VIRGINIA: At a regular meeting of the Tazewell County School Board held at the Student Center of the Tazewell County Career and Technical Center on August 10, 2026 at 5:00 p.m.

PRESENT: Erik Robinson, School Board Chair
Irene Mullins, School Board Vice-Chair
Brannon Breeding, Board Member
David Woodard, Board Member
Dr. Chris Stacy, Division Superintendent
Dr. Tom Brewster, Deputy Superintendent
Vicki Bailey, Clerk

ABSENT: Donna Culbertson, Board Member

Chair Robinson called the meeting to order at 5:00 p.m.

Unscheduled Agenda Items

Vice-Chair Mullins made a motion to move item "A" under New Business (Division Superintendent's Contract) to the September 14, 2026 School Board meeting and to add "Update on Tazewell High School Construction Renovations" as letter "I" under New Business. Mr. Woodard seconded the motion, and the Board approved 4-0.

Approval of Agenda

Vice-Chair Mullins made a motion to approve the agenda as amended. Mr. Breeding seconded the motion, and the Board approved 4-0.

Closed Session

Pursuant to section 2.2-3711 of the Code of Virginia, a motion was made by Vice-Chair Mullins, seconded by Mr. Woodard and passed to convene to a closed session for the purpose of discussing the following specific matters:

Personnel – Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of employees as authorized by Section 2.2-3711 A 1 of the Code of Virginia.
Contracts – Discussion of the award of a public contract involving the expenditure of public funds as authorized by Section 2.2-3711 A 29 of the Code of Virginia.
Legal - Consultation with legal counsel and briefings by staff members or consultants or attorneys, pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal advice by counsel as authorized by § 2.2-3711 A 7 of the Code of Virginia.
Property – Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property as authorized by Section 2.2-3711 A 3 of the Code of Virginia.
Students – Discussion or consideration of admission or disciplinary matters concerning students as authorized by Section 2.2-3711 A 2 of the Code of Virginia.

Regular Session

The Board returned to open session. Chair Robinson called the open session portion of the meeting to order at 6:30 p.m.

Certification from Closed Session

In accordance with the Freedom of Information Act, a roll call vote was taken in which all members affirmed that only public business matters lawfully exempted from open meetings, as identified in the motion for closed session, were heard, discussed, or considered by the Board.

Moment of Silence and Pledge of Allegiance

Chair Robinson called for a moment of silence. Vice-Chair Mullins led the Pledge of Allegiance.

Consent Agenda and Motions from Closed Session

Vice-Chair Mullins made a motion to approve items A, B and C of the consent agenda. Mr. Breeding seconded the motion, and the Board approved 4-0.

Vice-Chair Mullins made a motion to approve the minutes from the July 13, 2026 Student Disciplinary Committee meeting. Mr. Woodard seconded the motion, and the Board approved 4-0.

Vice-Chair Mullins made a motion to approve the religious exemption requests. Mr. Breeding seconded the motion, and the Board approved 4-0.

Recognitions and Instructional Focus

A. Summer School Report, *Robyn Thurston, Tazewell High School Assistant Principal* (SEE ATTACHED)

Robyn Thurston, Assistant Principal at Tazewell High School, shared the attached presentation regarding the 2026 Summer School session. Ms. Thurston said 108 students were served during the session, and she expressed appreciation to everyone who helped in any way.

B. TCPS Custodian/Maintenance/Grounds Appreciation Day - September 2, 2026, *Dr. Tom Brewster, Deputy Superintendent*

Dr. Brewster shared that on September 2, 2026, schools across the school division would be celebrating the custodial, maintenance, and grounds crews for their hard work in preparing our schools for the return of our students and staff. He expressed appreciation for their dedication and the important role they play in the success of Tazewell County Public Schools. Dr. Brewster recognized Mr. Parkhurst and his entire facilities team for their leadership, dedication, and tremendous efforts.

C. Systems Administrator Day, *Dr. Tom Brewster, Deputy Superintendent*

During the Leadership Retreat, Mr. Buckner and his team were recognized in observance of System Administrator Appreciation Day. Celebrated annually on the last Friday in July, this day honors the IT professionals and system administrators who manage the servers, networks, and secure computer systems. We would like to thank Mr. Buckner and the entire technology team for all they do to support the students, staff, and schools.

D. Update from the Administrative Professional Development Conference, *Dr. Tom Brewster, Deputy Superintendent* (SEE ATTACHED)

During the last week of July, the annual Leadership Retreat to prepare for the start of the school year was held for administrators. Dr. Brewster told Board members he had given each administrator a copy of the assigned reading for the retreat, *Stick Together*. He shared that the book emphasized the importance of teamwork, connection, shared purpose, and supporting one another. Dr. Brewster advised those principles aligned closely with the commitment of staff members to work together as one strong Tazewell County Public School team.

Dr. Brewster advised that a variety of topics were covered at the retreat designed to prepare administrators for a successful start to the school year. He provided Board members with a copy of the survey results from the two-day retreat. The results showed that administrators found the retreat valuable and also offered excellent suggestions that will help strengthen future retreats.

Dr. Brewster also shared with Board members that the New Teacher Orientation was successful, welcoming more than 25 new teachers to the school division. He expressed appreciation to the members of Delta Kappa Gamma for providing a meal and helping welcome the new teachers.

Hearing of Citizens

Matthew Wynn of Tazewell spoke to Board members regarding his experience as a substitute school bus driver on March 16, 2026. He indicated students attacked the bus by spraying aerosol cans inside the bus. Mr. Wynn indicated he spoke about the incident with Marcella Keene, Glayde Brown and Dr. Stacy. Mr. Wynn questioned why the 30 students on the bus were never interviewed. He asked the School Board to have the Tazewell County Sheriff's Office investigate this incident. Dr. Stacy advised Board members that he and several other staff members watched the bus tape and found that the alleged events did not happen.

Hearing of Employees

None

Unfinished Business

None

New Business

A. Division Superintendent's Contract, *Erik Robinson, School Board Chair*

This item was moved to the September 14, 2026 School Board meeting.

B. Ratification of Poll Votes, *Erik Robinson, School Board Chair*

Chair Robinson asked Board members to ratify two poll votes from July 30, 2026 (one for personnel and one for paving at Richlands Elementary School).

Vice-Chair Mullins made a motion that the Tazewell County School Board ratify the poll votes of July 30, 2026. Mr. Breeding seconded the motion, and the Board approved 4-0.

C. Approval of Transportation Handbook for the 2026-2027 School Year, *Marcella Keene, Manager of Transportation*

Ms. Keene asked Board members for approval of the Transportation Handbook for the 2026-2027 school year.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the Transportation Handbook for the 2026-2027 school year. Mr. Woodard seconded the motion, and the Board approved 4-0.

D. Approval of the Standards of Quality (SOQ) Report, *Dr. Chris Stacy, Division Superintendent* (SEE ATTACHED)

Dr. Stacy told Board members that Section 22.1-98 of the Code of Virginia, paragraph K, required that the division superintendent and the local school board chairman certify the total number of teaching days and teaching hours in each school year. He advised the SOQ Compliance Report also verified full compliance with all

of the standards related to the requirements of the Code of Virginia. Dr. Stacy asked for Board approval of the SOQ Report.

Vice-Chair Mullins made a motion that the Tazewell County School Board certify that the school division is in full compliance with all of the Standards of Quality for Public Schools in Virginia and that the information reported in the non-standards module of the report is accurate. Mr. Breeding seconded the motion, and the Board approved 4-0.

E. Approval of the 2026-2027 Crisis Management Plan, *Lieutenant Landon Hieatt, Tazewell County Sheriff's Office, School Safety Coordinator*

Lt. Landon Hieatt asked for Board approval of the 2026-2027 Crisis Management Plan. He advised there were no changes from the previous year.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the 2026-2027 Crisis Management Plan. Mr. Woodard seconded the motion, and the Board approved 4-0.

F. Approval of Law Enforcement Memorandums of Understanding, *Lieutenant Landon Hieatt, Tazewell County Sheriff's Office, School Safety Coordinator*

Lt. Landon Hieatt asked for Board approval of the Law Enforcement Memorandums of Understanding from the following: Bluefield Police Department, Cedar Bluff Police Department, Richlands Police Department, and the Tazewell County Sheriff's Office.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the Law Enforcement Memorandums of Understanding. Mr. Breeding seconded the motion, and the Board approved 4-0.

G. Approval to Participate in Continued Activities of the Regional Alternative Education Projects for 2026-2027, *James McGee, Director of Secondary Education* (SEE ATTACHED)

Mr. McGee requested Board approval for Tazewell County Public Schools to participate in the continued activities of the Regional Alternative Education Projects for 2026-2027.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve Tazewell County Public Schools to participate in the continued activities of the Regional Alternative Education Projects for 2026-2027. Mr. Breeding seconded the motion, and the Board approved 4-0.

H. Approval of Appalachian Football Official Association Contract for Fall 2026 and 2027, *James McGee, Director of Secondary Education* (SEE ATTACHED)

Mr. McGee asked for Board approval of the Appalachian Football Official Association Contract for Fall 2026 and 2027. He told Board members the only change from the last contract was a $10 increase per game per official.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the Appalachian Football Official Association Contract for Fall 2026 and 2027. Mr. Woodard seconded the motion and the Board approved 4-0.

I. Update on Tazewell High School Construction Renovations, *Pam Young, Project Manager, Thompson & Litton* (SEE ATTACHED)

Ms. Young advised the construction on the Tazewell High School gym wall repair had started and was on schedule. She gave Board members a project schedule, a cost projection sheet, and a project status report. Ms. Young shared that the job superintendent had walked off the job on August 8th, but a new superintendent

(familiar with these type of jobs) was already in place and would be on the job August 11th. The president and vice-president of the company would be on site until the new superintendent arrived.

Mr. Woodard questioned if the cafeteria would be usable by the first day of school. Ms. Young said she was hopeful they would be out of the kitchen working by the end of August, but they were pushing for sooner.

Dr. Stacy shared that the serving line for breakfast and lunch at Tazewell High School would temporarily be in the foyer. All students would be served meals. Breakfast would be "grab and go" style like it was during Covid.

Mr. Woodard asked Ms. Young if there was any reason the school was not safe, and Ms. Young stated there were no safety issues.

Superintendent's Report

A. Review of VSBA July 2026 Policy Updates, *Dr. Chris Stacy, Division Superintendent* (SEE ATTACHED)

Dr. Stacy told Board members the July 2026 Policy updates were given to them as a review and would be on the September 14, 2026 School Board agenda for a first read approval.

B. Superintendent's Update, *Dr. Chris Stacy, Division Superintendent*

Dr. Stacy told Board members the leadership retreat for administrators was very productive. He advised that the back to school meetings for the all departments had been successful as well, and everyone was looking forward to having teachers and students back in the buildings. Dr. Stacy thanked Board members for giving approval to participate in the continued activities of the Regional Alternative Education Projects for 2026-2027, because those funds allowed the school division to have the Placement Academy. Dr. Stacy said with the rise in official costs for athletics, it was very possible that ticket prices would have to be re-evaluated. He shared that was not something anyone wanted to do, but indicated it was very expensive to operate games.

Board Member Comments

Mr. Woodard said he was excited about the new school year and said it was amazing to watch everyone work together. He expressed appreciation to all employees.

Mrs. Culbertson - absent

Mr. Breeding thanked Marcella Keene for her work on the Transportation Handbook. He expressed appreciation to Lt. Hieatt for an awesome job putting together the Crisis Management Plan. Mr. Breeding shared that he had worked with Mr. Parkhurst and appreciated the great job he and the maintenance employees did at Richlands Elementary School. He also expressed appreciation to Mrs. Collins and Mrs. Buchanan for making the school safer.

Vice-Chair Mullins thanked Robyn Thurston, Nathan Cline and Jerry Smith for all they would be doing to accommodate the students at Tazewell High School during breakfast and lunch. She stated the number one priority of the School Board was students/student safety. Vice-Chair Mullins thanked Lt. Hieatt for all his hard work. She wished everyone a great beginning to the new school year and said she was glad to have Dr. Brewster on board.

Chair Robinson expressed appreciation to Patrick Buckner and his team and to Mr. Parkhurst and his team for all the hard work and dedication. He thanked the administrators for their guidance and told them the school system would not work without them.

Vice-Chair Mullins made a motion to adjourn at 7:07 p.m. Mr. Breeding seconded the motion, and the Board approved 4-0.

