710, 22.1-72, 22.1-74.

Section 2-4.2. Meeting Participation by Electronic Communication; meeting minutes; attendance at closed meetings held by committees; definitions; when remote participation allowed; minute requirements when remote participation approved; when remote participation not approved; Quorum Required; when all virtual meetings of School Board allowed; all-virtual meetings of committees; certification of closed meeting when there is an all-virtual meeting; limit on number of all-virtual meetings by committees. — A. Except as ~~provided hereafter, or as~~ otherwise ~~permitted~~ provided by law, the School Board ~~shall~~ should ~~not~~ conduct any all meetings wherein the public business is discussed or transacted ~~through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled~~ in one physical location unless the Board has authorized remote participation or has convened an all-virtual public meeting in accordance with applicable law. This policy must be adopted at least once annually and will be ~~is~~ applied strictly and uniformly, without exception, to the entire membership of the School Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

B. The minutes of meetings conducted in accordance with this policy, if any, include

- (i) the identity of the members of the committee who participated in the meeting through electronic communication means,
- (ii) the identity of the ~~committee~~ school board members who were physically assembled at one physical location, and
- (iii) the identity of the members of the ~~committee~~ school board who were not present at the location identified in (ii) but who monitored such meeting through electronic communication means.

C. Individual ~~M~~members of the School Board are permitted to attend any closed meeting held by any committee of the School Board or any committee created to advise the School Board. The minutes of the committee, if any, include the identity of any School Board member who attends a closed meeting of the committee.

D. For purpose of this policy the following definitions apply:

“All-virtual public meeting” means (i) a public meeting conducted by ~~the School Board~~ a committee using electronic communication means, (ii) during which all members of the ~~School Board~~ committee who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

"Caregiver" means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

"Committee" means a committee, subcommittee, or other entity however designated of the School Board created to perform delegated functions of the School Board or to advise the School Board. It does not exclude any such committee, subcommittee, or entity because it has private sector or citizen members.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Remote participation" means participation by an individual member of the committee by electronic communication means in a public meeting where a quorum of the committee is otherwise physically assembled.

E. Individual Members of the School Board or of any committee appointed by the School Board may use remote participation instead of attending a meeting in person if, in advance of the meeting, each board member or committee member seeking to use remote participation notifies the committee chair that:

- (i) the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present;
- (ii) a medical condition of a member of the member's family requires the School Board member to provide care that prevents the School Board member's physical attendance; or the member is a caregiver who must provide care for a person with a disability at the time the meeting is being held thereby preventing the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present;
- (iii) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

- (v) that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter and the remote location from which the member plans to participate. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year up to the next whole number, whichever is greater. A member of the School Board may only use remote participation for meeting of the School Board due to personal matters is limited each calendar year to two meetings of the School Board.

F. Individual participation from a remote location will be approved unless such participation would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a member's participation from a remote location is challenged, the School Board will vote whether to allow such participation. If the School Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

G. If participation in a public meeting by a member of the School Board or by a member of a committee appointed by the School Board is through electronic communication means is approved pursuant to subsection E above, the School Board or committee of the School Board records in its minutes

- (i) the identity of the member or members of the School Board or committee of the School Board who participated in the meeting through electronic communication means;
- (ii) the identity School Board members who were physically assembled at one physical location; and
- (iii) the remote location from which the member participated. However, the remote location need not be open to the public and may be identified in the minutes, if any, by a general description.

H. If participation is approved due to a temporary or permanent disability or other medical condition, or medical condition of a family member, the School Board or committee of the School Board also includes in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance or the medical condition of a family member. If participation is approved due to a personal matter, the School Board or committee of the School Board also includes in its minutes the specific nature of the personal matter cited by the member. If participation is approved because the member's principal residence is more than 60 miles from the meeting

location, the School Board includes in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.

I. If a member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.

J. A school board member or member of any committee appointed by the School Board may participate in a meeting by electronic means pursuant to subsection E above only when:

- (1) a quorum of the School Board is physically assembled at one primary or central meeting location; and
- (2) the School Board will arrange for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

K. The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the School Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided:

- (a) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and
- (b) the purpose of the meeting is to provide for the continuity of operations of the School Board or the discharge of its lawful purposes, duties, and responsibilities. If it holds a meeting pursuant to this section, the School Board:
 - (i) will gives public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board; and
 - (ii) makes arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the School Board;
 - (iii) will provides the public with the opportunity to comment at those meetings when public comment is customarily received; and
 - (iv) will otherwise ~~complies~~ comply with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency,

the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held are stated in the minutes of the meeting. The provisions of this section are applicable only for the duration of the declared emergency.

L. Committees of the School Board and committees appointed to advise the School Board may conduct all-virtual public meetings when:

- (1) the required notice of the meeting indicates whether the meeting will be in-person or all-virtual along with a statement notifying the public that the method by which the committee chooses to meet will not be changed unless the committee provides a new meeting notice in accordance with the provisions of Va. Code § 2.2-3707;
- (2) public access to the all-virtual public meeting is provided via electronic communication means;
- (3) the electronic communication means used allows the public to hear all members of the committee participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the committee; when audio-visual technology is available, a committee member shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- (4) a phone number or other live contact information is provided to alert the committee if the audio or video transmission of the meeting provided by the committee fails, the committee monitors such designated means of communication during the meeting, and the committee takes a recess until public access is restored if the transmission fails for the public;
- (5) a copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the committee for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the committee;
- (6) the public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received; and
- (7) no more than two members of the committee are together in any one remote

location unless that remote location is open to the public to physically access it.

M. If a closed meeting is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the committee votes to certify the closed meeting as required by subsection D of Virginia Code § 2.2-3712;

N. The committee does not convene an all-virtual public meeting: (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting. (Adopted March 12, 2009; Ordinance Number 08/09-28; Effective Date: July 1, 2009; Revised April 14, 2016; Ordinance Number 15/16-20; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance 17/18-6; Effective Date: October 12, 2017; Revised Date: February 14, 2019; Ordinance 18/19-61; Effective Date: February 14, 2019; Ordinance 22/23-79, Revised/Effective: May 11, 2023; Ordinance 23/24-20, Revised/Effective: November 9, 2023; Ordinance 24/25-21; Revised/Effective: September 12, 2024)

Legal Authority - Virginia Code §§ 2.2-3701, 2.2-3707, 2.2-3708.2, 2.2-3708.3, 2.2-3710, and 51.5-40.1.

Section 2-9.1. Conflict of Interest Act applies to board members; board must avoid personal conflicts and official responsibilities; enumerated conflicts. — A. The School Board is committed to maintaining public confidence in the integrity and impartiality of the School Board and emphasizes that the Virginia State and Local Government Conflict of Interests Act (“COIA”) applies to all members of the School Board. Members will maintain the highest ethical standards in the conduct of public business to include recognizing and managing situations where personal interests may interfere with official duties. ~~seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act, which is found in Virginia Code Section 2.1-639.1 et. seq.~~

B. ~~The State and Local Government Conflict of Interests Act establishes six principal areas of regulation applicable to Board members, officers, and employees of the School Board~~ members must perform their official duties in a manner that avoids conflicts between personal interests and official responsibilities, refrains from using their public office for personal gain, and complies with the Virginia COIA and other applicable law.

C. School Board members must comply with the contractual conflict provisions of the Virginia COIA. They include the following:

- (i) special anti-nepotism rules relating to School Board members and superintendents of schools;
- (ii) general rules governing public conduct by School Board members regarding the acceptance of gifts and favors;
- (iii) prohibited conduct regarding contracts;
- (iv) required conduct regarding transactions;
- (v) disclosure required from certain School Board members, and
- (vi) training requirements for elected School Board members.

(Adopted June 8, 1995; Revised November 16, 1995; Revised October 9, 2003, Ordinance 03/04-02; Effective: July 1, 2004; Revised March 14, 2013; Ordinance Number 12/13-12; Effective Date: July 1, 2013; Revised October 10, 2019; Ordinance Number 19/20-15; Effective Date: October 10, 2019)

Legal Authority – Virginia Code §§22.1-78 and 2.2-3124 and 2.2-3152 (1950), as amended.

