TAZEWELL COUNTY SCHOOL BOARD MEETING

Tazewell County Career and Technical Center – Student Center

October 12, 2026

Closed Session, 5:00 p.m. - Regular Session, 6:30 p.m.

AGENDA

I. **Call to Order,** *Erik Robinson, School Board Chair*

II. **Unscheduled Agenda Items**

III. **Approval of Agenda**

IV. **Closed Session, 5:00 p.m.**

A. Personnel, Section 2.2-3711 (A1)
B. Contracts, Section 2.2-3711 (A29)
C. Legal, Section 2.2-3711 (A7)
D. Property, Section 2.2-3711 (A3)
E. Students, Section 2.2-3711 (A2)

Regular Session, 6:30 p.m.

V. **Certification from Closed Session**

VI. **Moment of Silence**

VII. **Pledge of Allegiance**

VIII. **Consent Agenda**

A. Minutes of prior School Board meetings (ACTION) *September 14, 2026*
B. Monthly Claims – Accounts Payable (ACTION)
C. Personnel Recommendations from Closed Session – School Board Approval of Appointments, Long-term Substitutes, Resignations, Retirements, Transfers, and Reassignments (ACTION)

IX. **Approval of Student Disciplinary Committee Meeting Minutes**

A. September 14, 2026 - Breeding, Culbertson, Mullins (ACTION)

X. **Recognitions and Instructional Focus**

A. VSBA Academy Awards, *Dr. Chris Stacy, Division Superintendent*
B. TCCTC Recognitions, *Lee Salyers, Director of Career and Technical/Principal of TCCTC and Nathan Cline, Principal, Tazewell High School*
   - Carpentry Students - Tazewell High School Stadium Bleacher Repairs
   - Masonry Students - First Place at the State Fair
C. October - National Principal Month, *Dr. Thomas Brewster, Deputy Superintendent*
D. VSBA Bullying Prevention Month and Adoption of a Bullying Prevention Proclamation, *Dr. Thomas Brewster, Deputy Superintendent* (ACTION)
E. Month of October Recognitions, *Dr. Thomas Brewster, Deputy Superintendent*

   Character Counts Week - Domestic Violence Awareness Month - National School Lunch Week - National School Bus Safety Week - Read Aloud to a Child Week - Red Ribbon Week - Virginia Farm to School Week

XI. **Hearing of Citizens**

XII. **Hearing of Employees**

XIII. **Public Hearing on Interim Appointment to the School Board representing the Northwestern District Position**, 7:15 p.m.
Applicant - Freddie Elswick, Richlands, VA

XIV. **Unfinished Business**

A. Update on Tazewell High School Construction Renovation, *Pam Young, Project Manager, Thompson & Litton*
B. VSBA July 2026 Policy Updates, second read, *Dr. Chris Stacy, Division Superintendent* (ACTION)

XV. **New Business**

A. Division Superintendent's Contract, *Erik Robinson, School Board Chair* (ACTION)
B. Ratification of Poll Vote, *Erik Robinson, School Board Chair* (ACTION)
C. Approval of the Planning Calendar for the 2027-2028 Budget; Appointment of Two Board members to Serve on the 2027-2028 Budget Planning Committee; and Community Input for the 2027-2028 Budget, *Gary Matney, Director of Budget and Finance* (ACTION)

XVI. **Superintendent's Report**

A. Virtual Academy Update, *Dr. Chad Brown, Supervisor of Truancy/Distance Learning*
B. Local Determinations, *Melinda Smith, Director of Special Services*
C. Testing Update, *Chandra Ashby, Director of Testing*
D. Superintendent's Update, *Dr. Chris Stacy, Division Superintendent*

XVII. **Board Member Comments**

XVIII. **Closed Session, 5:00 p.m.**

A. Personnel, Section 2.2-3711 (A1) for the purpose of interviewing the applicant for the Interim Appointment to the School Board representing the Northwestern District Position

XIX. **Certification from Closed Session**

XX. **Adjourn/Recess**

ENROLLMENT

This is a draft copy of the September 14, 2026 minutes and is subject to amendment. Minutes do not become official until approved by the School Board.

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 September 14, 2026 at 5:00 p.m.