Summer School 2026

Session 1 - June 8 - June 23

Session 2 - June 24 – July 10

108 Students Served!

Session 1

Core Classes – English, Math, Science, Social Studies - 40 Students

SOL Test Only - 19

Session 2

Core Classes - English, Math, Science, Social Studies - 22 Students

SOL Test Only - 6

Physical Education 9/Health – 12 Students

Physical Education 10/Driver's Education – 26 Students

Driver's Education Only- 8 Students



English 9, 10, 11
Classes Recovered - 19
SOLs Attempted - 0



Algebra I, Algebra II, Algebra I Pt I, Geometry, AFDA
Classes Recovered – 7
SOLs Attempted – 2
SOLs Passed - 2

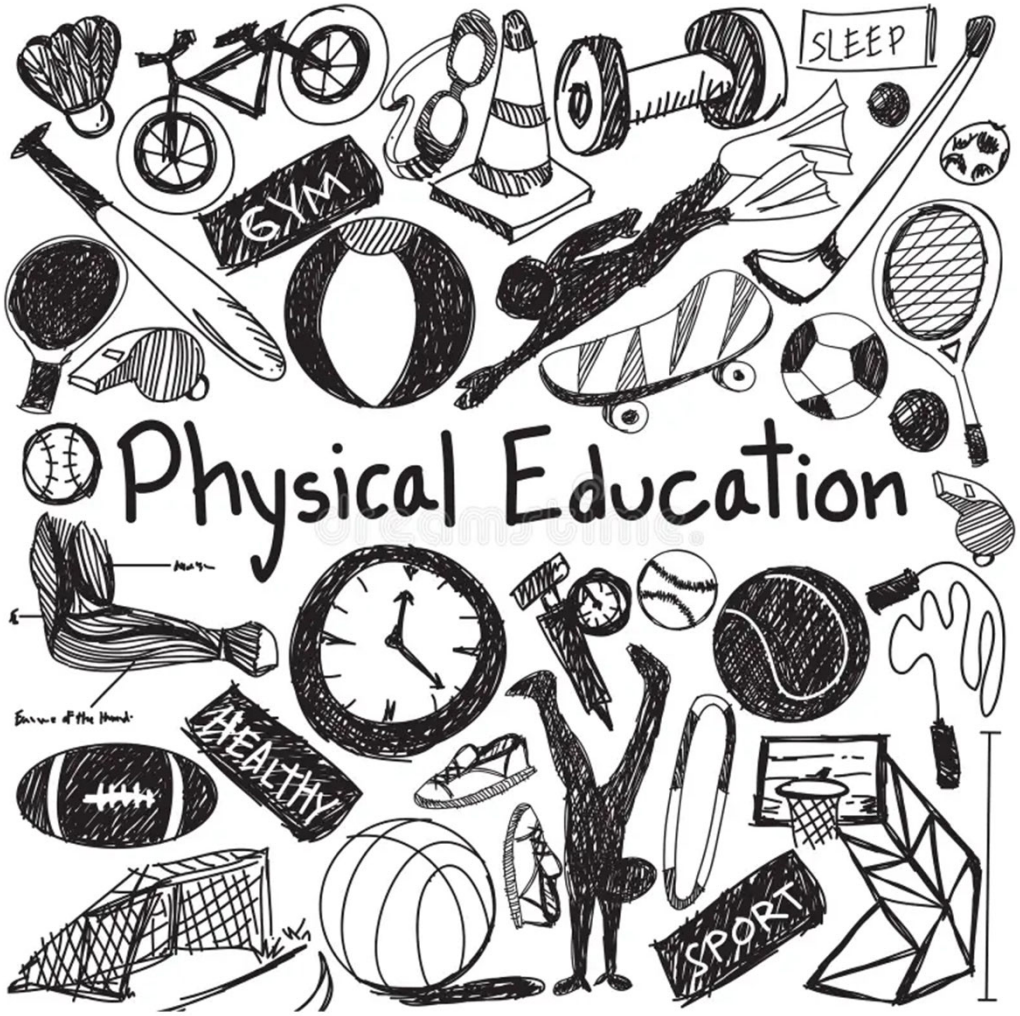
World Geography, Economics, World History I, and VA/US History
Classes Recovered – 6
SOLs Attempted- 23
SOLs Passed- 7

Biology I and Environmental Science
Classes Recovered – 4
SOLs Attempted - 6
SOLs Passed - 6



Classes Recovered – 36 Total
SOLs Passed – 15 Total
Physical Education Credits Earned - 38 Total





A total of 38 students successfully completed PE courses during summer school. The majority of these students were taking the class for the first time while a few were recovering the credit.

As a result, these students have opened space in their schedules for the upcoming school year, giving them the opportunity to enroll in additional courses and pursue advanced or elective credits.

In addition, completing this course helps students stay on track by meeting an important graduation requirement.



Administrators:
Mr. Derick Smith Mr. Justin Gilbert Dr. Paige Davis

Teachers:
Beth Smith - Math Mark Large - Social Studies Christina Musick - English
William Lester - Science Adam Davis - PE 9/Health Tom Keene - PE 10/Driver's Ed

School Counselor/Testing Coordinator:
Sherry White

TMS Custodial Staff
THS Cafeteria Staff

Rigor • Relevance • Relationships
TAZEWELL
County Public Schools

SCHOOL BOARD BRIEF • AUGUST 2026

ANNUAL LEADERSHIP RETREAT

Survey Results at a Glance

27	98%	4 OF 5
LEADERS RESPONDED	FAVORABLE RATINGS OVERALL	MEASURES AT 100% FAVORABLE

Survey Results

Measure	Favorable	Strongly Agree
Relevant and useful to leadership role	96%	67%
Inspired a positive start to the school year	100%	67%
Two-day format with a day between sessions	100%	85%
CTE Student Center location	93%	74%
Food, refreshments, and snacks	100%	89%

What Leaders Valued Most

- **Connection and collaboration.** Time with colleagues built camaraderie, encouraged idea-sharing, and reinforced a sense of shared purpose.
- **A positive, supportive start.** Participants described the atmosphere as encouraging, energizing, and focused on support and readiness for the year ahead.
- **An effective format and setting.** The day between sessions allowed time to recharge and work in schools; the CTE Student Center and refreshments were also well received.

Looking Ahead

- **Preserve the successful structure.** Continue the two-session format with a day between meetings and maintain the focused, professional approach.
- **Expand structured collaboration.** Consider school-level or regional breakouts, additional collaboration time, and discussion of realistic leadership scenarios.
- **Strengthen practical follow-through.** Provide digital presentation materials and hands-on demonstrations when introducing new systems or programs.

"The atmosphere of 'we are in this together.'"

Source: Annual Leadership Retreat Survey; 27 responses received August 3–4, 2026. Favorable = Agree or Strongly Agree.

SECTION 2: OTHER NONSTANDARDS

I. We certify that the data reported in the Nonstandards module of this report are accurate. These data include:

a. Year-Round Instructional Program Waiver for the 2026-2027 School Year
b. Compulsory Attendance and Truancy for the 2025-2026 School Year
c. Teacher Employment Provisions for the 2025-2026 School Year
d. Length of Term Certification for the 2025-2026 School Year
e. 140 Clock-hour requirement waiver policy adopted by the school division
f. Charter Schools Certification for the 2025-2026 School Year
g. Textbook Adoption Certification for the 2025-2026 School Year
h. Early Reading Intervention Initiative for the 2026-2027 School Year
i. Tuition Certification for Governor's Schools and Foreign Language Academies for the 2026-2027 School Year
j. Algebra Readiness Initiative for the 2026-2027 School Year
k. Virginia Preschool Initiative Program requirements
l. Math/Reading Specialist Initiative and Early Reading Specialist Initiative programs for the 2025-2026 School Year
m. Internet Use Policies Certification for the 2025-2026 School Year

Signature _____ Date 8/10/26

(Chairman, School Board)

_____ Christopher B. Stacy

Division Superintendent/Authorized Designee Signature — Contact Person Signature

Dr. Christopher Stacy — Christopher Stacy

Division Superintendent Name — Contact Name

August 10, 2026 — 276-988-5511 ext. 2300

Date — Telephone Number

Virginia Department of Education

Tazewell County

VERIFICATION REPORT

Compliance with the Standards of Quality and Other Reporting Requirements

SECTION 1: STANDARDS OF QUALITY

For the 2025-2026 school year, we certify that division Tazewell County is in full compliance with all of the standards related to the requirements of 22.1-253.13:1 et seq. of the Code of Virginia (Standard of Quality for Public Schools in Virginia.)

STANDARD 1 : INSTRUCTIONAL PROGRAMS SUPPORTING THE STANDARDS OF LEARNING AND OTHER EDUCATIONAL OBJECTIVES.

STANDARD 2: INSTRUCTIONAL, ADMINISTRATIVE AND SUPPORT PERSONNEL

STANDARD 3: ACCREDITATION, OTHER STANDARDS AND EVALUATION

STANDARD 4: STUDENT ACHIEVEMENT AND GRADUATION REQUIREMENTS

STANDARD 5: QUALITY OF CLASSROOM INSTRUCTION AND EDUCATIONAL LEADERSHIP

STANDARD 6: PLANNING AND PUBLIC INVOLVEMENT

STANDARD 7: SCHOOL BOARD POLICIES

STANDARD 8: COMPLIANCE

Assurances

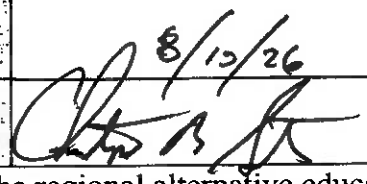
Participating Division

Fiscal Agent School Division: **Tazewell County Public Schools**

Regional Alternative Education Projects

2026-2027

As a participating school division in the regional alternative education program, Tazewell County certifies that we have the approval of said school board to participate in the continued activities of the Regional Alternative Education Projects for 2026-2027.

School Division	Tazewell County
Division-Superintendent/Designee	Christopher B. Stacy, Ed. D.
Date	8/13/26
Signature	

Note: Return the assurance page to the regional alternative education project director in the fiscal agent school division. The signed assurances from each participating school division should be retained on file in the fiscal agent school division.

Agreement between the Appalachian Football Officials Association and the Tazewell County School System

Parties: The Parties to this agreement are the Appalachian Football Officials Association (AFOA) and the Tazewell County School System, which include the following schools:

Graham High School Richlands High School Tazewell High School

Including All Tazewell County Schools for Varsity, 8-9, and 6-7 School Football Programs

Recitals

WHEREAS, the Parties each have unique roles and responsibilities with regard to the conduct of high school athletic contests, and

WHEREAS, the Parties desire to provide for the consistent administration of athletic contest as set forth by the Virginia High School League and the National Federation of High Schools

Now, therefore, in consideration of the mutual covenants and promises contained herein the Parties, intending to be legally bound, hereby agree as follows:

1. **Term of Agreement:** This Agreement shall be in effect from July 1, 2026 to June 30, 2028. Any part of this Agreement may be modified, and upon mutual agreement, in writing, by the Appalachian Football Officials Association (AFOA) and the above school district.

2. **Service Area:** The services provided by the AFOA, includes all Varsity & Junior Varsity Sports which are provided at the above schools, unless, otherwise noted within this Agreement. Only AFOA/VHSL registered officials are eligible to officiate scheduled contests. School representatives do not have the authority to solicit officials directly for contests. All assignments must be made by and through the AFOA Assignor or designated AFOA official for Sub-Varsity Contests.

3. **Officials Qualifications** Officials must be registered with the Virginia High School League for the sport of football and must be a member of the AFOA as defined in the AFOA By-Laws.

4. **Necessary Information:** The attachments collectively (Exhibit A) list information pertinent:
    a. Assignors Contact Information and Assigning Fee
    b. Date that schedule must be submitted to that assignor
    c. Number of officials assigned to the contest
    d. Type of contest(s) and the required payment

5. **Exempting Officials:** Each school, can request not to have one (1) particular official officiate any of their contests in that particular sport. This may include home and/or away contests. To exempt an official, the school must send a letter to the Assignor, signed by the principal of the school. This letter should be on a school letterhead and should specifically name the official, and the school year for the requested exemption and a brief description of the reason for the sport of football. Exemptions will be honored for regular season. Exemptions must be submitted by 8/1/26 for the 2026 Season and 8/1/2027 for the 2027 Season.

6. **Payment of Service:** Payment of the said services shall be made in a timely manner which should not exceed 30 days.

7. **Cancellation/Postponements:** If for any reason a school needs to postpone a contest they must notify the Assignor as soon as possible. If the cancellation is made the day of contest, the school(s) are required to make a reasonable effort to contact each game official via text, by phone and/or by email. In the event an official has not been notified and arrives at the school after the contest has been canceled or postponed the official is entitled to half a game fee.

8. **No Show Penalty:** If a confirmed contest cannot be played due to the lack of assigned officials not showing up due to the failure AFOA Assignor, the school can petition the AFOA Board to consider a monetary penalty of all game fees related to the contest in question.

9. **Individual School responsibilities:**

   I. Provide the names, email addresses and telephone numbers (including cell phone numbers) of the Athletic Administrator (Athletic Director) to the Assignor for each specific sport (football). All this information is on the Arbiter website, but will need to be verified by each school.

   II. Provide schedules as set forth in this agreement. The due dates are provided in the "**Necessary Information:" (Exhibit A)** of this agreement.

   III. Provide schedule changes in writing specifically showing the schedule change (not just another complete schedule), after confirming availability of officials with the Assignor. The AFOA assignor requests that each Athletic Director weekly confirms that the upcoming games are on the arbiter schedule and assigned, for your school.

   IV. **The Athletic Administrator (or designee) will meet the officials upon arrival at the site, and be available throughout the contest. Game Day Administrator should <u>not</u>** be an individual who has coaching responsibilities for the contest.