Section 2-9.10. Employee Conflict of Interests Act applies to members of the School Board; Board members are to be familiar with Conflict of Interests Act; Personal Interests in Transactions; Prohibited Conduct; Examples of; Advisory Opinions; fully disclosure of facts required. — A.

~~The School Board is committed to maintaining public confidence and trust in the integrity of division officers and employees and emphasizes that the Virginia State and Local Government Conflict of Interests Act (“COIA”) and the Ethics in Public Contracting provisions of the Virginia Public Procurement Act apply to all School Board employees. The State and Local Government Conflict of Interests Act (the Act), applies to public school employees and officials. The Act creates uniform standards of conduct for all public employees and officials. The Act also defines and prohibits inappropriate conflicts of interest and requires disclosure of economic interests in some circumstances. The purpose of this policy is to provide an introduction to the Act for employees. Additional information regarding the Act may be obtained from Policy Section 2-9.9 regarding disclosure requirements and from the Virginia Conflict of Interest and Ethics Advisory Council (the Ethics Council) which assists with compliance with the Act. The School Board holds its employees to the highest standards of integrity and encourages employees to avoid even the appearance of a conflict of interest or impropriety.~~

B. ~~School~~ ~~Board~~ employees are required to read and be familiar with and comply with applicable provisions of the law, the Act. The ~~s~~Superintendent or Superintendent’s designee will provides employees with information regarding ~~how to access to the Virginia COIA Act and information on how to contact the Virginia Conflict of Interest and Ethics Advisory Council for assistance. Ethics Council.~~ The Act’s provisions are complex and their application is fact specific. A violation of the Act could result in civil or criminal penalties. Therefore, if If an employee has any questions whether an interest the employee has in a contract, or transaction, or other matter involving the school division is prohibited under law, the Act, the employee should contact the ~~s~~Superintendent’s or Superintendent’s designee, ~~office~~ or the Virginia Conflict of Interest and Ethics Advisory Council for guidance. Ethics Council for assistance.

C. The Act prohibits school employees from having a “personal interest,” as that term is defined by the Act, in certain contracts and transactions that involve the division and from engaging in other specified conduct related to the schools. The prohibited personal interest also may be that of the school employee’s immediate family (a spouse or any other person who resides in the same household as the employee and who is a dependent of the employee).

D. Under the Act, an employee may be considered to have a prohibited conflict arising from: (i) a personal interest in a contract; (ii) a personal interest in a transaction; (iii) business opportunities tied to official acts; (iv) misuse of confidential information; or (iv) receipt or solicitation of certain gifts.

E. Examples of prohibited conduct include: (i) soliciting or accepting money or other

things of value for services performed within the scope of the employee's official duties, except for the employee's compensation, expenses or other remuneration paid by the division; (ii) using for the employee's own economic benefit or that of another party, confidential information that the employee has acquired by reason of the employee's public position and which is not available to the public; (iii) accepting any money, loan, gift, favor, service or business or professional opportunity that reasonably tends to influence the employee in the performance of the employee's official duties; (iv) accepting any business or professional opportunity when the employee knows that there is a reasonable likelihood that the opportunity is being afforded to influence the employee in the performance of the employee's official duties; (v) entering into contracts with the school division under certain circumstances; (vi) accepting a gift from a person who has interests that may be substantially affected by the performance of the employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the employee's impartiality in the matter affecting the donor; and (vii) accepting gifts from sources on a basis so frequent as to raise an appearance of the use of the employee's position for private gain.

F. The Virginia COIA Act does not prohibit or apply to the acceptance by a teacher or other employee of ~~Suffolk Public Schools~~ the School Board of an award or payment in recognition ~~honor~~ of meritorious or exceptional services when the award or payment is performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

G. Employees of School Division may request and rely in good faith on written opinions regarding the Act from:

- (1) the local Commonwealth's attorney;
- (2) the city attorney; or
- (3) the Virginia Conflict of Interest and Ethics Advisory Council.

H. When seeking a written opinion, division employees must fully disclose all the facts to obtain the protections afforded by law. ~~Employees may seek written opinions regarding application of the Act from the local Commonwealth's Attorney, the City Attorney or the Ethics Council. Good faith reliance on a written opinion of the Commonwealth's Attorney or a formal opinion or written informal advice of the Ethics Council made in response to a written request for such opinion or advice regardless of whether such opinion or advice is later withdrawn, provided that the alleged violation occurred prior to the withdrawal of the opinion or advice, bars prosecution for a knowing violation of the Act provided the opinion or advice was made after a full disclosure of the facts. If the employee relies on written informal advice given by the Ethics Council in a prosecution for a knowing violation of the Act, the record of the request and the written informal advice given shall be a public~~

~~record and released upon request. An opinion of the City Attorney may be introduced at trial as evidence that the employee did not knowingly violate the Act. (Adopted: September 8, 2016; Ordinance Number 16/17-3; Effective Date: July 1, 2017; Ordinance 17/18-10; Effective Date: October 12, 2017)~~

Legal Authority – Virginia Code §§ 2.2-3101, 2.2-3102, 2.2-3103, ~~2.2-3013.1, 2.2-3103.2, 2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3118.2, 2.2-3119, 2.2-3121, 2.2-3124, 2.2.3132, 2.2-4367-4377, and 300-356~~ 30-355-358 (1950), as amended.

Section 2-9.11. Disclosure by Division Superintendent. — ~~The sSuperintendent shall, as a condition to assuming employment, file a disclosure statement of personal interests and other information as is required on the form prescribed by the Virginia Conflict of Interest and Ethics Advisory Council pursuant to Code of Virginia § 2.2-3117. The disclosure statement is filed on or before the day the superintendent assumes employment for the preceding 12-month period complete through the last day of the month immediately preceding the month in which the superintendent assumes employment. However, if the superintendent assumes employment in January, the superintendent files a disclosure form on or before February 1 for the preceding year complete through December 31. Completed forms shall be filed and maintained as public records for five years in the office of the clerk of the Suffolk City School Board. After the initial disclosure, the superintendent files this statement annually on or before February 4.~~ must file a Statement of Economic Interest electronically with the Virginia State and Local Government Conflict of Interests Act with the Virginia Conflict of Interest and Ethics Advisory Council. The statement must be filed upon assuming employment and disclose economic interests for the 12-month period immediately preceding the month in which the employment began. However, if the Superintendent assumes employment in January, the Superintendent files a disclosure form on or before February 1 for the preceding year calendar year through December 31. The Superintendent must file a statement annually on or before February 1.

(Adopted October 12, 2017; Ordinance 17/18-11; Effective Date: October 12, 2017; Ordinance 22/23-6, Revised/Effective Date: November 10, 2022)

Legal Authority — Virginia Code §§ 2.2-3115, 2.2-3117 and 2.2-3118.2, 30-355-358 (1950), as amended.

Section 3-1.7. Development and dissemination of regulations. — A. The School Board authorizes the ~~s~~Superintendent to promulgate such regulations as are necessary to carry out policies adopted by the School Board. If School Board action is required by law or should the School Board request that a regulation be approved by the School Board ~~in advance of the school superintendent issuing a proposed regulation,~~ the ~~s~~Superintendent will present the regulation to the School Board for School Board review and appropriate action. The ~~s~~Superintendent ~~shall~~ makes all regulations available to School Board members, division employees, and the public and shall ~~sees~~ see that the regulations are placed in the School Board Policy Manual or are kept and published with the Policy Manual.

B. Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations. (Adopted: June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-25; Effective Date: July 1, 2016)

Legal Authority – Virginia Code §§ 22.1-23.3, 22.1-70, 22.1-78, 22.1-79 (1950), as amended.