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

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

Unscheduled Agenda Items

None

Approval of Agenda

Vice-Chair Mullins made a motion to approve the agenda as presented. Mrs. Culbertson seconded the motion, and the Board unanimously approved.

Closed Session

Pursuant to section 2.2-3711 of the Code of Virginia, a motion was made by Vice-Chair Mullins, seconded by Mr. Breeding 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 6:38 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. Mrs. Culbertson seconded the motion, and the Board unanimously approved.

Vice-Chair Mullins made a motion to approve the minutes from the August 10, 2026 Student Disciplinary Committee meeting. Mr. Breeding seconded the motion, and the Board unanimously approved.

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

Recognitions and Instructional Focus

A. Update from Kindergarten Camp, *Melanie Lashinsky, Director of Elementary Education/Title I*

Ms. Lashinsky shared a presentation of pictures from the recent Kindergarten Camp and Pre-K Camp. She told Board members that students had a great time learning about the layout of the school buildings and the rules and expectations for the school year.

B. SOL Score Updates, *Chandra Ashby, Director of Testing* (SEE ATTACHED)

Mrs. Ashby shared the attached presentation showing Board members the upcoming Virginia SOL scoring changes and the four-year phase-in Proficiency Implementation Plan.

C. CTE Annual Performance Plan, *Lee Salyers, TCCTC Principal/CTE Director* (SEE ATTACHED)

Mr. Salyers shared the attached information with School Board members regarding the CTE Annual Performance Plan.

D. Recognition of Food Service/Maintenance Staff Members for Tazewell High School Breakfast and Lunch Program, *Jerry Smith, Supervisor of Food Services/Textbooks*

Mr. Smith expressed appreciation to Tazewell High School Food Service Department staff members and to the Maintenance Department staff members for going above and beyond to make sure students received breakfast and lunch meals during the ongoing construction work at Tazewell High School. He told Board members this was the most monumental team work he had witnessed in his 33 years of employment. Mr. Smith introduced all of the staff members in attendance, and the Board thanked them for their service.

Hearing of Citizens

Christopher Witt, school bus driver for Tazewell County Public Schools, told School Board members he understood there had been a lot of allegations about his bus (#48). He stated he was on the bus the day Mr. Wynn was driving the bus and advised the allegations were false and never happened. Mr. Witt said the allegations of terrorist attacks that Mr. Wynn was spreading around town were defamation of his character as well as the character of Dr. Stacy, Ms. Keene and the students. He shared that parents of two students would no longer let the students ride bus #48 because of the allegations. Mr. Witt asked Board members to disregard the allegations because the terrorist attacks never happened. He advised if anything would have happened, he would have handled it.

Hearing of Employees

None

Scheduled Delegation

A. Transportation Concern, *Matthew Wynn*

Matthew Wynn of Tazewell, Virginia spoke to the Board again about his experience as a bus driver on March 16, 2026. He indicated students attacked the bus by spraying aerosol cans inside the bus. Mr. Wynn said he spoke about the incident with Marcella Keene, Glayde Brown and Dr. Stacy. He indicated he had recordings of Ms. Keene admitting the attack happened and recordings of Mr. Brown and Dr. Stacy saying under no circumstances would anyone ever question the students. Mr. Wynn told Board members Lt. Hieatt told him he would investigate the matter, but did not want Mr. Wynn's evidence. Mr. Wynn advised that Lt. Hieatt and another officer both told him they could not question the students or the employees without the School Board's permission. Mr. Wynn stated the cover up of this incident had been much worse than the actual incident.

As Mr. Wynn continued, School Board member David Woodard called for a point of order. Chair Robinson called on Mr. Woodard as Mr. Wynn stated his three minutes were not up yet. Mr. Woodard said policy BDDH gave citizens the right to schedule a delegation before the School Board; however, it did not give citizens the right to come month after month to make the same claims over and over. Mr. Woodard asked Lt. Hieatt if this incident had been investigated by the Sheriff's office, and Lt. Hieatt stated he watched the video, spoke to a witness and found the allegations were unfounded. Mr. Wynn tried to question if the one witness was an employee or one of the children. Chair Robinson told Mr. Wynn the Board appreciated him coming, but this was his third time speaking about the same matter. Mr. Wynn indicated he would keep coming. He told Chair Robinson the School Board had interrupted him and again said his three minutes were not finished. Chair Robinson thanked him again for being there and told him he was out of order. Mr. Wynn told the Board they were participating in the cover up and finding him out of order, because they did not want to hear what he had to say.