V. Athletic Administrator (or designee) should have a security plan in place that **will maintain a safe environment before, during and after any contest.**

VI. Provide adequate dressing facilities and parking

10. Association/ABOA Board

I. Provide schools with the names, email addresses and telephone numbers (including cell phone numbers) of all officials and an up-to-date list of AFOA board members. All this information is on the Arbiter website.

II. Confirm coverage of contest through the appropriate software (Arbiter)

III. Adhere to all conditions as set forth and outlined by the AFOA Board and the VHSL.

11. General Provisions

I. Any other matter not covered in this agreement should be attempted to be resolved by the AFOA Board and a School Representative. In any event, the remainder of this agreement shall remain in effect.

II. Nothing in this agreement shall interfere with the independent judgement and discretion of officials assigned to any given contest.

Signatures

Superintendent of Schools — 8/15/26 Date

Scotty McCracken and Christopher Davis — May 21, 2026

Chairman of the Appalachian Football Officials Association — Date

Commissioner/Assignor Appalachian Football Officials Association

Appalachian Football Official Association (AFOA)
Contract for Football Contest
Fall 2026 and 2027

Board Member:

Scotty McCracken	Steve Lester	Christopher Davis, Assignor-Non-Voting
Caleb Goodman	Charles Sturgill	Robbie Perry

Due Date for Schedule to Assignor: September 1, 2026 & September 1, 2027

Assignors Fee $100 for assigning only Varsity Football
$150 for assigning both Varsity and Sub-Varsity

Schedules emailed to & Checks made out to:

Christopher Davis
10720 Maple Grove Rd.
Wise, VA 24293
cdd3s@uvawise.edu
276-275-4686(c) 276-376-4505 (o)

Pay for Scrimmages: Officials for scrimmages will not work more than 6 quarters or 2 hours unless other arrangements are made. **$30 per hour per official**

Pay for Jamborees: **$30 per hour per official (3 hours = $90, 2.5 hours = $75)**

Pay for Benefit Games: **Regular game fee ($130)**

Number of Officials for a regular season Varsity	5
Number of Officials for post-season (contest per VHSL)	7
Number of Officials for 8th grade and/or JV	4

Pay per Official for regular season	$130
Pay per Official for 8th grade/JV Doubleheader	$130
Pay per Official for one Sub Varsity game	$80

Initials of Superintendent/Designee CBS

Initials of ABOA Board Member SM and CDD

	STATUS REPORT	PROJECT NO. 19320						
1	**TAZEWELL HIGH SCHOOL GYMNASIUM REPAIR**			**Original Budget $2,480,874.35**				
	OWNER: TAZEWELL COUNTY PUBLIC SCHOOLS **ENGINEER: THOMPSON & LITTON, INC.** **ENGINEER: THOMPSON & LITTON, INC.** **CONTRACTOR - BUILDING SPECIALIST, INC.**	ORIGINAL ESTIMATED BUDGET	**REVISED BUDGET (ACTUAL BID)** (Including approved Change Orders/	COST TO DATE	TOTAL TO COMPLETE	TOTAL COST	VARIANCE	% COMPLETE
A	CONSTRUCTION COSTS	$2,254,547.00	$2,254,547.00	$0.00	$2,254,547.00	$2,254,547.00	$0.00	0.00%
B	ENGINEERING SERVICES: CONSTRUCTION CONTRACT ADMINISTRATION	$53,600.00	$53,600.00	$0.00	$53,600.00	$53,600.00	$0.00	0.00%
C	RELATED COSTS: SPECIAL INSPECTIONS (PAID BY OWNER)	$60,000.00	$60,000.00	$0.00	$60,000.00	$60,000.00	$0.00	0.00%
D	SUBTOTALS W/O CONTINGENCY	$2,368,147.00	$2,368,147.00	$0.00	$2,368,147.00	$2,368,147.00	$0.00	0.00%
E	CONTINGENCY	$112,727.35	$112,727.35			$112,727.35	$0.00	
	*** GRAND TOTAL ***	$2,480,874.35	$2,480,874.35			$2,480,874.35	$0.00	

	STATUS REPORT				PROJECT NO. 19320											
2	TAZEWELL HIGH SCHOOL GYMNASIUM REPAIR				PAYMENT NO.											
	OWNER: TAZEWELL COUNTY PUBLIC SCHOOLS															
	ENGINEER: THOMPSON & LITTON, INC.															
	CONTRACTOR - BUILDING SPECIALIST, INC.															
	DATE: AUGUST 10, 2026	Reflects Building Specialist Actual Unit Prices				ADJUSTED BID				WORK TO DATE		WORK TO BE DONE		TOTAL TO COMPLETE		CHANGE ORD. REQD.	
ITEM	DESCRIPTION	UNIT PRICE	QTY.	AWARD PRICE	UNITS	C.O. #	C.O. QTY	ADJ. QTY.	ADJ. PRICE	QUANT.	PRICE	QUANT.	PRICE	QUANT.	PRICE	QUANT.	PRICE
1	GENERAL CONDITIONS	$281,167.00	1	$281,167.00	L.S.			1	$281,167.00	0.00	$0.00	1.00	$281,167.00	1.00	$281,167.00	0	$0.00
2	BUILDING PERMIT	$9,660.00	1	$9,660.00	L.S.			1	$9,660.00	0.00	$0.00	1.00	$9,660.00	1.00	$9,660.00	0	$0.00
3	BONDING	$81,748.00	1	$81,748.00	L.S.			1	$81,748.00	0.00	$0.00	1.00	$81,748.00	1.00	$81,748.00	0	$0.00
4	DEMOLITION	$67,803.00	1	$67,803.00	L.S.			1	$67,803.00	0.00	$0.00	1.00	$67,803.00	1.00	$67,803.00	0	$0.00
5	MASONRY	$1,584,000.00	1	$1,584,000.00	L.S.			1	$1,584,000.00	0.00	$0.00	1.00	$1,584,000.00	1.00	$1,584,000.00	0	$0.00
6	MISCELLENOUS STEEL	$600.00	1	$600.00	L.S.			1	$600.00	0.00	$0.00	1.00	$600.00	1.00	$600.00	0	$0.00
7	ROUGH CARPENTRY	$29,487.00	1	$29,487.00	L.S.			1	$29,487.00	0.00	$0.00	1.00	$29,487.00	1.00	$29,487.00	0	$0.00
8	JOINT SEALANTS	$966.00	1	$966.00	L.S.			1	$966.00	0.00	$0.00	1.00	$966.00	1.00	$966.00	0	$0.00
9	DRYWALL AND RFP	$111,438.00	1	$111,438.00	L.S.			1	$111,438.00	0.00	$0.00	1.00	$111,438.00	1.00	$111,438.00	0	$0.00
10	PAINTING	$25,612.00	1	$25,612.00	L.S.			1	$25,612.00	0.00	$0.00	1.00	$25,612.00	1.00	$25,612.00	0	$0.00
11	PLUMBING	$12,075.00	1	$12,075.00	L.S.			1	$12,075.00	0.00	$0.00	1.00	$12,075.00	1.00	$12,075.00	0	$0.00
12	HVAC	$30,188.00	1	$30,188.00	L.S.			1	$30,188.00	0.00	$0.00	1.00	$30,188.00	1.00	$30,188.00	0	$0.00
13	ELECTRICAL	$19,803.00	1	$19,803.00	L.S.			1	$19,803.00	0.00	$0.00	1.00	$19,803.00	1.00	$19,803.00	0	$0.00
	TOTAL CONSTRUCTION COSTS			**$2,254,547.00**					**$2,254,547.00**		**$0.00**		**$2,254,547.00**		**$2,254,547.00**		**$0.00**

VALUE OF STORED MATERIAL **$0.00**

	SUMMARY -- CONSTRUCTION COST	
1	ORIGINAL CONTRACT AWARD PRICE	$2,254,547.00
2	NET VALUE OF APPROVED CHANGE ORDERS	$0.00
3	ADJUSTED CONTRACT PRICE	$2,254,547.00
4	ESTIMATED COST TO COMPLETE	$2,254,547.00
5	NET VALUE OF CHANGE ORDERS REQD	$0.00
6	VALUE OF WORK AND MATERIALS	$0.00
7	RETAINAGE TO DATE	$0.00
8	PAID TO CONTRACTOR TO DATE	$0.00
9	ESTIMATED BALANCE DUE	$2,254,547.00
10	PREVIOUS AMOUNT DUE	$0.00
11	AMOUNT DUE THIS APPLICATION	$0.00

(Liquidated Damages set at $1,500/per day)

CONTRACT DATE	10-Jun-26
NOTICE TO PROCEED	20-Jul-26
SUBSTANTIAL COMPLETION DATE	16-Jan-27
ALLOWABLE TIME EXTENSION	0.00
REVISED COMP. DATE (w/weather days)	16-Jan-27
ACTUAL DATE OF SUBSTANTIAL	
APPLICATION DATE	10-Aug-26
% TIME	11.67%
% VALUE WITH STORED MATERIALS	0.00%
% VALUE WITHOUT STORED MATERIAL	0.00%
DAYS COMPLETED	21.00
DAYS REMAINING	159.00
TOTAL DAYS	180.00

C/O # or Pay Application #	Weather Days	Time Ext. by C/O
Total	0.00	0.00

THOMPSON & LITTON EST. 1956

PROJECT SCHEDULE
TAZEWELL COUNTY PUBLIC SCHOOLS
TAZEWELL HIGH SCHOOL GYMNASIUM WALL REPAIR
PROJECT #19320
July 20, 2026

TASKS	TARGET DATE
TCPS approves T&L Memorandum of Understanding and issues Notice to Proceed	Completed
Kickoff Meeting	Completed
95% design review meeting (10:00 a.m.)	Completed
T&L completes design	Completed
Advertise for Bids	Completed
Pre-Bid Conference	Completed
Bid Opening (2:00 p.m.)	Completed
Bid Evaluation Packet to Owner	Completed
TCPS Issues Notice of Award	Completed
Pre-Construction Meeting/Notice to Proceed	Completed
Progress Meetings: 11:00 a.m.	Completed 08-20-26 – (Virtual) 09-03-26 09-17-26 – (Virtual) 10-01-26 10-15-26 -- (Virtual) 11-05-26 11-19-26 – (Virtual) 12-03-26 12-17-26 – (Virtual) 01-07-27 01-21-27 – (Virtual) 02-04-27

Substantial Completion	02-06-27
Final Completion	03-08-27

THOMPSON & LITTON

Updated Cost Estimate with Actual Bid

Project: Tazewell High School Gymnasium Repair

Owner: Tazewell County Public Schools

Project No. 19320

Date: 5/28/2026

Estimator: MAU **Type:** PER

Description	Number of Units	Units of Measure	Unit Cost	Total Cost
General Condtions	1	LS	$281,167.00	$281,167.00
Building Permit	1	LS	9,660.00	$9,660.00
Bonding	1	LS	81,748.00	$81,748.00
Demolition	1	LS	67,803.00	$67,803.00
Masonry	1	LS	1,584,000.00	$1,584,000.00
Misc. Steel	1	LS	600.00	$600.00
Rough Carpentry	1	LS	29,487.00	$29,487.00
Joint Sealants	1	LS	966.00	$966.00
Drywall and RFP	1	LS	111,438.00	$111,438.00
Painting	1	LS	25,612.00	$25,612.00
Plumbing	1	LS	12,075.00	$12,075.00
HVAC	1	LS	30,188.00	$30,188.00
Electrical	1	LS	19,803.00	$19,803.00
		Construction Subtotal		$2,254,547.00
		Contingency		$112,727.35
Special Inspections (Paid by owner)				$60,000.00
CCA Services				$53,600.00
		Project Total		$2,480,874.35

*Please be advised that since Thompson & Litton has no control over the cost of labor, materials, equipment, or services furnished by others, or over Contractor(s') methods of determining prices, or over competitive bidding or market conditions, our opinions of probable project cost and construction cost provided herein are made on the basis of our experience and qualifications and represent our best judgment as experienced and qualified Professional Engineers familiar with the construction industry. Thompson & Litton cannot and does not guarantee that proposals, bids, or actual project construction cost will not vary from those opinions of probable costs prepared by Thompson & Litton.

EDUCATIONAL PHILOSOPHY

[BLANK] School Board is committed to providing equal opportunity for every student to achieve intellectual, social, emotional, and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education and to feel confident of the ability to make creative and constructive decisions.

[BLANK] School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment, and materials to assure an appropriate education for every student;
- treats all members of the school community equitably and with respect; and
- allocates and uses assets fairly and efficiently.

[THE LANGUAGE ABOVE IS ONLY AN EXAMPLE FOR SCHOOL BOARDS TO CONSIDER. SCHOOL BOARDS MAY ELECT TO USE THE LANGUAGE AND INSERT ADDITIONAL MISSION, CORE VALUES, EDUCATIONAL PRIORITIES, COMMUNITY COMMITMENTS, OR OTHER LOCALLY DEVELOPED GOALS THAT REFLECT LOCAL PRIORITIES THAT ARE ALIGNED WITH SCHOOL BOARD POLICIES AND APPLICABLE LAWS.]

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-23.3, 22.1-78.