Section 5-2.2:3. Threat Assessment Team Required; Team Members; responsibility of principal or another division employee; Report to superintendent; when there is imminent threat; preliminary determination; Report to Department of Criminal Justice Services. —

~~A. The sSuperintendent must establishes a threat assessment team for each school. Teams may serve one or more schools as determined by the sSuperintendent. The teams assess and intervene with students whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.~~

~~B. Each team includes persons with expertise in counseling, instruction, school administration and law enforcement. The team must include individuals with expertise in counseling, instruction, school administration, and law enforcement, and in schools in which a school resource officer is employed, at least one such school resource officer. Each team:~~

- ~~(i) provides guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;~~
- ~~(ii) identifies members of the school community to whom threatening behavior should be reported; and~~
- ~~(iii) implements policies adopted by the School Board.~~

~~All new threat assessment team members must complete an initial threat assessment training. All members of a threat assessment team members must complete refresher threat assessment training every three years. Training must include specific training on the use of emergency substantial risk orders and substantial risk orders in accordance with Virginia Code § 19.2-152.13 et. seq. to address the risk of harm to self or others posed by a student's access to a firearm.~~

~~C. A principal, or another division employee, who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Virginia Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel. Threat assessment team members must maintain confidentiality regarding such information, and it may only be used solely for evaluating threats to students and school persone~~

~~D. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the sSuperintendent or sSuperintendent's designee. The sSuperintendent or sSuperintendent's designee immediately attempts to notify the student's parent or legal guardian, and must provide pertinent information, ~~e~~Either in the~~

initial attempt to notify the student's parent or guardian, or through a ~~separate~~ subsequent communication to the student's parent or legal guardian made as soon as practicable thereafter, the Superintendent or Superintendent's designee must provide the parents: Such pertinent information

- (a) ~~will address strategies for responding to the student's threat of violence or physical harm to self or others;~~
- (b) ~~must include with information on~~ the legal requirements found in Va. Code § 19.2-152.13 relating to emergency substantial risk orders and Va. Code § 18.2-56.2 relating to access to firearms in the presence of minors, by children; and
- (c) The materials may also may include guidance on best practices and strategies for limiting a student's access to lethal means, including firearms, and medications.

E. Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

F. Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Virginia Code §§ **19.2-389** and **19.2-389.1**, and health records, as provided in Virginia Code § **32.1-127.1:03**. No member of a threat assessment team re-discloses any criminal history record information or health information obtained pursuant to this policy or otherwise uses any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

G. Each threat assessment team collects and reports to the Virginia Center for School and Campus Safety quantitative data on its activities using the Center's case management tool. ~~by the Center.~~

H. ~~The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement. (Ordinance Number 14/5-2; Adopted July 10, 2014; Revised May 12, 2016; Ordinance 15/16-39; Effective Date: July 1, 2016; Revised October 13, 2016; Ordinance Number 16/17-7; Effective Date: July 1, 2017; Ordinance Number 19/20-22; Revised/Effective: November 14, 2019; Ordinance 22/23-86, Revised/Effective: May 11, 2023; Ordinance 23/24-31, Revised/Effective: December 14, 2023; Ordinance 25/26-43, Revised/Effective: December 11, 2025)~~

Legal Authority - Virginia Code §§ 16.1-301, 18.2-56.2, 22.1-79.4 (1950), as amended.

Section 5-4.5. School buses are public assets; agreements with non-public schools and others; restrictions on use. —

~~A. The use of school buses for purposes other than transporting children to school for the regular school hours and for extracurricular activities is permitted with prior approval of the superintendent and in accordance with the superintendent's regulations pertaining to field trips. The School Board recognizes that school buses are public assets and, when not used for their primary use, may be used in a manner that supports community needs and maximizes the efficient use of public resources. This policy establishes guidelines for such use consistent with the law and fiscal principles. Division school buses are primarily used for the transportation of students to and from school during regular school hours, including for specialty programs, and for school-sponsored activities. School buses may be used for other purposes when not needed for student transportation purposes with approval of the Superintendent or Superintendent's designee in accordance with division regulations pertaining to such use. When student transportation is provided for field trips and other programs, the School Board may accept contributions for such transportation.~~

B. The School Board may enter into agreements with nonpublic schools within the division to provide student transportation to and from school and for school field trips in accordance with division regulations. ~~In addition, t~~The School Board may also enter into agreements with the following entities, as described in Virginia Code § 22.1-182:

- (1) a third-party logistics company;
- (2) the governing body of a county, city, or town in the school division;
- (3) any state agency; and
- (4) any federal agency identified in statute.

C. Such use must be for a public purpose or other community use and is subject to the following limitations and requirements:

- ~~with any third-party logistics company, its appropriating body, or any state agency or any federal agency established or identified pursuant 42 U.S.C. § 3001 et seq. providing for the use of the school buses of the division by such company, body or agency for public purposes, including transportation for the elderly or private purposes, except that such t~~
 - (1) ~~Third-party logistics company companies may~~ cannot use the school buses to provide transportation of passengers for compensation or for residential delivery of products for compensation;
 - (2) ~~Each such agreement shall~~ must provide for reimbursing the School Board in full for the proportionate share of ~~any and~~ all costs, both fixed and variable, ~~of such buses~~ incurred by the School Board attributable to the use of such buses pursuant to the ~~such~~ agreement;

- (3) Each ~~such~~ agreement must require the third-party logistics company, appropriating body, or agency to supply insurance on the school bus that meets the minimum requirements in Va. Code § 22.1-190~~;~~, or, in the case of a governing body, the agreement must require the governing body to reimburse the School Board for the proportionate share of any insurance costs, both fixed and variable, incurred from the use of the school buses per the agreement; and
- (4) The third-party logistics company, appropriating body, or state or federal agency, shall indemnify and hold harmless the School Board from any and all liability of ~~the School Board~~ by virtue of use of such buses pursuant to an agreement. (Adopted August 10, 1995; Ordinance 22/23-42, Revised/Effective: February 9, 2023; Ordinance 22/23-87, Revised/Effective: June 8, 2023)

Legal Authority - Virginia Code §§ 22.1-176, 22.1-176.1, & 22.1-182, 22.1-190 (1950), as amended.

Section 5-6.3. Computer system provided; privilege not a right; superintendent to develop regulations; computer system not a public forum; execution of acceptable use agreement required; not responsible for information lost, damaged or unavailable. —

A. The School Board provides a computer system, including access to the internet, to promote educational excellence by facilitating learning resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, interactive whiteboards/panels, audio-visual equipment, multimedia devices, workstations, remote network access, cloud services, the internet, and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

B. All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate division business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computer system, the user agrees to abide by this policy and the Technology Use Guidelines established by the ~~s~~Superintendent.

C. The ~~school~~ ~~s~~Superintendent is responsible for establishing Technology Use Guidelines containing the appropriate uses, ethics and protocols for use of the computer system. The ~~s~~Superintendent is also responsible for reviewing and updating, as necessary, the Guidelines at least every two years. It is the user's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

- (1) a prohibition against the use of Suffolk Public Schools computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet by Suffolk Public School employees and students;
- (2) provisions, including the selection and operation of a technology protection measure for Suffolk Public Schools' computers having Internet access to filter or

block Internet access through such computers, that seek to prevent access to:

- a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. material that Suffolk Public Schools deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the computers;
 - (4) provisions establishing that all usage of the computer system may be monitored;
 - (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, chat rooms, and cyberbullying awareness and response;
 - (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities;
 - (7) provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
 - (8) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
 - (9) a component of internet safety for students that is integrated in Suffolk Public Schools’ instructional program that includes instruction on key modern digital safety topics, including online scams, misinformation, and content generated by artificial intelligence.
- D. Use of Suffolk Public Schools’ computer system must be consistent with the educational or instructional mission or administrative function of Suffolk Public Schools as well as the varied instructional needs, learning styles, abilities and developmental levels of students. Suffolk Public Schools’ computer system is not a public forum.
- E. Users of the division’s computer system have no expectation of privacy for use of

the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

F. Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the ~~s~~Superintendent or ~~s~~Superintendent's designee. No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by Suffolk Public Schools, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the Internet.

G. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. Users of the system agree to indemnify the School Board for any losses, costs, or damages relating to or arising out of any violation of this policy or the Technology Use Guidelines.