After the verbal altercation, David Woodard made a motion that the speaker be removed from the premises. Vice-Chair Mullins seconded the motion, and the Board unanimously approved.

Mr. Wynn continued to say he was still entitled to his full three minutes under freedom of speech and his rights were being violated. Lt. Hieatt tried to remove Mr. Wynn from the meeting, and Mr. Wynn told him he would have to arrest him. As Lt. Hieatt tried again to remove him from the premises, Mr. Wynn told Lt. Hieatt he wanted cuffs. As they walked out of the building, Mr. Wynn yelled several times for someone to come be a witness and stated he was afraid he was going to be beaten.

Unfinished Business

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

Ms. Young shared an update on the Tazewell High School gymnasium wall repair. She advised she spoke with the Superintendent with Building Specialists earlier in the day and was advised the kitchen had been cleaned. Southern Air was due to be in the building Tuesday to reinstall the dishwasher, and they would be ready to hand the kitchen and cafeteria back over to the school on Wednesday, October 16, 2026. She expressed appreciation to the whole team and to Mr. Eugene Parkhurst for always being there every time he was called. Ms. Young indicated the bathroom project would begin around October 5, 2026 with a crew starting at both Richlands High School and Graham High School. Crews would be working simultaneously at the schools.

New Business

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

This item was moved to the October 2026 School Board meeting.

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

Chair Robinson asked Board members to ratify the poll votes for personnel approval from August 13, 2026, August 18, 2026 and September 3, 2026.

Vice-Chair Mullins made a motion that the Tazewell County School Board ratify the poll votes of August 13, 2026, August 18, 2026 and September 3, 2026 for personnel approval. Mrs. Culbertson seconded the motion, and the Board unanimously approved.

C. E-rate Internet Service Contract Confirmation for 2026-2027, *Patrick Buckner, Director of Technology* (SEE ATTACHED)

Tazewell County Public Schools received the Funding Committee Decision Letter for Category I E-rate (Internet services). Mr. Buckner advised the school division holds active contracts with Point Broadband and Segra for these services. He requested the School Board accept the E-rate Category I grant, which would reimburse the school division up to the approved amount of $187,131.60.

Vice-Chair Mullins made a motion that the Tazewell County School Board accept and approve the E-rate funding in support of educational technology for Tazewell County Public Schools. Mr. Breeding seconded the motion, and the Board unanimously approved.

D. E-rate Category II Confirmation for 2026-2027, *Patrick Buckner, Director of Technology* (SEE ATTACHED)

Tazewell County Public Schools received the Funding Committee Decision Letter for Category II E-rate (hardware and services). The school division awarded the CAT II contract to Xerox IT Solutions LLC and Networking for Future, Inc. Mr. Buckner requested the School Board accept the E-rate Category II grant, which would reimburse the school division up to the approved amount of $122,823.09.

Vice-Chair Mullins made a motion that the Tazewell County School Board accept and approve the E-rate funding in support of educational technology for Tazewell County Public Schools. Mr. Woodard seconded the motion, and the Board unanimously approved.

E. Resolution Authorizing Participation in Litigation Regarding Social Media Companies, *Dr. Chris Stacy, Division Superintendent* (SEE ATTACHED)

Dr. Stacy presented for the School Board's consideration a resolution authorizing the Tazewell County School Board to participate in litigation involving certain social media companies and the alleged impact of their products on school-aged children. The resolution was presented in response to concerns regarding the increasing amount of time students spend on social media platforms and the resulting challenges that school divisions may face in addressing behavioral issues, student well-being, disruptions to the instructional environment, and the associated demands placed on school personnel and resources. If approved, the resolution would authorize the School Board to retain the law firms identified in the resolution to represent the Board in this matter and to join litigation involving the named social media companies. The proposed legal representation would be provided on a contingency-fee basis, meaning that the School Board would be responsible for attorneys' fees and costs only in the event that a recovery is obtained through the litigation, as outlined in the retainer agreement.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the resolution authorizing the School Board's participation in the litigation. Mrs. Culbertson seconded the motion, and the Board unanimously approved as follows:
Mr. Woodard–Aye, Mr. Breeding – Aye, Mrs. Culbertson – Aye, Vice-Chair Mullins – Aye, Chair Robinson– Aye