Cross Refs.:

AC	Nondiscrimination
GA	Personnel Policies Goals
GB	Equal Employment Opportunity/Nondiscrimination
GBA/JFHA	Prohibition Against Harassment and Retaliation
IGBC	Parent and Family Engagement
JB	Equal Education Opportunities/Nondiscrimination

SCHOOL BOARD POWERS AND DUTIES

The School Board:

- adopts policy to provide for the day-to-day supervision of schools;
- sees that the school laws are properly explained, enforced and observed;
- secures, by visitation or otherwise, as full information as possible about the conduct of the public schools in the school division and takes care that they are conducted according to law and with the utmost efficiency;
- cares for, manages and controls the property of the school division and provides for the erecting, furnishing, equipping, and noninstructional operating of necessary school buildings and appurtenances and the maintenance thereof by purchase, lease, or other contracts;
- provides for the consolidation of schools or redistricting of school boundaries or adopts pupil assignment plans whenever such procedure will contribute to the efficiency of the school division;
- insofar as not inconsistent with state statutes and regulations of the Board of Education, operates and maintains the public schools in the school division and determines the length of the school term, the studies to be pursued, the methods of teaching and the government to be employed in the schools;
- performs such other duties as are prescribed by the Board of Education or are imposed by law;
- obtains public comment through a public hearing not less than seven days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing (i) for the consolidation of schools; (ii) the transfer from the public school system of the administration of all instructional services for any public school classroom or all noninstructional services in the school division pursuant to a contract with any private entity or organization; or (iii) in school divisions having 15,000 pupils or more in average daily membership, for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearing may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken;
- surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, specialized student support positions,[1] and school bus drivers and reports such critical

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FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[1] Specialized student support positions include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, which may either be employed by the School Board or provided through contracted services.

shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System;[2]

- ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or reregistration of any sex offender within the school division pursuant to Va. Code § 9.1-914;
- ensures that at any back to school night event in the division to which the parents of enrolled students are invited, any parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site;
- ensures that the information sheet on the Supplemental Nutrition Assistance Program (SNAP) benefits program developed and provided by the Department of Social Services pursuant to subsection D of Va. Code § 63.2-801 is sent home with each student enrolled in an elementary or secondary school in the division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment;
- ensures that a fillable free or reduced price meals application is sent home with each student enrolled in a public elementary or secondary school in the division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment; ~~and~~
- ~~ensures that at any back to school night event in the division to which the parents of enrolled students are invited, any parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site~~permits any student enrolled in a public elementary or secondary school in the local school division who provides acceptable proof of identification as set forth in subdivision 15, if requested, and signs up in accordance with sign-up procedures for the respective school board meeting, to submit oral comments during any public comment or citizen participation portion of such meeting subject to the same reasonable time, place, and manner restrictions imposed by such school board on the expression of any other citizen participant in such meetings; **and**~~.~~
- accepts as proof of student identification for the purpose of providing oral public comment as permitted pursuant to subdivision 14 any current

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[2] This provision is currently set to ~~-~~expire~~s~~ on July 1, 2028, unless further amended.

student identification card or other school document such as a report card or a personal school email address.

Specialized student support positions include school social workers, school psychologists, school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed health and behavioral positions, which may either be employed by the School Board or provided through contracted services.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70.3, 22.1-78, 22.1-79, 22.1-253.13:2.

Cross Refs.:

AF	Comprehensive Plan
CBA	Qualifications and Duties for the Superintendent
KN	Sex Offender and Crimes Against Minors Registry Information

PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Community Participation

Members of the community, including students enrolled in the division, are invited and encouraged to attend open meetings of the **[BLANK]** School Board to observe its deliberations.

The School Board may provide an opportunity for public comment at open meetings. During this time, aAny member of the community may address the School Board on matters within the authority and responsibility of related to the **[BLANK]** public schoolsBoard. Public comments are subject to reasonable rules relating to time, place, and manner of speaking as established by the Board to ensure an orderly meeting and fair process for all participants. at any regular meeting as follows:

Persons wishing to address the School Board are requestedmay be required to register in advance in accordance with division procedures to contact the superintendent, the School Board chair, or their designee for placement on the agenda.

[MAY INSERT DIVISION PROCEDURES FOR REGISTRATION HERE].

Persons wishing to address the School Board are requested to contact the superintendent, the School Board chair, or their designee for placement on the agenda.

The cchair is responsible for the orderly conduct of the meeting and will enforce the Board's rules governing the time, place, and manner of public comment. and rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. Upon recognition by the cchair, the speaker shall will address the School Board as a bodychair and if, at the conclusion of the speaker's remarks, any member of the School Board desires further information, the member addresses the speaker only with the permission of the chair. **[MAY INSERT SPECIFIC RULES HERE.]**

Public comments are an opportunity to provide input to the Board on division matters and not intended to be a dialogue between the speaker and Board Members. The chair may permit Board Members to ask questions of a speaker.

At any time, the chair may rule a speaker out of order or terminate a presentation that violates the Board's adopted rules or otherwise materially disrupts the school board meeting.No one is allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

[THE SCHOOL BOARD MAY INSERT ANY ADDITIONAL LOCALLY ESTABLISHED PROCEDURES REGARDING PUBLIC PARTICIPATION INCLUDING TIME LIMITS, SECURITY, ETC.]

Nothing in this policy requires the School Board to respond to or take action on comments made by the community during the meeting.

Student Participation

Students enrolled in a public elementary or secondary school in the division ~~are allowed~~may ~~to~~ address the School Board during any public comment or citizen participation portion of a School Board meeting. Such students must follow the same sign-up procedures and rules and restrictions relating to time, place, and manner of speaking that are adopted by the School Board and applicable to all public participants.

The School Board may require a student to provide identification in the form of a current student identification card or other school document, such as a report card or a personal school email address, before allowing the student to provide oral comments, in accordance with Virginia law.

Closed Meetings.

The Virginia Freedom of Information Act permits meetings to be closed to the public to discuss particular matters as designated by law. The Board may invite persons to attend closed meetings to provide information that is pertinent to the matter to be discussed.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3700 et seq., 22.1-78, 22.1-79(14), 22.1-253.13:7.

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, cafeterias~~, facilities fees~~, club dues, ~~vending machine proceeds that are not deposited in the school nutrition program account,~~ and from any and all activities of the school involving personnel, students or property are considered school activity funds.[1]

Each school keeps an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the rules of the **[BLANK]** School Board. The principal or principal's designee performs the duties of school finance officer or central treasurer. The school finance officer is bonded, and the School Board prescribes rules governing such bonds for employees who are responsible for school activity funds.

School activity funds are audited at least once a year by a qualified accountant or accounting firm approved by the School Board. A copy of the audit report is filed in the superintendent's office. Monthly reports of such funds are prepared and filed in the principal's office and annual reports are filed in the office of the principal or division superintendent. The cost of such audits ~~are~~is a proper charge against the school operating fund or school activity funds.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-16.

8 VAC 20-240-10.
8 VAC 20-240-20.
8 VAC 20-240-40.

Cross Refs.: DG ——— Custody and Disbursement of School Funds
DM ——— Cash in School Buildings
JL ——— Fund Raising and Solicitation

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[1] The School Board may determine which funds in any school may be excluded from being considered school activity funds.

PROCUREMENT~~PURCHASING PROCEDURES~~

Policy Statement

The **[BLANK]** School Board is committed to ensuring accountability and transparency in the procurement of goods and services. All procurements made by the **[BLANK]** School Division must be in compliance ~~All procurements made by the school division are in accordance~~ with the Virginia Public Procurement Act (VPPA) and all other applicable federal and state laws.~~.~~

Procurement procedures will be conducted in an open, fair, and impartial manner with the avoidance of impropriety or the appearance of impropriety. All division employees involved in procurement matters are required to comply with the established procurement procedures and applicable federal and state laws.

Unless otherwise authorized or exempted by law, all procurements must be made using competitive methods. Any applicable rules pertaining to procurement must be made clear in advance and before the process begins. Specifications should reflect the needs of the division and must not favor a particular vendor or unnecessarily restrict competition.

Conflicts of Interest

School Board members and all employees involved in procurement must comply with the Virginia State and Local Government Conflict of Interest Act and procurement integrity laws. A School Board member or an employee may not participate in any procurement activities in which they have a prohibited financial or personal interest or any other conflict prohibited by law.

Required Contract Provisions

All school division contracts must include the required certifications, representations, and provisions required by the VPPA and other applicable federal and state laws. These requirements may include, as applicable:

- Contractor eligibility and certification regarding certain offenses if the contractor or employee may come into direct contact with students;[1]

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[1] As a condition of awarding a contract for the provision of services that required the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, ~~the School Board requires~~ the contractor must certify~~to provide certification of~~ whether any individuals ~~who will~~providing ~~provide~~ such services has been convicted of any violent felony, ~~or~~ crime of moral turpitude set

- Nondiscrimination in employment requirements;[2]
- Immigration compliance requirements;[3]

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forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 or ~~;~~ any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense~~; or any crime of moral turpitude~~. Certain exceptions may apply for individuals who meet requirements of the law.

This requirement does not apply ~~to a contractor or employees of the contractor providing services to the school division~~ in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or employees of the contractor will have no direct contact with students.

[2] ~~Discrimination by Contractor Prohibited~~For

~~The School Board includes the following provisions in~~ every contract of more than $10,000, the contractor must certify that~~:~~ the

~~During the performance of this contract, the contractor agrees as follows:~~

~~The~~ contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

~~The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.~~

[3] ~~Unauthorized Aliens~~

~~The School Board provides in~~Every contract procured shall include the provision that ~~every written contract that the contractor does not~~the contractor, during the ~~, and shall not during the~~ performance of the contract for goods and services in Virginia, shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- Prohibition on the use of forced or indentured child labor;[4] **and**
- Requirements for contracts specific to Information Technology Goods and Services. [5]

Implementation

The Superintendent or Superintendent's designee is responsible for the administration of the **[BLANK]** School Division's procurement program and for establishing and maintaining applicable regulations to implement this policy, as required by the VPPA. Any delegation of procurement responsibilities must be made in accordance with applicable School Board policy and law.

~~Certification Regarding Certain Offenses~~

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[4] In ~~Use of Forced and Indentured Child Labor by Contract Prohibited~~

~~The School Board includes in~~ every contract for goods and services that exceeds $10,000, a provision~~s~~ must be included ~~that~~that t~~:~~

~~T~~he contractor is prohibited from the use of forced or indentured child labor, as defined in Va. Code § 2.2-4311.4(A), in the performance of the contract ~~is prohibited;~~ and that (2)

that the ~~The~~ contractor will include a prohibition on the use of forced or indentured child labor in the performance of the contract in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

~~For the purpose of this policy,~~ "F~~f~~orced or indentured child labor" means all work or service (i) exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or (ii) performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

[5] As used in this policy, "information technology goods and services" means communications, telecommunications, automated data processing, applications, databases, data networks, management information systems, and other related goods and services. The terms or provisions in any contract with the school board for the acquisition of information technology goods or services should not conflict with Virginia law. If such contract has terms and provisions that conflict with Virginia law, those terms and provisions shall not be valid or enforceable to the extent of such conflict; however, the contract may otherwise remain enforceable. Additionally, Va. Code § 2.2-3503 requires that all information and communications technology agreements to comply with accessibility standards. See Information Technology Access Act, §§ 2.2-3500 through 2.2-3505 of the Code of Virginia and VSBA Sample Policy AH "*Digital Accessibility*." For additional information on procuring technology, see https://www.vita.virginia.gov/procurement/forms-policies/buy-it-manual/. For the Information and Communications Technology Access Clause, see https://www.vita.virginia.gov/procurement/forms-policies/mandatory-contract-terms/?utm.