H. The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board is not be responsible for any unauthorized charges or fees resulting from access to the computer system. The School Board School Board reviews and amends, if necessary, and approve this policy every two years. (Adopted March 10, 2005; Ordinance Number 04/05-19; Effective Date: July 1, 2005; Revised May 12, 2016; Ordinance Number 15/16-42; Effective Date; July 1, 2016; Ordinance Number 19/20-29, Revised/Effective Date: November 14, 2019; Ordinance 22/23-43, Revised/Effective: February 9, 2023; Ordinance 23/24-7, Revised/Effective: August 10, 2023; Ordinance 23/24-34, Revised/Effective: December 14, 2023)

Legal Authority – 18 U.S.C. §§ 1460, 2256. 47 U.S.C. §§ 54.520, 254; Virginia Code §§ 2.2-5514.1, 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-23.3, 22.1-70.2, and 22.1-78 (1950), as amended.

Section 6-1.1:2 Electronic room partitions; annual safety review required. — A. No school employee opens or closes an electronic room partition in any school building unless (i) no student is present in such building; or (ii) no student is present in the room or area in which such partition is located ~~and~~ unless (a) such room or area is locked or otherwise inaccessible to students, or (b) such partition includes a safety sensor that automatically stops the partition when a body passes between the leading edge and a wall, and opposing partition, or the stacking area.

B. Any annual safety review or exercise for school employees includes information and demonstrations, as appropriate, regarding the provisions of the previous paragraph. (Adopted November 14, 2019, Ordinance Number 19/20-32)

Legal Authority — Virginia Code § 22.1-138 (1950), as amended.

Section 7-27.1. Evaluation of Employees Required; Role of Superintendent; probationary period for support staff. — A. Every employee of the School Board is evaluated on a regular basis at least as frequently as required by law.

B. The superintendent ensures that cooperatively developed procedures for professional staff evaluations are implemented throughout Suffolk Public Schools and included in regulations promulgated by Suffolk Public Schools. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

C. Support staff may serve a probationary period upon initial employment with the division. The purpose of the probationary period is to allow time to evaluate the performance of the employee to determine suitability for continued employment. The general length of the probationary period for all support staff personnel is twenty-four months from the date of hire. Adopted August 10, 1995; Revised: August 21, 2008, Ordinance Number 08/09-4; Effective: August 21, 2008; Revised: April 10, 2013; Ordinance Number 12/13-48; Effective Date: July 1, 2013)

Legal Authority - Virginia Code §22.1-70, 22.1-78, 22.1-313, 22.1-253.13:7 (1950), as amended.

Section 7-28.1. When there is a need for staff reductions in buildings; when there is a need for staff reductions in designated programs. —

~~A. When there has been a~~
A decrease in enrollment, abolition of particular subjects, a decrease in the School Board's budget as approved by the appropriating body, a consolidation of schools, the phasing out of programs, departments or grade levels and other conditions, ~~the School Board~~ may cause a reduce reduction in the number of staff needed in a building, program or department or in the entire school division.

B. General reduction in total personnel and redistribution of personnel within designated programs shall be done in accordance with regulations adopted by Suffolk Public Schools. The regulations will not provide for reductions to be made solely on the basis of seniority; they will include consideration of the performance evaluations of the teachers potentially affected by the reduction in workforce. (Adopted August 10, 1995; Revised February 5, 2009, Ordinance Number 08/09-26; Effective: February 5, 2009; Revised June 9, 2016; Ordinance Number 15/16-66; Effective Date: July 1, 2016)

Legal Authority - Virginia Code §§22.1-70 & 22.1-78, & 22.1-304 (1950), as amended.

Section 7-31.2. Definitions. — As used in this policy, “supervisor” means a person who holds a supervisory position as specified in the regulations of the State Board of Education and who is required to hold a certificate as prescribed by the State Board of Education.

Unless a different meaning is apparent from the context, the term “teacher” shall mean all regular certified public school personnel such as curriculum specialist, principal, visiting teacher, classroom teacher, librarian and guidance counselor.

“Support staff” personnel are ~~these employees who need~~ whose positions in the district do not require hold a license issued by the Virginia Board of Education ~~in order to obtain their positions~~ as a condition of their employment. This category includes, but is not limited to, non-licensed administrative personnel, clerical staff, custodial and maintenance employees, transportation personnel, food services workers, and paraprofessionals ~~positions~~. (Adopted August 10, 1995; April 10, 2013; Ordinance Number 12/13-53; Effective Date: July 1, 2013)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Section 7-32.1. Outside employment allowed; employees on leave not allowed to engage in outside employment unless granted by the superintendent; no liability for activities not sponsored by the School Board. —

A. Employees may, during the hours not required of them to fulfill their responsibilities to the School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by the School Board.

B. An employee who is on leave from the School Board, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent or superintendent's designee.

C. The School Board does not endorse, support, or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board, regardless of whether division students or employees participate. (Adopted August 10, 1995; Ordinance 22/23-53, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-70, and 22.1-78; and 29 C.F.R. 825.216(e).

Section 7-32.4. Tutoring for pay. — Professional staff members may not be paid by anyone other than the School Board for tutoring students enrolled in a class under their direct supervision except for a student who has been approved for homebound instruction. (Adopted August 10, 1995; Revised April 10, 2013; Ordinance Number 12/13-56; Effective Date: July 1, 2013)

Legal Authority - Virginia Code §§ 22.1-70, 22.1-78.

Section 8-1.1. Excellence in Education; environment conducive to learning; standards of quality applicable. — A. The School Board is committed to excellence in education, equality of educational opportunity and the recognition of each student's individuality. Students differ in their rate of physical, mental or emotional and social growth and vary in their needs and abilities. Every effort will be made to provide opportunities that are consistent with personal development and potential such that students become productive adult citizens in our society. Programs emphasize diagnostic and prescriptive instruction, allowing an individual approach to each student's learning style and educational needs. ~~The schools shall organize as follows: elementary schools (kindergarten through fifth grade); middle schools (sixth through eighth grade); high schools (ninth through twelfth grade).~~

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

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

C. The School Board accepts the overall goals of public education as expressed by the Standards of Quality legislated by the Virginia General Assembly and implemented by State Virginia Board of Education regulations. The School Board and the Superintendent reports ~~its division~~ compliance with the Standards of Quality to the Board of Education annually in a manner consistent with the Board guidelines. ~~The report of compliance is submitted to the Board of Education by the chair of the School Board and superintendent.~~

D. The School Board commits itself to providing programs and services ~~as stated in~~ consistent with the standards of quality ~~to the extent of funding thereof provided by the General Assembly and applicable state and federal funding provisions.~~ (Adopted January 12, 1995; Ordinance 19/20-37; Revised/Effective Date: December 12, 2019)

Legal Authority - Virginia Code §§ 22.1-23.3, 22.1-253.13:1 & 22.1-253.13:8 as amended.

Section 8-18.1. Alternative programs must comply with State and Federal law. —

Alternative programs may be established by the School Board within existing schools or at separate sites as needed ~~within the jurisdiction of Suffolk Public Schools consistent with state and federal regulations~~. No person of school age meeting the residency requirements of Virginia Code § 22.1-3 ~~is~~ will be charged tuition for enrollment in a program preparing students to pass a high school equivalency examination approved by the Board of Education or an alternative program offered as a regional or division-wide initiative by the School Board. (Adopted January 12, 1995; Ordinance 22/23-57, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-5, and 22.1-253.13:1, (1950), as amended.

Section 8-23.2. Class Size Ratios; Parent Notification Required; Middle and High School Ratios; Students in Virtual School Programs not Included. —

A. Suffolk Public Schools will assign licensed instructional personnel in a manner that produces division-wide ratios of students in average daily membership to full-time equivalent teaching positions, excluding special education teachers, principals, assistant principals, counselors, and librarians, that are not greater than the following ratios: (i) 24 to one in kindergarten with no class being larger than 29 students; if the average daily membership in any kindergarten class exceeds 24 pupils, a full-time teacher's aide will be assigned to the class; (ii) 24 to one in grades one, two and three with no class being larger than 30 students; (iii) 25 to one in grades four through six with no class being larger than 35 students; and (iv) 24 to one in English classes in grades six through 12.

B. After September 30 of any school year, anytime the number of students in a class exceeds the class size limit established by this policy, the school division will notify the parent of each student in such class ~~of such fact~~ no later than 10 days after the date on which the class exceeded the class size limit. The notification ~~shall~~ will state the reason that the class size exceeds the class size limit and describe the measures that the school division will take to reduce the class size to comply with this policy.