F. VSBA July 2026 Policy Updates, first read, *Dr. Chris Stacy, Division Superintendent* (SEE ATTACHED)

Dr. Stacy asked Board members for a first read approval of the VSBA July 2026 Policy updates.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the VSBA July 2026 Policy updates as a first read. Mr. Breeding seconded the motion, and the Board unanimously approved.

G. Approval of Quote for Bus Engine, *Marcella Keene, Manager of Transportation* (SEE ATTACHED)

Ms. Keene asked Board members for approval of the quote from Arringtons, Inc. for a bus engine in the amount of $36,710.22 plus the tow bill. The engine would be for bus 91, a 2017 model with 90,000 miles.

Vice-Chair Mullins made a motion that the Tazewell County School Board approve the quote from Arringtons, Inc. for a bus engine in the amount of $36,710.22 plus the tow bill. Mrs. Culbertson seconded the motion, and the Board unanimously approved.

Superintendent's Report

A. Transportation Update, *Marcella Keene, Manager of Transportation*

Ms. Keene shared the following updates with School Board members:

- Graham Area - two special need routes and 13 regular routes
- Tazewell Area - three special need routes and 18 regular routes
- Richlands Area - three special need routes and 26 regular routes
- Everyday routes - 67
- Teachers driving - 14
- Buses - 91
- Activity buses - 8

B. School Nutrition Update, *Jerry Smith, Supervisor of Food Services/Textbooks*

Mr. Smith told Board members the beginning of the year had a hectic but smooth start. He advised the school division had received the final approval from the Virginia Department of Education for the Community Eligibility Provision (CEP) for the 2026-2027 school year. Mr. Smith indicated lunch and breakfast had been very successful in the schools.

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

Dr. Stacy told Board members the start to the new school year had been smooth thanks to school division staff. He thanked Jerry Smith, Nathan Cline, Robyn Thurston, staff members and teachers for all the hard work coordinating breakfast and lunch during the construction work at Tazewell High School. Dr. Stacy thanked Ms. Ashby for sharing the information regarding Virginia SOL scoring changes. He expressed appreciation to Mr. Salyers for working to find businesses that might allow students to participate in internships. Dr. Stacy apologized for the disruption earlier in the meeting and thanked law enforcement for stepping in. He thanked the administrators for everything they do each day for students and staff.

Board Member Comments

Before School Board Member comments began, Mr. Woodard made a motion that the employees who had allegations charged against them three times in a public meeting be given access to School Board legal counsel to send cease and desist letters. Vice Chair Mullins seconded the motion, and the Board unanimously approved.

Chair Robinson called on Mrs. Culbertson to speak first. Mrs. Culbertson read the following:

> *It has been an honor and a privilege to serve the Northwestern District on the Tazewell County School Board. I have spent most of my life in a public school system. First as a student, then as a teacher and administrator and now in my 11th year as a School Board member. I feel it is time for me to step away from my duties as a School Board member. As you may know, in January I married my best friend, my soulmate, and my love. We want to travel and enjoy our time together. We are currently dividing our time between the east and west coast. It is becoming increasingly difficult to adjust our schedules around School Board meetings and duties. My resignation will be effective immediately. My fellow Board members were previously informed of my decision to allow time to plan for my replacement. It has been a pleasure to serve the school system that I love and to serve in so many different capacities. I have worked with many dedicated Board members. This is not always the case. We have a wonderful Board that works well together. We have been to meetings and realize we're very blessed that we have a Board that works so well together, because that's not the way it is in so many divisions throughout the state. It has not always been an easy job, but as a team we do what we feel is the best for students in the schools. It has been a pleasure to work with the school staff, administrators and Central Office staff, many of whom I have known since my days of working in the school system. I will miss all of you, but not the difficult decisions we have to make as a Board. I wish you all the best and hope that Tazewell County Schools continues to outshine the rest of the state and make Tazewell County and Southwest Virginia proud. My heart will always be with Tazewell County Schools and never forget you are the best. Thank you.*

Mr. Woodard thanked Mrs. Culbertson for her service. He shared that a few minutes after she had retired from the school division, he started asking her to run for the School Board. Mr. Woodard told Mrs. Culbertson she did well.