~~As a condition of awarding a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities, the School Board requires the contractor to provide certification of whether any individual who will provide such services has been convicted of any violent felony or crime of moral turpitude set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.~~

~~This requirement does not apply to a contractor or employees of the contractor providing services to the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or employees of the contractor will have no direct contact with students.~~

~~Award of Contracts When Individuals Who Will Provide Services Have Been Convicted of Certain Crimes~~

~~The School Board will not award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any violent felony or crime of moral turpitude set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense.~~

~~The School Board may award a contract for the provision of services to an individual who was convicted of a violent felony or crime of moral turpitude if the following conditions are met in accordance with subsection F(2) of Va. Code § 22.1-296.1, specifically that:~~

~~(1) such felony conviction does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;~~

~~(2) such individual:~~
~~(a) has had their civil rights restored by the Governor,~~
~~(b) has completed all terms of supervision and has been released from supervision for more than 20 years,~~
~~(c) is, in the opinion of the School Board, of upstanding character, and~~
~~(d) has demonstrated commitment to public or community service and rehabilitation after completing all terms of supervision; and~~

~~(3) the School Board certifies in writing that such an individual meets the requirements set forth above.~~

~~The School Board may award a contract for the provision of services that require the contractor or employees of the contractor to have direct contact with students on school property during regular school hours or during school-sponsored activities when any individual who provides such services has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, the Governor has restored the individual's civil rights.~~

~~Unauthorized Aliens~~

~~The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.~~

~~Use of Forced and Indentured Child Labor by Contract Prohibited~~

~~The School Board includes in every contract for goods and services that exceeds $10,000, provisions that:~~

~~1. The use of forced or indentured child labor, as defined in Va. Code § 2.2-4311.4(A), in the performance of the contract is prohibited; and~~

~~1. The contractor will include a prohibition on the use of forced or indentured child labor in the performance of the contract in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.~~

~~For the purpose of this policy, "forced or indentured child labor" means all work or service (i) exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or (ii) performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.~~

~~Discrimination by Contractor Prohibited~~

~~The School Board includes the following provisions in every contract of more than $10,000:~~

~~1. During the performance of this contract, the contractor agrees as follows:~~

~~a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin,~~

~~age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.~~

~~a. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.~~

~~a. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.~~

~~1. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.~~

~~**Contracts for Information Technology Goods and Services** – State Law Contract Terms~~

~~As used in this policy, "information technology goods and services" means communications, telecommunications, automated data processing, applications, databases, data networks, management information systems, and other related goods and services.~~

~~The terms or provisions in any contract with the school board for the acquisition of information technology goods or services should not conflict with Virginia law. If such contract has terms and provisions that conflict with Virginia law, those terms and provisions shall not be valid or enforceable to the extent of such conflict; however, the contract otherwise remains enforceable.~~

~~Choice of Law. Any term or provision in a contract for the acquisition of information technology goods or services shall be void and deemed to provide for the application of the law of the Commonwealth of Virginia, without regard to such contract's choice of law provisions, and to provide for jurisdiction in the courts of the Commonwealth, if such contract term or provision:~~

- ~~makes the public contract subject to, governed by, or interpreted under the laws of another state or country or~~
- ~~requires or permits any litigation or other dispute resolution proceeding arising from the public contract to be conducted in another state or country.~~

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3100 et seq., 2.2-4300 et seq~~2.2-4311, 2.2-4311.1, 2.2-4311.3, 2.2-4311.4~~, 22.1-296.1.

Cross Refs.:

AH	Digital Accessibility
BBFA	School Board Member Conflict of Interests
GAH	School Division Employee Conflicts of Interests
GCCB	Employment of Family Members
GCDA	Effect of Criminal Conviction
IGBGA	Online Courses and Virtual School Programs
IIAA	Textbook Selection, Adoption and Purchase
KN	Sex Offender and Crimes Against Minors Registry Information

INSURANCE MANAGEMENT

The school board maintains such insurance on school property, including vehicles, as it deems necessary or as is required by law. The school board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2703, 15.2-2704, 15.2-2705, ~~,~~ 22.1-84, 22.1-188 through 22.1-198.

STAFF TIME SCHEDULES

Purpose

The **[BLANK]** School Board is committed to strict compliance with the Fair Labor Standards Act (FLSA), 29 U.S.C. §§ 201-219, regulations of the U.S. Department of Labor (Wage and Hour Division), and all other applicable federal and state laws. The purpose of this policy is to establish clear standards for employee classifications, timekeeping, and compensation.

Employee Classification[1]

The Ssuperintendent or Superintendent's designee ~~ensures that job positions are~~is responsible for classifying positions in accordance with applicable law and notifying ~~classified as exempt or non-exempt and that~~ employees ~~are made aware~~ of such classifications.

- Exempt Employees – Individuals who meet the specific federal salary basis, salary level, and primary duties tests.[2] Exempt employees are paid a predetermined salary and are not eligible for overtime pay.
- Non-Exempt Employees – Individuals whose positions do not meet federal exemption criteria.[3] Non-exempt employees are eligible for overtime compensation for hours worked over 40 in a workweek.

The School Board reserves the right to review and modify employee classifications as necessary to comply with applicable law.

Work Schedules

The workday for full-time licensed and professional staff is a minimum of seven hours and thirty minutes[4] and continues until professional responsibilities to the students and school division are completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, and extra-curricular activities may require hours beyond the stated

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

[1] Employee classifications are based on the FLSA. Exempt employee categories are identified in 29 U.S.C. § 213.

[2] Typically, exempt employees include licensed teachers, professional staff, executive administrative personnel.

[3] Examples of non-exempt employees may include custodians, food service workers, clerical assistants, bus drivers, technicians.

[4] If the length of the usual workday is different, the correct length should be substituted.

minimum. Elementary school classroom teachers are provided at least an average of thirty minutes per day during the students' school week as planning time. Each full-time middle and secondary classroom teacher is provided one planning period per day, or the equivalent, as defined by the Board of Education, unencumbered of any teaching or supervisory duties. If a middle or secondary school classroom teacher teaches more than the standard load of students or class periods per week, as defined by the Board of Education, an appropriate contractual arrangement and compensation is provided.

Work schedules for other employees are defined by the ~~s~~Superintendent or ~~s~~Superintendent's designee consistent with the ~~Fair Labor Standards Act~~FLSA and the provisions of this policy.

Workweek Defined

For purposes of compliance with the ~~Fair Labor Standards Act~~FLSA, the workweek for employees of **[BLANK]** School Board is 12:00 a.m. Saturday until 11:59 p.m. Friday.[5] Each workweek stands alone; averaging hours over two or more weeks to avoid overtime is strictly prohibited.

Overtime and Compensatory Time[6]

Working hours for all employees not classified as exempt under the ~~Fair Labor Standards Act~~FLSA~~, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel,~~ [7] conform to federal and state regulations. The **[BLANK]** School Board discourages overtime work by non-exempt employees.

All overtime work must be expressly approved in writing[8] by the Superintendent or Superintendent's designee.[9]

~~The superintendent ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications.~~ Supervisors should

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

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

[6] Administrative procedures or regulations may provide more information on circumstances in which non-exempt employees will be permitted to work overtime.

[7] This language was deleted because the classification of each position as exempt or non-exempt should be made by the Superintendent.

[8] Written approval is not required by the FLSA but is recommended. If an individual school board elects not to require written approval, it should specify how and when oral approval may be granted.

[9] This sentence is not required by the FLSA but is recommended.

make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. ~~The **[BLANK]** School Board discourages overtime work by non-exempt employees.~~ A non-exempt employee will not work overtime without the express approval of the employee's supervisor.

~~All overtime work must be expressly approved in writing[10] by the superintendent or superintendent's designee.[11]~~ All supervisory personnel must monitor overtime on a weekly basis and report such time to the ~~s~~Superintendent or ~~s~~Superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the ~~Fair Labor Standards Act~~FLSA are followed and ensure that all non-exempt employees are compensated for any overtime worked.[12] Principals or supervisors may need to adjust daily schedules to prevent non-exempt employees from working more than 40 hours in a workweek.

Accurate and complete time sheets of actual hours worked during the workweek must be signed by each employee and submitted ~~to the finance officer~~in accordance with division procedures.[13] The finance officer reviews work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

- is pursuant to an agreement between the employer and employee reached before overtime work is performed, **and**
- is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum

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~~**FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.**~~

~~[10] Written approval is not required by the Fair Labor Standards Act~~FLSA ~~but is recommended. If an individual school board elects not to require written approval, it should specify how and when oral approval may be granted.~~

~~[11] This sentence is not required by the Fair Labor Standards Act~~FLSA ~~but is recommended.~~

[12] Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. Supervisors who fail to prevent employees from working unauthorized overtime may also be subject to discipline. **(This language may be inserted into the body of the policy)**.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

[13] Each division should designate the person to whom the time sheets should be given.

of 240[14] compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee will be paid for any unused compensatory time at the rate of not less than the higher of

- the average regular rate received by the employee during the employee's last three years of employment, **or**
- the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours are paid at the regular rate of pay for time worked up to 40 hours. Such employees ~~are provided~~shall be compensated with overtime pay as provided above for working more than 40 hours in a workweek.

Employees are provided with a copy of this policy and are required to sign ~~this policy to~~ an acknowledgement of their understanding of overtime and compensatory time provisions.[15] Such signed policy constitutes the written agreement required ~~in this section~~prior to the employee receiving compensatory time off.[16]

Attendance Expectations

All employees are expected to be present during ~~all work~~their designated working hours. Absence without prior approval, chronic absences, habitual tardiness, or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.[17]

Adopted:

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[14] The ~~Fair Labor Standards Act~~FLSA permits employees to accrue a maximum of 240 hours of compensatory time. Individual boards may elect to permit employees to accrue a lesser number of compensatory hours.

[15] If a division has an alternate procedure for obtaining a written agreement from employees, the division should insert that procedure in lieu of this sentence.

[16] As a condition for use of compensatory time in lieu of overtime payment in cash, section 7(o)(2)(A) of the Act requires an agreement or understanding reached prior to the performance of work. This can be accomplished pursuant to a collective bargaining agreement, a memorandum of understanding or any other agreement between the public agency and representatives of the employees. If the employees do not have a representative, compensatory time may be used in lieu of cash overtime compensation only if such an agreement or understanding has been arrived at between the public agency and the individual employee before the performance of work. 29 C.F.R. § 553.23.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

[17] Administrative procedures or regulations may further clarify expectations on absences.

Legal Refs.: 29 U.S.C. §§ 203, 207.

29 C.F.R § 516.1 et seq., 541.0 et seq., 553.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-253.13:2, 22.1-253.13:3, 22.1-291.1, 40.1-29.2.

~~8 VAC 20-131-240.~~
8 VAC 20-132-230

Cross Refs.: GCBD Staff Leaves and Absences
IC/ID School Year/School Day

PROHIBITION OF BULLYING AND ABUSIVE WORK ENVIRONMENTS

Policy Statement

The [BLANK] School Board is committed to maintaining a workplace free from ~~prohibits~~ abusive work environments and in which all employees are treated with dignity and respect. The School Board prohibits bullying and any abusive conduct that creates or contributes to an abusive work environment in the school division.

~~Any School Board employee who contributes to an abusive work environment is appropriately disciplined.~~

~~Retaliation or reprisal against School Board employees who make allegations of abusive work environments or assist in the investigation of allegations of abusive work environments is prohibited.~~

Definitions

As used in this policy,

"Abusive conduct" means conduct of a School Board employee in the workplace that a reasonable person would find hostile and that is severe enough to cause physical harm or psychological harm to another School Board employee based on a determination in which the following factors are considered: the severity, nature, and frequency of the conduct and, when applicable, the continuation of the conduct after a School Board employee requests that it cease or demonstrates outward signs of physical harm or psychological harm in the face of the conduct. "Abusive conduct" includes verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; the gratuitous sabotage or undermining of another School Board employee's work performance; attempts to exploit another School Board employee's known psychological or physical vulnerability; or repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, or epithets. "Abusive conduct" does not include (i) a single act, unless it is especially severe, or (ii) conduct that the School Board proves with clear and convincing evidence is necessary for the furtherance of its legitimate and lawful interests.

"Abusive work environment" means a workplace in the school division in which abusive conduct occurs.

"Physical harm" means a material impairment of a School Board employee's physical health or bodily integrity, as documented by a licensed physician or another licensed health care provider.

"Psychological harm" means a material impairment of a School Board employee's mental health, as documented by a licensed psychologist, psychiatrist, or psychotherapist or another licensed mental health care provider.[1]

Prohibited Conduct

Any School Board employee who engages in abusive conduct or contributes to an abusive work environment is subject to appropriate disciplinary measures in accordance with school division procedures and consistent with applicable law.

Retaliation or reprisal against any School Board employee who, in good faith, reports suspected abusive work environments or participates in an investigation is prohibited.

This policy does not limit or replace other School Board policies or division regulations addressing the prohibition of discrimination, harassment, retaliation, and other employee misconduct.

Implementation

The Superintendent or Superintendent's designee is responsible for implementing this policy and procedures to educate school board employees about bullying and the need for a bully-free environment.[2]

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-276.01; 22.1-291.4.

Cross Refs: GB Equal Employment Opportunity/Nondiscrimination
GBA/JFHA Prohibition Against Harassment and Retaliation

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[1] All definitions are reflective of Va. Code 22.1-291.4.
[2] Va. Code 22.1-291.4 requires school boards to have policies and procedures to educate employees regarding bullying.

EMPLOYMENT OF FAMILY MEMBERS

Prohibition against hiring immediate family members of the Superintendent or a School Board Member

The School Board ~~may~~ does not employ or pay~~, and the superintendent may not recommend for employment,~~ any teacher or other School Board employee from public funds, federal, state, or local nor shall the Superintendent recommend to the School Board the employment of any teacher or other employee if such teacher or other employee is a member of the immediate family of the Superintendent or any Member of the School Board. ~~any family member of the superintendent or of a School Board member except as authorized in below.~~

"Immediate family" means: father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

Exceptions

This prohibition does not apply to the employment, promotion, or transfer within the school division of any family member who

- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of the ~~s~~Superintendent or any School Board member, or
- has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of the family relationship, **or**
- was employed by the School Board at any time prior to June 10, 1994 and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or the superintendent.

A family member employed as a substitute teacher may not be employed to any greater extent than such family member was employed by the School Board in the last full school year prior to the taking of office of such Board member or superintendent or to the inception of such relationship.