C. In addition, Suffolk Public Schools ~~shall~~ will assigns instructional personnel in a manner that produces schoolwide ratios of students in average daily memberships to full-time equivalent teaching positions of 21 to one in middle schools and high schools.

D. When determining the assignment of instructional and other licensed personnel for purposes of this policy, full-time students of approved virtual school programs are not included. (Adopted January 12, 1995; Revised October 13, 2016; Ordinance Number 16/17-17; Effective Date: July 1, 2017)

Legal Authority – Virginia Code §§~~22.1-78~~ and 22.1-253.13:42.C.

Section 8-26.1. Purpose of Field trips and factors to be considered; no student denied due to lack of funds; activities governed by VHSL; educational value to be considered; only proper modes of transportation to be used; privately sponsored field trips. — A. Field trips are off-campus instructional activities. Field trips can provide excellent educational experiences for students by enriching the curriculum and by making classroom learning experiences more meaningful. To be educationally beneficial, a field trip requires thoughtful selection, careful advance preparation, and opportunities to assimilate the experience during and after the trip. Teachers plan advance activities that prepare students for the trip and follow-up activities that assist students in summarizing, applying, and evaluating information learned on the trip.

The following factors should be considered in proposing and approving field trips:

- (i) The value of the trip to the particular class;
- (ii) The relationship of the field trip to a particular aspect of the curriculum;
- (iii) The distance travelled;
- (iv) The time away from the regular instructional program; and
- (v) The availability of transportation.

B. No student ~~is~~ will be denied the opportunity to participate in a field trip that is a required instructional activity because of a lack of funds. Trips shall be approved by the superintendent or designee. Approval must be obtained before commitments are made to students, parents, or commercial establishments. The superintendent makes an annual report to the School Board on field trips taken.

C. Trips for activities governed by the Virginia High School League do not require approval on a trip-by-trip basis. Parental permission for such trips may be obtained for the entire athletic season or school year.

D.B. Principals are expected to consider the educational value of the trip, the availability of the learning opportunity at the school level and the distance, time and expense involved in the trip. Principals are also responsible for following all procedures established by the superintendent in requesting approval of the trip.

E.G. Only properly insured modes of transportation are to be used for school trips. Principals should ensure that no student is denied participation on a field trip because of the expense of the trip.

E. The Suffolk School Board does not endorse or accept responsibility for any privately sponsored trips for students or any student trips which are not part of the instructional program. Employees are not permitted to solicit students for such trips. Employees who are involved with such trips must emphasize to any interested

student/parent that such trips are strictly private enterprises. (Adopted January 12, 1995; Ordinance Number 22/23-58, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-176, 22.1-70, and 22.1-78.

Section 8-39.1. When teaching about controversial issues; endorsing any political party or candidate prohibited. — A. ~~To provide effective education for citizenship it must be recognized that many areas of student study involve issues on which different positions are held by various citizens and groups. In considering such issues a student shall have the following rights:~~ The School Board recognizes that preparation for effective citizenship is one of the major purposes of education. The preparation for effective citizenship includes the study of issues that are controversial. Such study is carried out in an atmosphere free from bias, prejudice, or coercion. In teaching about controversial issues, teachers are expected to:

- ~~(i) to study any controversial issue which is of political, economic or social significance and which is within the knowledge, maturity and competence of the student and which does not conflict with the regulations of the State Board of Education or School Board policy;~~
- (i) establish a learning environment where each student can study the issues with a curriculum that is appropriate to the student's knowledge and maturity; and
- (ii) ~~to study under competent~~ provide instruction in an atmosphere free from bias and prejudice, coercion and
- ~~(iii) to develop and express any reasonable way his or her own opinions on controversial issues without jeopardizing the student's position in the school.~~

B. ~~The role of the instructional personnel in the presentation of controversial issues is vitally important. All sides to controversial issues should be given in a fair manner to students. In this way, students may be taught to think clearly on all matters of importance and to make their own decisions in an objective manner at the review to all materials that may be presented with respect to a particular issue. Indoctrination shall not be a policy of the School Board. Although the instructional program includes study of the political party system in the United States, the School Board does not endorse any political party or candidate.~~

C. ~~Principals shall make certain that literature of a partisan, sectarian or controversial nature is not distributed in the schools for reasons other than academic pursuit.~~ (Adoption January 12, 1995; Ordinance 22/23-10, Revised/Effective: November 10, 2022)

Legal Authority - Virginia Code §§ 22.1-78, 22.1-79.3.

Section 9-11.7. Pledge of Allegiance Required; Student Exemption in Limited Cases; Superintendent to Develop Regulations. — A. The Pledge of Allegiance as set forth in 4 U.S.C. § 4 is recited daily in each classroom of Suffolk Public Schools. Students reciting the Pledge of Allegiance must stand and recite the pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform.

B. No student is compelled to recite the Pledge if the student, or the student's parent or legal guardian objects on religious, philosophical, or other grounds to the student's participation in reciting the Pledge. Any student exempt from reciting the Pledge and who chooses not to do so ~~is allowed to~~ will quietly stand or sit at their desks while others recite the Pledge and ~~will~~ must not make any display that disrupts or distracts those who are reciting the Pledge. ~~Any student that engages in a silent protest to recitation of the Pledge in the exercise of certain rights guaranteed by the First Amendment of the U.S. Constitution will not be deemed to have violated this policy.~~

C. Appropriate accommodations are made for students who are unable to comply with the procedures described herein due to disability. ~~The superintendent of schools shall issue regulations regarding the reciting of the Pledge of Allegiance.~~ (Adopted April 3, 2003; Ordinance Number 02/03-10; Effective Date: July 1, 2003; Ordinance 22/23-66, Revised/Effective: February 9, 2023)

Legal Authority – Virginia Code § 22.1-202 (1950), as amended, 4 U.S.C. § 4.

Section 9-12.1. Weapons in school prohibited; enforcement of policy consistent with state law required; weapons covered by this policy; mandatory expulsion; special circumstances exceptions and factors to be considered; reports to Juvenile Justice System; exclusions. —

~~A. No person may possess or use Carrying, bringing, using or possessing any firearm, dangerous device or dangerous or deadly other weapon in any school building, on school grounds, on school property (including school vehicles), on that portion of any property open to the public and then exclusively used for in any school vehicle, or at any school sponsored activity, functions or activities when such functions or activities are taking place, at a school sponsored activity, or on any school bus, without the authorization of the school principal or the superintendent or superintendent's designee, is prohibited and grounds for disciplinary action. except as expressly authorized by law.~~

B. ~~The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property. shall implement this policy in a manner consistent with state law and shall permit possession of a firearm or other weapon on school property or at school functions or activities only by person and in such circumstances as expressly authorized by law.~~

C. Consistent with Virginia law, sSuch weapon includes, but are not limited to:

- (1) any pistol, shotgun, stun weapon, revolver or other firearm listed in of the Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- (2) unloaded firearm in closed container,
- (3) any air rifle or BB gun,
- (4) toy gun and look-alike gun,
- (5) any dirk, bowie knife, switchblade knife or stiletto knife, ballistic knife, machete, knife or razor,
- (6) slingshots or slingbows,
- (7) spring stick,
- (8) brass or metal knuckle, blackjack,
- (9) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, instrument which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- (10) any disc of whatever configuration having at least two points or pointed blades, and which is designed to be thrown as defined in Va. Code § 22.1-277.07, and known as a throwing star or oriental dart,
- (11) explosive and
- (12) destructive devices as defined in Va. Code § 22.1-277.07, and ~~or~~
- (13) other dangerous articles.

D. A student who has possessed a firearm, on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07 or a firearm muffler or firearm silencer or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or to a school sponsored activity may be expelled for at least one calendar year

(365 days).

E.G. However, the building principal or principal designee, the school superintendent or School Board may, based on the facts of a particular case, determine that special circumstances exist and that another disciplinary action or term of expulsion is appropriate, which may include any of the following:

- (a) confiscation of the weapon;
- (b) parent conference;
- (c) notice of warning;
- (d) in-school suspension; and/or
- (e) out of school suspension.