Mr. Breeding congratulated Mrs. Culbertson. He thanked her for all the time she had put in and said he was thankful for the time he had been on the School Board with her. Mr. Breeding expressed appreciation to all staff members for all their work on the new school year. He thanked Mr. Witt for coming out. Mr. Breeding thanked Mr. Salyers for his work and told him he would try to help him find some business placements for students.

Vice-Chair Mullins asked Mr. Salyers to pass along a thank you to the TCCTC teachers and students for the work done at the Tazewell High School stadium to replace the rotten bleacher boards and for some concrete work. Mrs. Mullins said she hoped everyone realized none of what was said earlier in the meeting and for the last three months was true, because the main goal of the School Board was always to protect the students and staff. She stated having been a teacher and principal, she knew students would have come forward immediately to tell a principal or assistant principal if the accusations were true. Mrs. Mullins thanked Mr. Witt for stepping up to speak earlier in the meeting, and she thanked Ms. Keene and law enforcement. Vice-Chair Mullins said she had worked with Mrs. Culbertson many years. She wished Mrs. Culbertson and her husband the best, safe travels, and many great journeys. Vice-Chair Mullins told Mrs. Culbertson she would be missed.

Chair Robinson thanked Mr. Smith and staff for all the hard work facilitating breakfast and lunch so successfully at Tazewell High School during the construction. He expressed appreciation to law enforcement. Chair Robinson thanked Mrs. Culbertson for her service on the School Board. He told her she would be missed and wished her nothing but the best. Chair Robinson thanked all staff members for everything they do each day for students.

Mr. Woodard made a motion for the clerk of the Board to advertise for applications for the vacant seat on the School Board. Vice-Chair Mullins seconded the motion, and the Board unanimously approved.

Vice-Chair Mullins made a motion to adjourn at 7:36 p.m. Mrs. Culbertson seconded the motion, and the Board unanimously approved.

Virginia SOL Scoring Changes

What is a Cut Score and Performance Level?

- **Cut Score:** Minimum Score a student must achieve to reach a performance level on an assessment. The score places the student into a Performance Level
- **Performance Level:** Interprets a student's score from 0-600, by categorizing how well the student mastered the material. Categories range from failing to advanced. They use specific scores ranges to determine if the student passed the test.

Why Are Cut Scores Changing?

- **Updated Standards of Learning**: Content standards changed and new assessments are administered
- **Higher Academic Rigor**: Virginia recently adopted more rigorous content expectations for Math and English.
- **Accurate Expectations**: Updated cut scores align state test reporting with realistic post-secondary and career readiness benchmarks

How are the Cut Scores and Performance Levels being Phased In?

- **Gradual Step-Up**: Cut scores will increase incrementally over four years starting with 2026-2027.
- **Pass/Approaching Level**: A temporary 5th performance category (Pass/Approaching) will exist from 2026-2027 through 2028-2029 to support students during the instructional adjustment period.
- **Graduation & Support**: Students earning Pass/Approaching during the phase-in will count as passing for accountability and high school verified credits.

The 4-Year Phased-In Timeline

- **2025-2026 Baseline Year**: Standard score of 400 maintained as passing benchmark for baseline scores.
- **2026-2027 Phase-In Year 1**: Cut score updates begin. Temporary Pass/Approaching level active for Grades 3-8 and High School Math.
- **2027-2029 Incremental Steps**: Passing cuts scores step up annually. EOC Reading phase-in begins I 2028-2029 as classroom instruction aligns.
- **2029-2030 Full Implementation**: Transition categories are removed. Full rigor cut scores fully operational across all subjects statewide.