~~Notwithstanding the rules stated in Section A above, t~~The School Board may employ or pay, and the ~~s~~Superintendent may recommend for employment, any family member of a School Board member provided that

- the member certifies that they had no involvement with the hiring decision; and
- the ~~s~~Superintendent certifies to the remaining members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual

and that no member of the Board had any involvement with the hiring decision.

~~Notwithstanding the rules stated in Section A above, t~~The School Board may employ or pay any family member of the ~~s~~Superintendent provided that

- the ~~s~~Superintendent certifies that they had no involvement with the hiring decision; and
- the assistant superintendent certifies to the members of the School Board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that the ~~s~~Superintendent had no involvement with the hiring decision.

[OPTIONAL: Supervisory Responsibilities

No immediate family member of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.[1]]

~~A. Family members are defined as father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law.~~

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 2.2-3119.

Cross Refs.: BBFA School Board Member Conflict of Interests~~Conflict of Interests and Disclosure of Economic Interests~~
GCI Professional Staff Assignments and Transfers

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[1] This is not derived from Virginia Code or other law and is provided as an optional best practice. School boards that do not wish to include this should delete it from the final policy.

ACADEMIC PLANNING AND COURSE SELECTION

Policy Statement on Academic Planning

The **[BLANK]** School Board is committed to ensuring that students and parents are provided comprehensive information regarding academic planning, course selection, graduation requirements, postsecondary opportunities, and career preparation. Academic planning and course selection must align with the Standards of Learning established by the Board of Education and other applicable laws and regulations.

School counselors and appropriate staff will assist students in developing academic and career plans aligned with Board of Education guidelines and the student's goals and interests.

Course Registration Notice

At least 30 days prior to course registration deadlines, the division notifies parents of middle and high school students of those enrollment deadlines and provides information on the process for requesting changes to the student's course selections.

Administrative Procedures

The Superintendent is responsible for establishing procedures to implement this policy.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78; 22.1-79.3:3~~2~~; 22.1-237.1-5; 22.1-253.13:1.

Cross Refs.:

AG	Literacy Plan
IGAD	Career and Technical Education
IGBE	Remedial and Summer Instructional Program
IGBI	Advanced Placement Classes and Special Programs
IGBD	Programs for Students with Reading Deficiencies
IJ	Guidance and Counseling Program
IJD	College and Career Readiness
IK	Academic Planning and Course Selection
JHCF	Student Wellness
LEB	Advanced/Alternative Courses for Credit

TEACHER REMOVAL OF STUDENTS FROM CLASS

Policy Statement

Teachers have the initial authority to remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board policies or Superintendent regulations governing student conduct that interrupts or obstructs the learning environment.[1]

Criteria for Removal

~~In order for a~~A teacher may~~to~~ remove a student from class for disruptive behavior when:

~~removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior;~~

- Removal of the student from the class is necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior;

- interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior; ~~**and**~~

- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators ~~must have~~has been provided to the student's parents as described below; **and**.

- the requirements of this policy and any implementing regulations have been met.[2]

~~When all of the above criteria have been satisfied, a teacher may remove a student from class.~~

FOOTNOTE~~S IS~~ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

[1] School divisions may wish to insert the following language, depending on the division's intention for this policy: ***"The procedures outlined in this policy are not intended to address temporary or short-term removal of a student from a classroom as a "time-out" or as part of a behavior management plan of a student. These procedures are intended to address severe behaviors that would warrant long-term removal."***

[2] Va. Code § 22.1-276.2(B)(1) requires school boards to establish criteria for teachers to remove disruptive students from their classes. School boards may develop additional that complies with Virginia law.

Requirements for Incident Reports

Teachers must~~should~~ write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration ~~and provided to the student's parents~~ within **[INSERT TIMELINE HERE SUCH AS ONE SCHOOL DAY, 24 HOURS, ETC.]**~~24 hours~~ of the incident. ~~The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, attempts to request and encourage the parents to meet with the teacher or school administrators.~~

~~A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior.~~

Upon removal, the teacher must file a "Student Removal Form" **[INSERT DIVISION POLICY OR FORM ON STUDENT REMOVAL (VSBA SAMPLE FORM JFCA-E)]** with school administrators. The teacher will include any other documentation supporting the removal including~~, but not limited to, the previous two~~all incident reports.[3]

Procedures for Written Notification of Student and Parents

A c~~The teacher must provide c~~opy~~ies~~ of any incident reports and Student Removal Forms ~~to the~~ must be provided to the student and their ~~student's~~ parents. ~~and~~ The student and their parents ~~notify them of the~~must be notified of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice must be provided within **[INSERT TIMELINE SUCH AS ONE SCHOOL DAY OR 24 HOURS].**~~twenty-four hours of each incident.~~

The teacher must document, in writing, attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation are required for each incident report and student removal.[4]
~~The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, attempts to request and encourage the parents to meet with the teacher or school administrators.~~

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

[3] Va. Code § 22.1-276.2(B)(2) requires school boards to establish requirements for incident reports documenting disruptive behavior to school administrators and other documentation that supports removing a student from class. A school board may have their own requirements for the process that may be inserted this this section.
[4] Va. Code § 22.1-276.2(B)(3) requires school boards to establish procedures for the written notification to the student and their parents. A school board may insert additional criteria determined at a local level in this policy or implementing regulations.

Guidelines for Alternative Assignment and Instruction of Removed Students

The principal determines the appropriate placement of any student removed from class by a teacher. The principal may:

- assign the student to an alternative program;
- assign the student to another class;
- send the student to the principal's office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student;
- suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law; **or**
- return the student to class in accordance with the procedures below.[5]

Procedure for the Student's Return to Class

The principal must determine, after consultation with the teacher, the duration of the student's removal from class. The principal shall notify the teacher of the decision to return the student to class.

If the teacher disagrees with the principal's decision to return a student to the class:

- the teacher and principal will discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.
- the teacher, after meeting with the principal, may appeal the principal's decision to the Superintendent or Superintendent's designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the Superintendent or Superintendent's designee shall be final. The decision shall be made within **[INSERT TIMELINE SUCH AS 48 HOURS]** ~~forty-eight hours~~ of the teacher's appeal. During the appeal process, the student shall not be returned to class, and the principal will determine an appropriate placement for the student.[6]

[5] Va. Code § 22.1-276.2(B)(4) requires school boards to establish guidelines for the return of students to class. The options are not delineated by Virginia Code. A school board may determine its own list.
FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.

Once the decision has been made to return the student to class, the teacher and principal must develop a plan to address future disruptive behavior.

Other Provisions

The principal must ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities must be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management will be addressed in teacher evaluations pursuant to **[INSERT DIVISION POLICY ON EVALUATION OF PROFESSIONAL STAFF (VSBA SAMPLE POLICY GCN)].** Teachers with ~~-~~deficiencies in managing student behavior may be required to attend professional development training.

This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations, or laws for maintaining order in the classroom.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2

Cross Refs.:		
	GCN	Evaluation of Professional Staff
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCM	Student Cell Phone and Smart Device Possession and Use
	JGDA	Discipline of Students with Disabilities
	JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
	JGD/JGE	Student Suspension/Expulsion

[6] Va. Code § 22.1-276.2(B)(5) requires school boards to establish procedures for the return of students to class. The process described in this section is an example. School boards may develop their own procedure in this policy and direct the superintendent to detail the process in implementing regulations.

ADMINISTERING MEDICINES TO STUDENTS

Administration of Diabetes Medication

The **[BLANK]** School Board shall develop, amend as necessary, and implement a divisionwide plan for the care of students diagnosed with diabetes in accordance with Va. Code § 22.1-274.01:2~~22.1-274.01:2~~.[1]

The Superintendent, or Superintendent's designee, is responsible for drafting, coordinating, and recommending the divisionwide plan and any subsequent revisions thereto. The plan must be presented to the School Board for review and final board action. The Superintendent is responsible for the implementation and administration of the plan as established by the School Board.

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to:

- carry with them and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels;
- self-check their own blood glucose levels on school buses, on school property, and at school-sponsored activities; **and**
- carry and use a cell phone or smart device to monitor, address, or contact their parent, the school, or their health care provider regarding diabetes care and management needs or decisions.

A School Board employee, as defined in Va. Code § 22.1-274(E), who is a registered nurse, a licensed practical nurse, or when applicable, authorized pursuant to Va. Code § 54.1-3408(H)[2], who has been trained in the administration of insulin and glucagon, may assist a student who is diagnosed with diabetes with the insertion or reinsertion of the student's prescribed pump or any of its parts. Prescriber authorization and parental consent shall be obtained prior to any assistance. Nothing in this policy requires any employee to provide such assistance.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[1] Virginia HB 1301, signed into law on April 6, 2026, requires each school board to develop and implement the divisionwide plan to become effective beginning with the 2028–2029 school year.

[2] Virginia HB 1301~~, signed into law on April 6, 2026,~~ includes the following language: "Any school board employee that is authorized pursuant to subsection H of § 54.1-3408 and meets the requirements set forth in applicable law to provide certain diabetes-related care shall (i) be exempt from nursing practice requirements pursuant to subdivision A 9 of § 54.1-3001; (ii) not be considered to be engaging in the practice of medicine pursuant to subdivision A 26 of § 54.1-2901; and (iii) be immune from civil liability for ordinary negligence in acts or omissions resulting from the rendering of certain diabetes-related care pursuant to subdivision A 11 of § 8.01-225. Nothing in this section shall be construed to alter or limit the protections provided to school board employees under subsection D of § 22.1-274." This language may be incorporated in the policy or division regulations but is not needed as the provision is clearly stated in statute.

The divisionwide plan for the care of students with diabetes may establish reasonable restrictions or parameters on the implementation of diabetes-related care by School Board employees, in conjunction with a student's provider, for the purpose of ensuring effective, efficient, and safe administration and operation of schools and school personnel in accordance with Va. Code § 22.1-274.01:1(C).

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both,

may be limited or revoked after appropriate school personnel consult with the student's parents.

Seizure Rescue Medications (Optional)[3]

Secondary school students with a diagnosis of a condition causing seizures are permitted to possess seizure rescue medications during the school day, at school-sponsored activities, or while on a school bus or other school property if (i) the student's parent has submitted a seizure management and action plan in accordance with Va. Code § 22.1-274.6 that includes written consent of the parent and written approval of the student's primary care provider for such self-possession and (ii) the school nurse has been notified of such self-possession.

Pursuant to a written order or standing protocol by the prescriber within the course of his professional practice and with the consent of the student's parent as defined in Va. Code § 22.1-1, an employee of the School Board, local governing body, or local health department who is trained in the administration of seizure rescue medications may be authorized to administer seizure rescue medications to a student with a diagnosis of a condition causing seizures, when the student is believed to be experiencing or about to experience a seizure, and a licensed nurse, an advanced practice registered nurse, a physician, or a physician assistant is not capable of reaching the student within the amount of time necessary to effectively perform the administration of the medication.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

Albuterol Inhalers

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, licensed athletic trainer under contract with the school division, employee of the School Board, employee of a local

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[3] Pursuant to Va. Code § 22.1-274.2(H) the School Board may, but is not required to, adopt and implement policies for either or both of the paragraphs in this Seizure Rescue Medications section.

- If the school board wishes to adopt one or both of these paragraphs, the word "(Optional)" should be removed from the final policy.
- If the school board chooses not to adopt a policy on seizure rescue medications, then it should remove these paragraphs from its final policy.

appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

Opioid Antagonists

A dosage of opioid antagonist may be administered by a school nurse or trained and certified employee to any student who is believed to be experiencing or about to experience a life-threatening opioid overdose in accordance with **[INSERT DIVISION POLICY ON OPIOID ANTAGONISTS (VSBA SAMPLE POLICY EBBC)]** and any related regulations and applicable laws.

Regulations

The Superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation, and disposal of medication.

Adopted:

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Legal Refs.: Code of Virginia, as amended, §§ 8.01-225, 22.1-1, 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.01:2, 22.1-274.2, 22.1-274.6, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Cross Refs.:	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	EBBC	Opioid Antagonists
	GCPD	Professional Staff Discipline
	JFCM	Student Cell Phone and Smart Device Possession and Use
	JHCE	Recommendation of Medication by School Personnel
	JO	Student Records
	KGD	Notification of School-Connected Student Overdose

STUDENT EDUCATION RECORDS

There is no redline for this sample policy. VSBA significantly revised sample policy JO. Due to the significant changes, a redline version would not be helpful.

Please contact Policy Services with any questions.

STUDENT EDUCATION RECORDS

Purpose

The **[BLANK]** School Board is committed to protecting the privacy and confidentiality of student education records in accordance with applicable federal and state law, while ensuring that such records are collected, maintained, used, retained, disclosed, and destroyed only as authorized or required by law for education, administrative, or other lawful purposes.

Policy Statement

The School Board directs that student education records be accurately and lawfully maintained for each student enrolled in the division.

The School Board complies with the Family Educational Rights and Privacy Act (FERPA), the Virginia Freedom of Information Act (VFOIA), the Code of Virginia, as amended, and all other applicable laws governing the privacy, collection, maintenance, use, retention, disclosure, and destruction of student records.