The following factors shall be considered in determining the most appropriate disciplinary action or term of expulsion:

- (1) the age of the student;
- (2) the student's intent to inflict physical harm or injury;
- (3) whether the student was in possession of a weapon as enumerated in this policy;
- (4) whether the student was in possession of an object that would cause a reasonable person to believe it was in fact a weapon as defined in this policy;
- (5) whether the student was in possession of an object not generally considered a weapon and does not meet the definition of a weapon as set forth in this policy, but the student's intent was to use the object as a weapon to inflict harm or injury.

F. Any student who brings a weapon as defined in this section to school shall be referred to the criminal justice of the Juvenile Justice System.

G.D. The provisions of this article shall not apply to (i) persons who possess such weapon or weapons as part of the school's curriculum or activities; or (ii) a person possessing a knife customarily used for food preparation or service and is using it for this purpose; or (iii) persons who possess such weapon or weapons as part of any program sponsored or facilitated by either the school or any organization authorized by the school to conduct its programs either on or off the school premises; or iv) any law enforcement officer while engaged in his duties as a law enforcement officer. (Adopted August 14, 1997; Revised November 11, 1999; Ordinance Number 99/00-36; Revised March 14, 2002; Ordinance Number 01/02-01; Revised October 9, 2008; Ordinance Number 08/09-20; Effective: October 10, 2008; Revised June 13, 2013; Ordinance Number 12/13-99; Effective Date: July 1, 2013; Revised June 9, 2016; Ordinance Number 15/16-97; Effective Date: July 1, 2016; Ordinance 20/21-23; Revised November 4, 2021; Ordinance 25/26-60, Revised/Effective: January 15, 2026)

Legal Authority - Virginia Code §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:4 (1950), as amended and 8 VAC 20-81-10.

Section 9-12.2. Weapons and children with disability. — A. Students with disabilities are subject to the provisions of Weapons policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Chapter 9, Article 19, Suspension of Students with Disabilities, will be followed in addition to the regular disciplinary procedures in Chapter 9, Article 18 – Student Suspension/Expulsion.

B. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense. If no manifestation is found, the student may be disciplined to the extent that a student without disabilities would be disciplined.

C. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition: “a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.” The term serious bodily injury has the same meaning given the term “serious bodily injury” under paragraph (3) of subsection (h) of section 1365 of title 18 of the United States Code. (Adopted August 14, 1997; Revised: June 13, 2013; Ordinance Number 12/13-100; Effective Date: July 1, 2013; Ordinance 24/25-12, Revised/Effective: July 11, 2024)

Legal Authority - §§ 22-1.214 (1950), as amended and 8 VAC 20-81-10, 8 VAC 20-81-160. 18 U.S.C. § 1365(h)(3), 20 U.S.C. § 1415(k)(1)(G)(iii), 34 C.F.R. §§ 300.530(g) and 300.530(i)(3).

Section 9-13.1. Gang activity or association prohibited; what constitutes a gang; defined; subject to discipline in accordance with Student Code of Conduct; listing of gang related activities; superintendent to update regulations in cooperation with law enforcement; in-service training requirement. — A. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. Therefore, students ~~shall~~ must not engage in gang-related activity on school grounds, on school buses or on any school sponsored activity. In addition, students ~~shall~~ must not engage in gang-related activity using the School Division computer system at any time.

B. A gang is defined by Virginia Code § 18.2-46.1 as “any ongoing organization, association, or group of three or more persons, whether formal or informal that includes the following: whose purpose includes:

- ~~commission of illegal acts~~
- ~~participation in activities that threaten the safety of persons or property~~
- ~~disruption of the school environment~~
- ~~creation of an atmosphere of fear and intimidation.~~

- (1) Has as one of its primary objectives or activities the commission of one or more criminal activities;
- (2) Has an identifiable name or identifying sign or symbol; and
- (3) Whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction.”

C. Students are subject to disciplinary action in accordance with ~~Article 11—Student Conduct of the Suffolk Public Schools Policy Manual, the Student Handbook and the Student Code of Conduct~~ issued by the superintendent for participating in gang-related activity.

D. Gang-related activity ~~is defined as~~ includes any of the following:

- (1) wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in any gang;
- (2) committing any act, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang;
- (3) using any speech or committing any act in furtherance of the interests of any gang, including;

- (4) soliciting, hazing and initiating others for membership in any gang;
- (5) requesting any person to pay protection or otherwise intimidating or threatening any person;
- (6) committing any other illegal act or other violation of school policy and inciting other students to act with physical violence; or
- (7) inappropriate congregating, bullying, cyberbullying, harassment, intimidation, degradation, disgrace and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees or visitors.

E.C. The superintendent or superintendent's designee, in cooperation with local law enforcement and/or juvenile agencies, will develops and regularly updates a regulation listing known gang clothing, jewelry, emblems, badges, signs, gestures, handshakes, and symbols.

F.D. The superintendent or superintendent's designee will provides in-service training in gang behavior and characteristics to facilitate staff identification of students at risk and promote membership in authorized school groups and/or activities as an alternative.
(Adopted February 9, 1995; Ordinance 22/23-67, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-78 18.2-46.1, 22.1-70, 22.1-79(2), 22.1-276.01, and 22.1-279.6.

Section 9-17.1. Corporal punishment prohibited; reasonable and necessary force allowed; corporal punishment defined. — A. No principal, teacher or other person employed by the School Board or employed in a school operated and controlled by the School Board ~~shall~~ will subject a student to corporal punishment. ~~This prohibition of corporal punishment shall not be deemed to prevent:~~

B. This prohibition does not prohibit the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control, or the use of reasonable and necessary force. It also does not prevent the use of reasonable and necessary force:

- ~~(i) the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;~~
- ~~(ii)(i) the use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage the property;~~
- ~~(iii)(ii) the use of reasonable and necessary force to prevent a student from self-inflicting physical harm on himself;~~
- ~~(iv)(iii) the use of reasonable and necessary force for self-defense or the defense of others; or~~
- ~~(v)(iv) the use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his the student's control.~~

~~B. In determining whether a person was acting within the exception provided in this section due deference shall be given to reasonable judgments at the time of the event which were made by a teacher, principal or other person employed by the School Board or employed in a school operated and controlled by the School Board.~~

C. For the purposes of this section “corporal punishment” means the infliction of or causes the infliction of physical pain on a student as a means of discipline. ~~This definition shall~~ “Corporal punishment” does not include physical pain, injury, or discomfort caused by participation in practice or competition during an interscholastic sport or participation in physical education or in extra-curricular activity. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§ 22.1-78, 22.1-279.1.

Section 9-20.13. Persons required to make a report of Child abuse and neglect; report made to social services; posted notice requirement; interagency agreements. — A. In accordance with Virginia Code § 63.2-1509, Every employee of the School Board who, in his professional or official capacity, the following people who, in their professional or official capacity, have reason to suspect that a child has been abused or neglected, must report the matter immediately:

- (1) any teacher or other person employed by the School Board; and
- (2) any athletic coach, director, or other person 18 years or older employed by or volunteering with a school athletics program in a division school, including interscholastic teams and clubs.

B. A report of suspected child abuse or neglect must be made to: has reason to suspect that a child is an abused or neglected child, in compliance with the Code of Virginia § 63.2-1509 et seq., shall immediately report the matter to:

- (i) the local county or city department of social services where the child resides or where the abuse or neglect is believed to have occurred;
- (ii) to the Virginia Department of Social Services' toll-free child abuse and neglect hotline; or
- (iii) to the person in charge of the school or department, or his designee, who shall immediately make the report forthwith to the local or state agency.

If a person makes an initial report to the school or department, Tthe person making supervisor must the report to the local or state agency must notify the person bringing the initial report making the initial report when the report of suspected abuse or neglect is made to the local or state agency, and of the name of the individual agency representative receiving the report, and must forward any communication resulting from the report. Reporting to a supervisor does not relieve an individual of ensuring that the report is made to the appropriate agency. including any information about any actions taken regarding the report, to the person who made the initial report.