Implementation

- An example of the new scores can be seen looking at Grade 3 Reading, the new passing score for the 2026-2027 school year is a 418 instead of the previous 400.
- Note the passing score number varies from test to test, a passing score for Grade 5 Math is 411 while Grade 6 is 408

School Year 2026 – 2027 Proficiency Implementation Plan

Reading and Math

Virginia Department of Education

Reading Assessment Cut Scores: 2026 – 2027

Grade Level	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
Grade 3	0-408	409-417	**418***-443	444-501	502-600
Grade 4	0-414	415-425	**426***-450	451-513	514-600
Grade 5	0-401	402-413	**414***-445	446-509	510-600
Grade 6	0-389	390-412	**413***-448	449-514	515-600
Grade 7	0-375	376-412	**413***-448	449-510	511-600
Grade 8	0-385	386-412	**413***-448	449-515	516-600

End of Course Reading Assessment Cut Scores: 2026 – 2027

Grade Level	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
EOC Reading	0-399	—	**400***-499	500-600

Math Assessment Cut Scores: 2026 – 2027

Grade Level	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
Grade 3	0-375	376-409	**410***-442	443-520	521-600
Grade 4	0-383	384-410	**411***-444	445-517	518-600
Grade 5	0-378	379-410	**411***-444	445-510	511-600
Grade 6	0-379	380-407	**408***-432	433-506	507-600
Grade 7	0-387	388-407	**408***-429	430-507	508-600
Grade 8	0-387	388-407	**408***-429	430-502	503-600

End of Course Math Assessment Cut Scores: 2026 – 2027

Grade Level	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
Algebra I	0-412	**413***-452	453-517	518-600
Geometry	0-412	**413***-451	452-509	510-600
Algebra II	0-410	**411***-442	443-504	505-600

*Note: Scale score in **bold with asterisks(*)** indicates the minimum score considered "passing" in the 2026-2027 school year. The dashes (—) indicate data is not applicable.*

What does this Means for You?

- **School Boards & Leaders**: Align instructional pacing, professional development and intervention resources to match higher standards
- **Teachers & Educators**: Use Performance Level Descriptors to guide daily instruction and pinpoint individual student skill gaps
- **Families & Students**: Receive clear score reporting; Pass/Approaching earns high school graduation credit; Pass/Proficient highlights full grade-level mastery

Sample Data

- Here is our rough pass rates for this past school year; with the new increase in cut scores, you can see all of our pass rates drop
- Instructional changes are taking place to prevent the drop in overall pass rates

Test	2026 Cut Score Pass Rates	2027 Cut Score Pass Rates
Gr 3 Math CAT	75.26	67.61
Gr 4 Math CAT	79.89	70.37
Gr 5 Math CAT	75.64	64.36
Gr 6 Math CAT	70.14	62.4
Gr 7 Math CAT	70.12	63.35
Gr 8 Math CAT	81.53	76.78
Algebra 1 (23)	91.42	83.65
Algebra 2 (23)	96.43	80.35
Geometry (23)	100	100
Gr 3 Reading CAT	74.11	58.88
Gr 4 Reading CAT	85.45	59.26
Gr 5 Reading CAT	82.61	72.12
Gr 6 Reading CAT	79.52	69.15
Gr 7 Reading CAT	76.12	65.45
Gr 8 Reading CAT	84.96	72.15
EOC Reading (24)	92.08	83.87

Questions?

Four-Year Phase-In Proficiency Implementation Plan

Reading and Math

*Note: Scale score in **bold with asterisks(*)** indicates the minimum score considered "passing" in the given school year. The dashes (—) indicate data is not applicable.*

Grade 3 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-333	334-399	—	**400***-499	500-600
2026-2027	0-408	409-417	**418***-443	444-501	502-600
2027-2028	0-408	409-425	**426***-443	444-501	502-600
2028-2029	0-408	409-434	**435***-443	444-501	502-600
2029-2030	0-408	409-443	—	**444***-501	502-600

Grade 4 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-337	338-399	—	**400***-499	500-600
2026-2027	0-414	415-425	**426***-450	451-513	514-600
2027-2028	0-414	415-434	**435***-450	451-513	514-600
2028-2029	0-414	415-442	**443***-450	451-513	514-600
2029-2030	0-414	415-450	—	**451***-513	514-600