School division personnel shall use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party requesting access to personally identifiable information contained in education records.[1] Personally identifiable information will not be disclosed except as explicitly authorized by law or with the written consent of the parent or eligible student.

Nothing in this policy or any implementing regulation should be construed by employees as limiting their ability or responsibility to report child abuse or neglect cases, as required by law and **[BLANK]** School Division Policy **[INSERT SCHOOL BOARD POLICY ON CHILD ABUSE AND NEGLECT REPORTING (VSBA SAMPLE POLICY GAE).]**[2]

Definitions

For the purposes of this policy, the following definitions apply:

"Directory Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include, for example, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[1] 34 CFR 99.31 "Under what conditions is prior consent not required to disclose information?"
[2] Va. Code § 63.2-1509 "Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report."

officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended. Directory information may not include the student's social security number.[3]

"Eligible Student" means a student who has reached 18 years of age or attends a postsecondary institution.[4]

"Parent" means a parent of a student and includes a natural parent, a guardian, or other person authorized by law to act on behalf of the student in the absence of a parent or guardian.[5]

"Education Records" or "Scholastic Records" is a term used to describe a record that is both directly related to a student and maintained by the school division or a party acting for the school division, as defined by FERPA, VFOIA, and the Code of Virginia.[6] The term does not include:

- Records of instructional, supervisory, administrative, and ancillary educational personnel that are kept in the sole possession of the maker of the record and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

- Records of the school division's law enforcement unit, including those records, files, documents, and other materials that are—

    - (i) Created by the law enforcement unit;
    - (ii) Created for a law enforcement purpose; and
    - (iii) Maintained by the law enforcement unit.

- Personnel records relating to an individual who is employed by the school division, that:
    - (i) Are made and maintained in the normal course of business;
    - (ii) Relate exclusively to the individual in that individual's capacity as an employee; and
    - (iii) Are not available for use for any other purpose.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[3] 20 U.S.C. § 1232g "Family educational and privacy rights"; 34 CFR 99.3 "What definitions apply to these regulations?"
[4] 20 U.S.C. § 1232g "Family educational and privacy rights"; 34 CFR 99.3 "What definitions apply to these regulations?"
[5] 20 U.S.C. § 1232g "Family educational and privacy rights"; 34 CFR 99.3 "What definitions apply to these regulations?"
[6] 20 U.S.C. § 1232g "Family educational and privacy rights"; 34 CFR 99.3 "What definitions apply to these regulations?"; Va. Code § 22.1-287 "Limitations on access to records."

- Records created or received by the school division after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student.
- Grades on peer-graded papers before they are collected and recorded by a teacher.

Notice of Parent and Eligible Student Rights

The Superintendent shall ensure that parents and eligible students are provided annual notice of their rights under FERPA and Virginia law including the right to:

- Inspect and review the student's education records and notice of procedures for exercising those rights;
- Request amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights and notice of the procedure for exercising this right;
- Provide written consent before the disclosure of personal identifiable information except where disclosure without consent is authorized by law;
- Opt out of the disclosure of directory information designated by the school division and notice of the procedure for exercising this right; and
- File a complaint with the Student Privacy Policy Office of the United States Department of Education concerning an alleged failure to comply with FERPA.[7]
- **[OPTIONAL: THE SCHOOL BOARD MAY LIST ADDITIONAL RIGHTS AND/OR INFORMATION THAT THEY CHOSE TO INCLUDE IN THE ANNUAL NOTICE]**

Maintenance of Student Records

The school division will comply with the Records Retention and Disposition Schedule of the Library of Virginia and other applicable state and federal law.

Maintenance of Special Education Records

The Superintendent must ensure that electronic communications via emails or facsimiles regarding any matter associated with the student, including matters related to IEP meetings, disciplinary actions, or service delivery, is part of the student's educational record.[8]

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[7] 34 CFR 99.7 "What must an educational agency or institution include in its annual notification?"
[8] 8 VAC 20-81-170(E)(11)(b) "Safeguards."

The Superintendent must also ensure the parents of students with disabilities and eligible students with disabilities are notified that after a child with a disability graduates, ages out of, or otherwise leaves any public school, the school retains the special education records of the child for at least seven years in accordance with Virginia law. The notification shall include information on how parents or eligible students may obtain such records during the retention period.[9]

Maintenance of Notices of Adjudication of Delinquency or Conviction

Every notice of adjudication of delinquency or conviction received by the Superintendent in accordance with applicable law, including any information contained in such notice, which is not a disciplinary record as defined in Virginia Department of Education regulations, shall be maintained separately from all other records concerning the student. A notice of adjudication or conviction relating to an incident that did not occur on school property or at a school-sponsored activity is not an education record. However, if disciplinary action is taken against a student based upon the information provided in such notice, then the notice shall become a part of the student's disciplinary record.[10]

[SCHOOL BOARDS MAY INSERT ANY OTHER REQUIREMENTS HERE OR INCLUDE THE ADMINISTRATIVE DETAILS IN IMPLEMENTING REGULATIONS].

Access to Student Education Records by Parents and Eligible Students

Inspection and Review

Parents and eligible students have the right to inspect and review their student education records. Requests to inspect and review student records shall be processed in accordance with FERPA, VFOIA, the Individuals with Disabilities Education Act ("IDEA"), other applicable law, and division procedures.[11]

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[9] Va. Code § 22.1-289 "Transfer and management of scholastic records; disclosure of information in court notices; penalty."
[10] Va. Code § 22.1-288.2; § 16.1-305.1.
[11] **Note:** The Virginia FOIA Council recently opined in Advisory Opinion AO-05-26 that requests for student education records submitted by parents, eligible students, or former students for their own records should be processed in a manner that complies with both Virginia FOIA and FERPA. The opinion also concluded that no fees may be charged for access to scholastic records under Va. Code § 2.2-3704. The interaction between VFOIA and FERPA remains an evolving area of law. It is recommended that school divisions consult with their legal counsel when developing or reviewing procedures for processing requests for student education records.

The Superintendent or Superintendent's designee shall establish procedures for inspection and review to ensure compliance with timelines established by statute.[12]

When a record contains information on more than one student, the parent may inspect and review, or be informed of, only the specific information about his or her own child, unless the information about the other student or students cannot be segregated and redacted without destroying its meaning. If it is possible for the school division to redact the personally identifiable information of the other student(s), then the school division will redact such information about other students before permitting inspection and review of the student record.[13] **[SCHOOL BOARDS MAY INSERT ANY OTHER REQUIREMENTS HERE OR INCLUDE THE ADMINISTRATIVE DETAILS IN IMPLEMENTING REGULATIONS].**

Copies of Education Records

The school division provides copies of student education records to parents and eligible students as required by law.

[SCHOOL BOARDS MAY INSERT ANY OTHER REQUIREMENTS HERE OR INCLUDE THE ADMINISTRATIVE DETAILS IN IMPLEMENTING REGULATIONS].

Fees

Consistent with Virginia law, the school division does not charge fees to parents or eligible students for the inspection and review of education records or for copies of education records.[14] The school division may charge fees to parents and eligible students for copies of public records that do not constitute education records. Fees for copies are charged in accordance with state and federal laws and regulations, including the VFOIA and FERPA.

Information Regarding Education Records

Upon request, the school division shall provide parents and eligible students information sufficient to identify the types and locations of education records maintained by the school division.[15]

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[12] See previous footnote.
[13] 20 U.S.C. § 1232g "Family educational and privacy rights."
[14] Va. Code § 2.2-3704(F) does not permit reasonable charges in cases of inspection of records under FERPA and such requests for scholastic records by a parent or eligible student.

Disclosure of Education Records to Third Parties

Student records may only be disclosed without consent as permitted by FERPA, VFOIA, the Code of Virginia, or other applicable law.[16] This may include disclosure to school officials who have a legitimate educational interest, other educational institutions, governmental agencies, health and emergency services, pursuant to court order or subpoenas, and other recipients as authorized by law.

Legitimate Educational Interest

Only school officials with a legitimate educational interest or who are otherwise authorized by law shall have access to student education records. The School Board directs that each employee who is authorized to access student records shall be informed of this policy and any implementing regulations. All employees shall strictly adhere to legal and procedural requirements.

[SCHOOL BOARDS MAY FURTHER DEFINE THE TERMS "SCHOOL OFFICIAL" AND "LEGITIMATE EDUCATIONAL INTEREST" IN IMPLEMENTING REGULATIONS].

Other Educational Institutions

The school division may disclose an education record of a student in attendance to another educational agency or institution if:

(1) The student is enrolled in or receives services from the other agency or institution; and

(2) One of the following conditions applies:
(i) The disclosure is initiated by the parent or eligible student; or
(ii) The school division included notice in its annual FERPA notification that it forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; or
(iii) The school division has made a reasonable attempt to notify the parent or eligible student at the last known address of the parent or eligible student.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[16] 34 CFR § 99.31(a)(1)(i)(A) "Under what conditions is prior consent not required to disclose information?"

Military Recruiters and Federal Agencies

Upon request by a military recruiter, the school division must provide access to secondary school students' names, addresses, and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address, and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request.[17]

No member or employee of the School Board will transmit personally identifiable information, as that term is defined in FERPA and related regulations, from a student's record to a federal government agency or an authorized representative of such agency except as required by federal law or regulation, including but not limited to regulations permitting access by the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education in connection with an audit or evaluation of federal education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.[18]

Directory Information

The school division may designate certain student information as directory information, as permitted by FERPA[19] and the Virginia Code.[20] Parents and eligible students shall receive annual notice identifying the designated directory information, the purposes for which it may be disclosed, and the period of time to notify the division, in writing, that the parent or eligible student does not want any or all of those types of information designated as directory information.[21]

Except as required by law, division employees do not disclose the address, telephone number, or email address of a student unless (a) the disclosure is to students enrolled in the school or to school board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[17] 20 USC 7908 "Armed Forces recruiter access to students and student recruiting information"; Va. Code § 2.2-3804 "Military recruiters to have access to student information, school buildings, etc."
[18] Va. Code § 22.1-287.01 "Student information; release to federal government agencies."
[19] 34 CFR 99.31 "Under what conditions is prior consent not required to disclose information?"; 34 CFR 99.37 "What conditions apply to disclosing directory information?"
[20] Va. Code § 22.1-287 is the Virginia student confidentiality statute that allows disclosures consistent with federal law.
[21] The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

accordance with Virginia law and this policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

Parents and eligible students may not use the right to opt out of directory information disclosures to (1) prevent disclosure of the student's name, identifier or institutional email address in a class in which the student is enrolled; or (2) prevent an educational agency or institution from requiring the student to wear, to display publicly or to disclose a student ID card or badge that exhibits information designated as directory information and that has been properly designated as directory information.

No employee shall disclose the address, telephone number, or email address of a student pursuant to the VFOIA unless the parent or eligible student affirmatively consents, in writing, to such disclosure.

No employee shall disclose the address, telephone number, or email address of a student pursuant to FERPA unless (a) the disclosure is to students enrolled in the school or to School Board employees for educational purposes or school business and the parent or eligible student has not opted out of such disclosure in accordance with this subsection and school board policy or (b) the parent or eligible student has affirmatively consented in writing to such disclosure.

[SCHOOL BOARDS MAY INSERT THE DESIGNATION OF DIRECTORY INFORMATION HERE AND THE ADMINISTRATIVE DETAILS IN IMPLEMENTING REGULATIONS]

Health and Safety

The school division may disclose personally identifiable information from an education record to appropriate parties if knowledge of the information is necessary to protect the health or safety of the student or other individuals from an articulable and significant threat.

Subpoena or Court Order

The school division will disclose education records to comply with a judicial order or lawfully issued subpoena after making a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with—

(i) A Federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;

(ii) Any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or

(iii) An *ex parte* court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 U.S.C. 2332b(g)(5)(B) or an act of domestic or international terrorism as defined in 18 U.S.C. 2331.

Disclosure of Information Relating to Home Instructed Students

Neither the Superintendent nor the School Board shall disclose to the Department of Education or any other person or entity outside of the local school division information that is provided by a parent or student to satisfy the requirements of **[INSERT SCHOOL BOARD POLICY ON HOME INSTRUCTION (VSBA SAMPLE POLICY LBD)]** or Virginia Code § 22.1-254(B)(1). However, the Superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by such consent. Nothing in this policy prohibits the Superintendent from notifying the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.[22]

Unauthorized Disclosure of Electronic Records

In cases in which electronic records containing personal identifiable information are reasonably believed to have been disclosed in violation of federal or state law applicable to such information, the school division shall notify, as soon as practicable, the parent of any student affected by such disclosure, except as otherwise provided in Virginia Code §§ 32.1-127.1:05 or 18.2-186.6. Such notification shall include the (i) date, estimated date, or date range of the disclosure; (ii) type of information that was or is reasonably believed to have been disclosed; and (iii) remedial measures taken or planned in response to the disclosure.[23]

Record of Disclosure

The school division shall maintain a record, kept with the education records of each student, indicating each request for access and disclosure (except school officials who have a legitimate educational interest in the records). The record will indicate specifically the legitimate interest the party had in obtaining the information. The record of access will be available only to parents and school board employees who are

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[22] Va Code § 22.1-254.1(G) "Declaration of policy; requirements for home instruction of children."
[23] Va. Code § 22.1-287.02 "Students' personally identifiable information."

responsible for the custody of such records and to persons or organizations which audit the operation of the system.[24]

Protective Orders

Any school employee who receives notice that a circuit court, general district court, juvenile and domestic relations district court, or magistrate has issued a protective order for the protection of any child who is enrolled at the school, or any other order prohibiting contact with such a child, shall notify licensed instructional personnel and other school personnel who (i) provide direct educational or support services to the protected child or the child subject to the order, (ii) have a legitimate educational interest in such information, and (iii) are responsible for the direct supervision of the protected child or the child subject to the order that such order has been issued.[25]

Redaction of Foster Parent Address

Notwithstanding any other provision of law to the contrary, upon written request of a foster parent of an enrolled student, a school board employee shall redact the address of the foster parent prior to providing to the student's parent any record containing such address.[26]

Special Confidential Records

The School Division complies with the confidentiality requirements related to Human Immunodeficiency Virus (HIV) status,[27] substance abuse treatments,[28] mental health information, and any other records protected under federal and Virginia law.