C. In compliance with Virginia Code § 22.1-291.3, tThe School Board shall post in each school a notice that Superintendent must ensure that each school has posted a notice of duty to report child abuse or neglect. The notice must include

- (i) that any teacher or other person employed there division employee who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his a designee; and
- (ii) that all persons required to report cases of suspected child abuse or neglect are immune from civil or criminal liability or administrative penalty or

sanction on account of such reports unless such person has acted in bad faith or with malicious purpose; and

- (iii) ~~The notice shall also include~~ the Virginia Department of Social Services' toll-free child abuse and neglect hotline.

D. The School Board and the local department of social services ~~shall adopt~~ maintain a written interagency agreement as a protocol for investigating child abuse and neglect reports, including reports of sexual abuse of a student, against school personnel. The interagency agreement shall be based on ~~recommended~~ procedures for ~~conducting investigations~~ developed by the Departments of Education and Social Services and will be modified or updated in accordance with applicable state guidance. (Adopted October 12, 2000; Ordinance Number 00/01-06; Revised June 13, 2013; Ordinance Number 12/13-125; Effective Date: July 1, 2013)

Legal Authority - Virginia Code §§ 22.1-253.13:7-A, ~~22.1-29.4~~ 22.1-291.3, 63.2-1509 & 63.2-1511 (1950), as amended.

Section 9-20.15. Student-Athlete and Parent provided with information on sudden cardiac arrest; student experiencing symptoms must be removed from play; superintendent to develop regulations.

– A. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian must review, on an annual basis, information provided by the school division on symptoms that may lead to sudden cardiac arrest. After reviewing the materials, each student-athlete and the student-athlete's parent or guardian must sign a statement acknowledging receipt of such information, in a manner approved by the Virginia Board of Education.

B. A student-athlete who is experiencing symptoms that may lead to sudden cardiac arrest must be immediately removed from play. A student-athlete who is removed from play ~~shall~~ must not return to play until the student-athlete is evaluated by and receives written clearance to return to physical activity by an appropriate licensed health care provider as determined by the Virginia Board of Education. The licensed health care provider evaluating student-athletes may be a volunteer.

C. The superintendent is responsible for developing, biennially reviewing, and updating procedures to implement this policy. (Adopted: Ordinance 22/23-68, Effective: February 9, 2023; Ordinance 25/26-29, Revised/Effective: September 25, 2025)

Legal Authority – Virginia Code § 22.1-271.8.

Section 9-25.1. General Statement of Policy; reliance upon research-based programs; social, emotional and mental health elements of wellness; role of School Health Advisory Board (SHAB); annual updates required; superintendent to develop regulations; limited marketing of food and beverages on school campus during the school day —

A. Schools, in partnership with families, other local agencies, and community organizations play an important role in promoting student and staff wellness. The School Board believes that for students to achieve personal, academic, developmental, and social success, the school division needs to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year. In revising this policy, it is therefore the goal of the School Board to establish a system-wide culture of wellness within Suffolk Public Schools that aligns with the Centers for Disease Control and Prevention's Whole School, Whole Community, Whole Child ecological framework, with the child being at the center of policies, practices, and procedures to improve and strengthen the alignment between learning and health.

B. To assist with the implementation of this overall goal, the School Board strongly supports reliance upon research-based programs and practices as well as data-based decision-making. The School Board also strongly supports school environments that encourage and model nutritious eating habits and physical activity, both of which are linked to academic success and lifelong good health.

Among other things, research shows that two components – good nutrition and physical activity before, during, and after the school day – are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities do better academically with positive changes in behavior and motivation.

C. While this policy focuses heavily on the physical well-being of our schools and students, the School Board also believes in the critical nature of the social, emotional, mental and other elements of wellness. Additional priorities, policies, and procedures will address these important factors of our student's overall wellbeing. To foster and promote a culture of wellness in Suffolk Public Schools, the School Board's five (5) wellness priorities for the foreseeable future, include the following:

1. Establishing a Wellness Council at every school; led by the principal or the principal's designee
2. Integrating wellness activities into classroom instruction and into the various

areas of the school;

3. Expanding elementary social emotional learning (SEL) curriculum and developing and endorsing standards for middle school grade levels; and,
4. Ensuring a student wellness specialist for the school division is in place to provide coordination and guidance to school-based wellness councils.

D. A Local Wellness Policy Team will be created by the school superintendent to include, but not limited to, school administrator, division administrator, parent, student, food services representative, teacher of physical education, nurse, public health professional, physician, nutritionist, parks and recreation representative, and mental health professional, and will be responsible for developing, implementing, and periodically reviewing and recommending updates to this policy. This team will work in collaboration with the School Health Advisory Board (SHAB) to ensure that the wellness policy vision and objectives are being carried out. Elementary and secondary schools will be represented, and actions will be taken to ensure the general public is invited to participate.

E. Furthermore, the public will be provided an annual update on the content of this policy, where they can access the policy and details for those who wish to obtain additional information. In addition, the public will be provided a triennial (every three years) update on (i) the extent to which schools are in compliance with the policy as measured by a school assessment; (ii) the extent to which the school division's wellness policy compares to model wellness policies; and (iii) a description of progress made in attaining the goals of the policy. This policy is to be read in conjunction with, Sale of Food Items on School Premises, and Fundraising and Charitable Solicitations, among others.

F. The School Board incorporates and adopts the nutrition standards in 8 VAC 20-740-10 through 8 VAC 20-740-40. The superintendent is responsible for (1) creating regulations to develop and implement standards for all foods and beverages provided, but not sold to students on the school campus during the school day; and (2) standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 AND 220.8.

G. Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210.11, serve to promote student health, reduce and prevent childhood obesity, and combat problems associated with poor nutrition and physical activity.

Legal Authority - 42 U.S.C. § 1758b.; 7 C.F.R. 210.31; Code of Virginia, 1950, as amended, § 22.1-207.4; 8 VAC 20-740-30; 8 VAC 20-740-40

Section 10-1.3. School Visitors Generally; parents are encouraged to visit schools; visits to schools by board members. — A. Visitors are welcome ~~in the schools on school property as long as~~ provided their presence is not disruptive. Upon arriving at a school, all visitors must report to the administrative office and comply with visitor registration and identification procedures established by the school. ~~sign-in.~~ Access to school property by certain registered sex offenders is prohibited by Virginia law except as permitted by court order or statute. Potential visitors, including parents, who are registered sex offenders, should consult School Board Policy Section 10-19.3, and Crimes Against Minors Registry Information before arriving on at school property or at school, including school buses, school-sponsored events ~~activities.~~ The school division expects mutual respect, civility and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, ~~will be requested who fail to~~ leave school grounds by the building administrator. Unauthorized persons who fail to leave the school property, including school buses, or a school-sponsored activity upon the direction of ~~grounds~~ the Superintendent, the principal, a designee, or any other authorized school official ~~or school activity as requested~~ will be considered trespassers. The School Board authorizes the superintendent to take all necessary actions regarding the safety, order and preservation of the educational environment on ~~School Board~~ school property or at school division sponsored activities. Law enforcement may be called to enforce this policy.

~~Anyone~~ person, including a ~~students~~, who enters a school at nighttime without the consent of an authorized person except to attend an approved meeting or service or who enters or remains on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information and reasonably visible, ~~posted at a place where it reasonably may be seen~~ may be prosecuted in accordance with Virginia law.

B. Unless restricted by law, ~~P~~parents are encouraged to visit the schools on scheduled days for conferences with teachers, assemblies, PTA meetings, volunteer service and other school programs. Noncustodial parents are not denied, solely on the basis of their non-custodial status, the opportunity to participate in any ~~of the student's school or day care activities~~ student activity that in which such participation is supported or encouraged by the policies of the School Board.

C. Periodically, Board members may visit schools within the division. The purpose of these visits is to assist in fulfilling their responsibilities and increase understanding of actual educational practices. When visiting a school, School Board members will follow the same procedures applicable to all other visitors, ~~when visiting a school.~~ (Adopted June 9, 2016; Ordinance Number 15/16-111; Effective Date: July 1, 2016; Revised February 14, 2019; Ordinance Number 18/19-57; Effective Date: February 14, 2019; Ordinance 22/23-14, Revised/Effective: November 10, 2022)

Legal Authority – Virginia Code §§18.2-119, 18.2-128, 18.2-370.5, 18.2-415, 22.1-4.3, and 22.1-79, as amended.