Grade 5 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-324	325-399	—	**400***-499	500-600
2026-2027	0-401	402-413	**414***-445	446-509	510-600
2027-2028	0-401	402-423	**424***-445	446-509	510-600
2028-2029	0-401	402-433	**434***-445	446-509	510-600
2029-2030	0-401	402-445	—	**446***-509	510-600

Grade 6 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-316	317-399	—	**400***-499	500-600
2026-2027	0-389	390-412	**413***-448	449-514	515-600
2027-2028	0-389	390-424	**425***-448	449-514	515-600
2028-2029	0-389	390-436	**437***-448	449-514	515-600
2029-2030	0-389	390-448	—	**449***-514	515-600

Grade 7 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-329	330-399	—	**400***-499	500-600
2026-2027	0-375	376-412	**413***-448	449-510	511-600
2027-2028	0-375	376-424	**425***-448	449-510	511-600
2028-2029	0-375	376-436	**437***-448	449-510	511-600
2029-2030	0-375	376-448	—	**449***-510	511-600

Grade 8 Reading

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-322	323-399	—	**400***-499	500-600
2026-2027	0-385	386-412	**413***-448	449-515	516-600
2027-2028	0-385	386-424	**425***-448	449-515	516-600
2028-2029	0-385	386-436	**437***-448	449-515	516-600
2029-2030	0-385	386-448	—	**449***-515	516-600

End of Course (EOC) Reading

Year	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-399	—	**400***-499	500-600
2026-2027	0-399	—	**400***-499	500-600
2027-2028	0-399	—	**400***-499	500-600
2028-2029	0-419	**420***-478	479-542	543-600
2029-2030	0-438	**439***-478	479-542	543-600
2030-2031	0-458	**459*-478**	479-542	543-600
2031-2032	0-478	—	**479***-542	543-600

Grade 3 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-341	342-399	—	**400***-499	500-600
2026-2027	0-375	376-409	**410***-442	443-520	521-600
2027-2028	0-375	376-420	**421***-442	443-520	521-600
2028-2029	0-375	376-431	**432***-442	443-520	521-600
2029-2030	0-375	376-442	—	**443***-520	521-600

Grade 4 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-344	345-399	—	**400***-499	500-600
2026-2027	0-383	384-410	**411***-444	445-517	518-600
2027-2028	0-383	384-421	**422***-444	445-517	518-600
2028-2029	0-383	384-432	**433***-444	445-517	518-600
2029-2030	0-383	384-444	—	**445***-517	518-600

Grade 5 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-333	334-399	—	**400***-499	500-600
2026-2027	0-378	379-410	**411***-444	445-510	511-600
2027-2028	0-378	379-421	**422***-444	445-510	511-600
2028-2029	0-378	379-432	**433***-444	445-510	511-600
2029-2030	0-378	379-444	—	**445***-510	511-600

Grade 6 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-337	338-399	—	**400***-499	500-600
2026-2027	0-379	380-407	**408***-432	433-506	507-600
2027-2028	0-379	380-415	**416***-432	433-506	507-600
2028-2029	0-379	380-423	**424***-432	433-506	507-600
2029-2030	0-379	380-432	—	**433***-506	507-600

Grade 7 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-339	340-399	—	**400***-499	500-600
2026-2027	0-387	388-407	**408***-429	430-507	508-600
2027-2028	0-387	388-414	**415***-429	430-507	508-600
2028-2029	0-387	388-421	**422***-429	430-507	508-600
2029-2030	0-387	388-429	—	**430***-507	508-600

Grade 8 Mathematics

Year	Fail/Below Basic	Fail/Basic	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-338	339-399	—	**400***-499	500-600
2026-2027	0-387	388-407	**408***-429	430-502	503-600
2027-2028	0-387	388-414	**415***-429	430-502	503-600
2028-2029	0-387	388-421	**422***-429	430-502	503-600
2029-2030	0-387	388-429	—	**430***-502	503-600

Algebra I

Year	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-399	—	**400***-499	500-600
2026-2027	0-412	**413***-452	453-517	518-600
2027-2028	0-425	**426***-452	453-517	518-600
2028-2029	0-438	**439***-452	453-517	518-600
2029-2030	0-452	—	**453***-517	518-600