Correction of Education Records

A parent or eligible student who believes the respective student record to be inaccurate or misleading may request the record to be corrected or amended. The Superintendent or Superintendent's designee will establish procedures for the correction of student records pursuant to FERPA and related regulations.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[24] 34 CFR 99.32 "What recordkeeping requirements exist concerning requests and disclosures?"
[25] Va Code § 22.1-279.3:2 "Public elementary and secondary school students; protective orders; notification."

Student education records that are required to reflect a student's name or other legal identifying information shall only be amended upon receipt of proper and sufficient documentation under applicable law.

Implementation

The Superintendent or Superintendent's designee is responsible for establishing administrative procedures for implementing this policy, including:

- Record maintenance and security;
- Access to records;
- Disclosure of records;
- Notices to parents and eligible students;
- Directory information;
- Transfer of records;
- Retention of records;
- Correction of records;
- Destruction of records;
- Fees, if any, permitted by law for copies of records;
- Employee training regarding confidentiality of personally identifiable information.[29]

The Superintendent or Superintendent's designee also provides for notification of all school division personnel of policy and procedures for management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Adopted:

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Legal Refs.: 18 U.S.C. §§ 2331, 2332b.
20 U.S.C. §§ 1232g, 7908.
42 U.S.C. § 290dd-2.

34 C.F.R. 99.3, 99.4, 99.5, 99.7, 99.10, 99.11, 99.12, 99.20, 99.21, 99.22, 99.31, 99.32, 99.33, 99.34, 99.35, 99.36, 99.37, 300.617.

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[29] The Superintendent may also designate a custodian(s) of student records responsible for records maintenance personnel and the collection, security, use, disclosure, periodic evaluation, transfer, and destruction of scholastic records.

Code of Virginia, 1950, as amended, §§ 2.2-3704, 2.2-3705.4, 2.2-3804, 2.2-515.2, 16.1-260, 16.1-305.1, 16.1-305.2, 22.1-4.1, 22.1-23.3, 22.1-254.1, 22.1-279.3:2, 22.1-287, 22.1-287.01, 22.1-287.02, 22.1-287.1, 22.1-288, 22.1-288.1, 22.1-288.2, 22.1-288.3, 22.1-289, 23.1-405, 32.1-36.1, 64.2-2003.

8 VAC 20-81-170.

Cross Refs.:	IGBA	Programs for Students with Disabilities
	IJ	Guidance and Counseling Program
	JC	School Attendance Areas
	JEC	School Admission
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JFC	Student Conduct
	JGDA	Disciplining Students with Disabilities
	JGD/JGE	Student Suspension/Expulsion
	JHCB	Student Immunizations
	JHCD	Administering Medicines to Students
	JOA	Student Transcripts
	JOD (Optional)	Release of Student Data/Records
	JRCA	School Service Providers' Use of Student Personal Information
	KBA	Requests for Public Records
	KBA-R	Requests for Public Records
	KBA-E	Rights & Responsibilities
	KBC	Media Relations
	KGD	Notification of School-Connected Student Overdose
	KNB	Reports of Missing Children
	KP	Parental Rights and Responsibilities
	LBD	Home Instruction
	LEB	Advanced/Alternative Courses for Credit

STUDENT TRANSCRIPTS

Generally

Secondary school transcripts contain required information as specified by the Virginia Board of Education.[1]

Test Record

The ~~s~~Superintendent is responsible for establishing a procedure by which parents, guardians or others with legal control of a student can elect in writing to have the student's test record excluded from the student transcript. The test record includes at least the highest score earned, if applicable, on college performance-related standardized tests such as SAT and ACT, excluding Standards of Learning (SOL) test scores.

High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The ~~s~~Superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 22.1-23.3, 22.1-253.13:3.

8 VAC 20-1324-90.

8 VAC 20-160-30.

Commented [SF1]: Updated LR

Cross Refs.: JO ~~———~~Student Records

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM FINAL POLICY.

[1] 8 VAC 20-160-30 "Format options."

RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student or eligible student enrolled in **[BLANK]** School Division may authorize the release of their student's data/records to any individual or Agency upon completion and execution of the Board's adopted standardized consent form ~~,~~ **[MAY INSERT NAME OF SCHOOL BOARD'S FORM (VSBA SAMPLE FORM JOD-F ~~)~~]** ~~"~~***Consent Form Authorizing Release of Student Data/Records***~~"~~**]** ~~-~~accompanying this policy.

This form must be used by Community Policy and Management Teams, and the Departments of Health, Social Services, Juvenile Justice, and Behavioral Health and Development Services. This form may be used by other teams, departments and services.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3.

Cross Ref.: JO ~~———~~Student Records

CONSENT FORM AUTHORIZING RELEASE OF STUDENT DATA/RECORDS

Student Name: _____ Date of Birth _____

Name of School_____ School ID # _____

Student Address _____

Home Telephone #: _____

Parent/Legal Guardian (1) Mobile Telephone # _____

Parent/Legal Guardian (2) Mobile Telephone # _____

I authorize the **[BLANK]** School Division to release to the individual or Agency identified below identifying educational/medical data and records (the "Records") of the student listed above. I understand that in addition to educational records and data, such Records may also contain health information pertaining to diagnosis and treatments, immunization records, suspensions/office referral data, attendance data, referrals to student service teams, as well as written communications with school staff related to mental health interventions.

Time Period During Which Release of Student/Data is Authorized:

From: Date this form is signed below.

Until: _____

To Authorized Individual or Agency:

Name and Title: _____

Agency Name (if applicable): _____

Address (1): _____

Address (2): _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Signature of Parent/Guardian: _____

Name of Parent/Guardian: _____

Relationship to Student: _____

Date: _____

Witness: _____

EXTRACURRICULAR ACTIVITY NOTIFICATIONS

School board employees and school volunteers are prohibited from using a social media platform as the sole means of communication with students for the facilitation of school-related extracurricular activities. Nothing in this section shall be construed to prohibit the use of school division-approved communication or messaging applications.

The Superintendent may provide a written exception to this prohibition when such use is required to meet an objective that cannot be reasonably achieved without such use. The Superintendent must provide clear, written instructions on such use and may revoke such exception at any time.

Adopted:

_____

_____

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-79.3:2.[1]

Cross Ref.: KP Parental Rights and Responsibilities

FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[1] During the 2026 legislative session, two separate bills, SB817 and SB245, added a provision numbered 22.1-79.3:2 to the Virginia Code. Once the final code numbering is applied and the conflict resolved, VSBA will update this policy with the correct code provision.

SERVICE ANIMALS IN PUBLIC SCHOOLS

Service Animals

An individual with a disability is permitted to be accompanied by the individual's service animal on school property when required by law, subject to the conditions of this policy.

A "service animal" means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the individual's disability.

A "three-unit service dog team" consists of a trained service dog, a person with a disability, and a person who is an adult and who has been trained to handle the service dog, which can include the parent of such person with a disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person's disability and may not require documentary proof of certification or licensing as a service animal.

Requirements That Must be Satisfied Before a Service Animal Will be Allowed on School Property

- Vaccination: The service animal must be vaccinated as required by law.

- Health: The service animal must be in good health.

- Control: A service animal must be under the control of its handler at all times. ~~The service animal must have a harness, backpack or vest identifying the dog as a trained service dog, a leash (blaze orange in color) for hearing dogs, a harness for guide dogs, or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.~~[1]

FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

Service Dogs in Training

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc.[2] A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as annual written requests, and supervision, care and damages, also apply to dogs in training.

Miniature Horses

The school division will make reasonable modifications in policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in

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[1] This language is being removed because it violates the Americans with Disabilities Act (ADA) (28 CFR § 36.302). The ADA does not require service animals to wear a vest, ID tag, or specific harness. The requirements listed in Virginia Code § 51.5-44 ~~thus violate~~are in contradiction with the ADA. Because federal law preempts state law, school boards should follow the requirements of the ADA, not Va. Code § 51.5-44 as relates to the requirements.
FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

[2] Service dogs in training are not covered by the ADA and so it is permissible to require service dogs in training to wear vests or other identifying markers.

policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division considers the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, also apply to miniature horses.

Extra Charges

The owner or handler of a service animal is not required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

Supervision and Care of Service Animals

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

Damages to School Property and Injuries

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

Removal of Service Animals From School Property

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; **or**
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

Denial of Access and Grievance

If a school official denies a request for access of a service animal or a dog in training, the individual with a disability or parent or guardian can file a written grievance with the division's Section 504 Coordinator.

Adopted:

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Legal Refs.: 28 C.F.R. 35.104, 35.136

Code of Virginia, 1950, as amended, §§ 3.2-6521, 51.5-44.

Cross Refs.:	DJG	Vendor Relations
	GB	Equal Employment Opportunity/Nondiscrimination
	JB	Equal Educational Opportunities/Nondiscrimination
	JBA	Section 504 Nondiscrimination Policy and Grievance Procedures
	JFHA/GBA	Prohibition Against Harassment and Retaliation
	KK	School Visitors
	KGB	Public Conduct on School Property
	KN	Sex Offender Registry Notification

PARENTAL RIGHTS AND RESPONSIBILITIES

The **[BLANK]** 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 **[BLANK]** School Board is committed to partnering with parents to promote student success and respecting parental rights in accordance with applicable state and federal laws.

Parental Rights

All staff members will respect the rights of all parents and legal guardians. The School Board recognizes the following rights of both custodial and noncustodial parents unless a law, legally binding document, or court order provides otherwise:

- Inspect and review their child's education records, in accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable Virginia law;
- Inspect instructional materials used as part of their child's curriculum;
- Visit the school in accordance with School Board policies governing visitors and school safety to include **[INSERT DIVISION POLICY ON SCHOOL VISITORS (VSBA SAMPLE POLICY KK)** and **[INSERT DIVISION POLICY ON SEX OFFENDER REGISTRY INFORMATION (VSBA SAMPLE POLICY KN)]**;
- 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;
- Participate in conferences, Individualized Education Program (IEP) meetings, 504 plan meetings, and other processes affecting their child's education as required by law;
- 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;
- 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;

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- For students in middle and high school, receive notification by email or SMS text message in accordance with Virginia Code § 22.1-79.3:32[1] of course registration deadlines and the process for requesting changes to the student's course selection;[2]
- Exercise legally required opt-out rights and receive advance notice and inspect materials for certain curricula;
- Inspect surveys or questionnaires administered to their child and exercise applicable opt-out rights;

Parent Responsibilities

The custodial parent has the responsibility to:

- Provide accurate and up-to-date contact, medical, and emergency contact information and information on how the parent may be contacted at all times;
- Provide the current address and phone number of the noncustodial parent at registration unless such address is unknown and the custodial parent signs a statement to that effect, or unless a court order restricts the educational or contact rights of the noncustodial parent;
- Provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent; **and**
- Ensure their child attends school in compliance with compulsory attendance laws.

The noncustodial parent has the responsibility to:

- Keep the school informed of changes in the parent's phone number and address. At the request of a noncustodial parent, they may be included as an emergency contact for the student's activities unless a court order provides otherwise.

Adopted:

~~**FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.**~~

~~[1] During the 2026 legislative session, two separate bills, SB817 and SB245, added a provision numbered 22.1-79.3:2 to the Virginia Code. Once the final code numbering is applied and the conflict resolved, VSBA will update this policy with the correct code provision.~~

~~**FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.**~~
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[2] This provision is required to be implemented for the 2026 – 2027 school year.

Legal Refs.: 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)-,1232h (Protection of Pupil Rights Amendment).

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, 22.1-79.3:32, 22.1-207.1, 22.1-254, 22.1-272.1, 22.1-272.1:1, 22.1-287.

Cross Refs.:

IAA	Notification of Learning Objectives
IGBA	Programs for Students with Disabilities
IGAH	Family Life Education (optional)
IIA	Instructional Materials
JOB	Administration of Surveys and Questionnaires
JED	Student Absences/Excuses/Dismissals
JHH	Suicide Prevention
JO	Student Records
KGD	Notification of School-Connected Student Overdose