Section 10-1.4. Participation by Parents and Members of the Community; access to school property by sex offenders prohibited. — A. The School Board supports and encourages the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers and others in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school directs the activities of parents, volunteers and other community resources at the building level.

B. Access to school property by certain registered sex offenders is prohibited by Virginia law except as permitted by court order or statute. Potential visitors, including parents, who are registered sex offenders, should consult School Board Policy Section 10-19.3 before arriving on school property or at school-sponsored activities. (Adopted January 11, 2018; Ordinance Number 17/18-49; Effective: January 11, 2018)

Legal Authority – Virginia Code § 22.1-78. ~~8 VAC 20-131-270~~ 8 VAC 20-132-250.

Section 10-3.1. Use of news media; news releases; approval of principal required.

— A. The news media have an important role in informing the people about their public schools. Whenever an opportunity arises for the school superintendent or staff members at his request to participate in radio or television programs designed to inform the public every effort shall be made to accept it. Principals shall furnish timely and accurate information about activities and developments in their schools.

B. News releases by the schools shall be encouraged as a means of informing the public of programs, activities and accomplishments. News and information concerning personnel and students is released only with the approval of the principal in accordance with state and federal laws regarding confidentiality.

C. Routine news and information concerning school events, personnel, students and programs is released only with the approval of the principal. All other matters representing the official position of the School Board prepared for publication by any of its employees shall be approved by the school superintendent prior to release to the public. The principal of each school with the approval of the school superintendent is authorized to arrange for announcements in the school regarding community programs scheduled activities or events he believes have educational or recreational value. (Adopted August 21, 1997; Ordinance 22/23-71, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-287, 22.1-287.1.

Section 10-4.1. Advisors and resources; appointment of committees; public advice considered; —

A. The School Board recognizes that the public has vast resources of training and experience useful to the schools. The strength of the school system is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting and improving the local educational programs. The School Board ~~shall involve citizens both as individuals and as groups to act as advisers and resource people.~~ will call meetings of the people of the school division for consultation in regard to school interests thereof when it deems such meetings to be necessary.

B. The School Board may appoint a committee of not less than three or more than seven members for each public school in the school division. The committee's duty will be to advise the members of the School Board with reference to matters pertaining to the school and to cooperate with the School Board in the care of school property and in the successful operation of the school. Such committees serve without compensation.

B. Advice of the public will be given careful consideration. In the evaluation of such contributions, the first concern will be for the educational program as it affects the pupils. The final decision may depart from this advice when in the judgment of the staff and the School Board, such advice is not consistent with goals adopted by the School Board current educational practices, or beyond the reach of the financial resources available. (Adopted November 11, 1999)

Legal Authority - Virginia Code §§~~22.1-78~~ 22.1-86, 22.1-253.13:7.

Section 10-16.1. Parental involvement encouraged; non-custodial parents not to be denied access; relations with parent organizations. — A. The School Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education and care of their children and that parents have responsibilities in supporting their child's education. The School Board is committed to partnering with parents to promote student success and respecting parental rights in accordance with applicable state and federal laws. All staff members will respect the parental rights of both parents rights of all parents and legal guardians. Parents are encouraged to visit the school on scheduled days for conferences with teachers, assemblies, PTA meetings and other school programs.

B. When parents of a student are estranged, separated or divorce, building personnel will uphold the parental rights of both parents. The School Board recognizes the following rights of both custodial and noncustodial parents ~~Unless there is a law, legally binding document, or court order to the contrary, provides otherwise both parents have a right to:~~

1. Inspect and review their child's school education records in accordance with School Board policy. the Family Educational Rights and Privacy Act (FERPA) and applicable Virginia law;
2. Inspect instructional materials used as part of their child's curriculum;
3. Visit the school in accordance with School Board policy policies governing visitors and school safety to include and Crimes against Minors Registry Information.
3. 4. Receive all notifications required by law to include, but not limited to their child's academic progress, promotion and retention, attendance, behavior, and progress towards graduation;
5. Participate in conferences, Individualized Education Program (IEP) meetings, 504 plan meetings, and other processes affecting their child's education as required by law;
6. Receive notification in accordance with Virginia Code § 22.1-272.1 if a School Board employee has reason to believe, as a result of direct communication with their child, that their child is in imminent risk of suicide;
7. Receive notification in accordance with Virginia Code § 22.1-272.1:1 if there is a confirmed school-connected student overdose or if the school principal has knowledge of a suspected school- connected student overdose;
8. Exercise legally required opt-out rights and receive advance notice and inspect materials for certain curricula;

9. Inspect surveys or questionnaires administered to their child and exercise applicable opt-out rights.

The custodial parent has ~~is the responsibility~~ responsible for:

- (i) Provide accurate and up-to-date contact, medical, and emergency contact information and ~~keeping the school office informed information on~~ of the parent's address of residence and how the parent may be contacted at all times;
- (ii) ~~providing~~ Provide ~~on forms provided by Suffolk Public Schools~~ the current address and phone numbers of the non-custodial parent unless the address is unknown and the custodial parent signs a statement to that affect or unless a court order restricts the educational or contact rights of the parent; ~~and~~
- (iii) ~~providing~~ Provide a copy any legal document which restricts the educational and/or contact right of the non-custodial parent; ~~and-~~
- (iv) Ensure their child attends school in compliance with compulsory attendance laws.

The non-custodial parent has the responsibility ~~to:~~ for

- (i) ~~keeping~~ Keep the school informed of any changes in the parent's current phone number and address. At the request of a noncustodial parent, such parent ~~they will~~ may be included as an emergency contact for the student's activities unless a court order ~~has been issued to the contrary~~ provides otherwise.

C. The School Board shall cooperate with parent/teacher and parent/teacher/student associations. (Adopted January 14, 1999; Ordinance #98/99-06; Ordinance 22/23-73, Revised/Effective: February 9, 2023)

Legal Authority - 20 U.S.C. §1232g-1232h, 34 C.F.R. § 99.4. Code of Virginia, 1950, as amended, §§ 1-240.1, 20-124.6, 22.1-4.3, 22.1-78, 22.1-207.1, 22.1-254, 22.1-272.1, 22.1-272.1:1, 22.1-287.

Section 10-18.1. Cooperation encouraged; parent teacher organizations; relations with private schools —

A. Suffolk Public Schools shall cooperate with all non-profit and non-partisan agencies such as social services, recreation, health, fire, civil defense, and law enforcement agencies in promoting the general public interest and the educational welfare of the student.

B. The School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state and federal law. The School Board requests that parent-teacher organizations maintain a close relationship with the School Board, administration and staff, and that they consider School Board and school policies when planning activities.

C. The School Board and superintendent work cooperatively with private school that serve the community and students in matters of common interests, unless expressly prohibited by state statutes or local school board policy. The school superintendent is authorized to consult with officials of these school to determine areas of mutual concern and interest and to make recommendations to the School Board. (Adopted January 12, 1995; Ordinance 2024/25-14, Revised/Effective: August 15, 2024)

Legal Authority - Virginia Code §§ 22-1-70, 22.1-78, 22.1-176.1, 22.1-253.13:7

Section 10-19.4. When Registered Sex Offender Sighted; School Volunteers and Student Teachers; Contractors' Employees; School Division Employees; Applicants for Employment; Parents of Students and Other Visitors; Precautions to Protect Students; Request for Registry Information. — A. When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Virginia Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that ~~he or she~~ the parent is barred from being present ~~at school or at school functions~~ on school property or at school sponsored activities ~~in accordance with Virginia law.~~ without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions monitored to ensure that ~~he or she~~ the parent does not come into contact with any children other than the parent's own children.

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

Principals consider requests to be present at school or at school sponsored activities from all ~~persons~~ individuals who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent. (Adopted June 13, 2013; Ordinance Number 12/13-147; Effective Date: July 1, 2013; Ordinance 22/23-75, Revised/Effective: February 9, 2023)

Legal Authority — Virginia Code Section §§ 22.1-79, 22.1-79.3, 9.1902, 9.1-914, 9.1-918 and 18.2-370.5.