Algebra II

Year	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-399	—	**400***-499	500-600
2026-2027	0-410	**411***-442	443-504	505-600
2027-2028	0-421	**422***-442	443-504	505-600
2028-2029	0-432	**433***-442	443-504	505-600
2029-2030	0-442	—	**443***-504	505-600

Geometry

Year	Fail/Does Not Meet	Pass/Approaching	Pass/Proficient	Pass/Advanced
2025-2026	0-399	—	**400***-499	500-600
2026-2027	0-412	**413***-451	452-509	510-600
2027-2028	0-425	**426***-451	452-509	510-600
2028-2029	0-438	**439***-451	452-509	510-600
2029-2030	0-451	—	**452***-509	510-600



Virginia Department Of Education

Career and Technical Education

Annual Performance Report (APR)

for

Tazewell County Public Schools (092)

School Year

2025-2026

(1S1) Four-Year Graduation Rate

Four-Year Graduation Rate
The number of CTE completers (based on CTE serving school division) who earned an Advanced Studies Diploma , International Baccalaureate Diploma, or Standard Diploma.

Performance Standard: 1S1 Four-Year Graduation Rate = 99.39%

2025-2026	2024-2025	2023-2024
100% (287 of 287)	100% (272 of 272)	100% (305 of 305)

(2S1, 2S2, and 2S3) Academic Proficiency

Academic Proficiency
Students (based on responsible school division) who completed a CTE program (all and special populations) and were also enrolled in an academic course for which a Standards of Learning (SOL) end-of-course test is required, will attain a passing score on the corresponding test.

Performance Standard:2S1 English: Reading = 97.43%
2S2 Mathematics (Highest Level) = 94.04%
2S3 Science = 87.52%

ALL CTE COMPLETERS PERFORMANCE

SOL Test	2025-2026	2024-2025	2023-2024
EOC English: Reading (2S1)	95.82% (275 of 287)	97.79% (266 of 272)	96.72% (295 of 305)
EOC Mathematics (Highest Level) (2S2)	98.61% (283 of 287)	99.26% (270 of 272)	95.74% (292 of 305)
EOC Science (2S3)	95.1% (272 of 286)	94.49% (257 of 272)	88.78% (269 of 303)

ALL SPECIAL POPULATIONS PERFORMANCE

SOL Test	2025-2026
EOC English: Reading (2S1)	94.5% (189 of 200)
EOC Mathematics (Highest Level)(2S2)	98% (196 of 200)
EOC Science (2S3)	93.47% (186 of 199)

(3S1) Post-Program Placement

Post-Program Placement
CTE completers (based on CTE serving school division) will successfully transition from secondary school to employment, military, further education, or full-time equivalency of part-time combinations of transition indicators.

Performance Standard: 3S1 Post-Program Placement = 96.36%

2025-2026	2024-2025	2023-2024
	93.28% (250 of 268)	94.93% (281 of 296)

(4S1) Nontraditional Program Concentration

Nontraditional Program Concentration
Number of CTE completers from underrepresented gender groups who, during the reporting year, completed a program that leads to employment in nontraditional fields.

Performance Standard: 4S1 Nontraditional Program Concentration = 34.32%

2025-2026	2024-2025	2023-2024
26.88% (68 of 253)	34% (85 of 250)	32.02% (81 of 253)

(5S1) Program Quality - Attained Recognized Postsecondary Credential

Program Quality
Attained Recognized Postsecondary Credential Number of CTE Completers who attained a recognized post secondary credential.

Performance Standard: 5S1 Program Quality Attained Recognized Postsecondary Credential = 88.72%

ALL CTE COMPLETERS

2025-2026	2024-2025	2023-2024
98.61% (283 of 287)	100% (272 of 272)	98.69% (301 of 305)

SPECIAL POPULATIONS

2025-2026	2024-2025	2023-2024
98.5% (197 of 200)	100% (190 of 190)	98.13% (210 of 214)

(5S3) Program Quality- Participated in Work-Based Learning

Program Quality
Participated in Work-Based Learning The number of CTE completers that participated in Work-Based Learning.

Performance Standard: 5S3 Program Quality - Participated in Work-Based Learning = 36.91%

ALL CTE COMPLETERS

2025-2026	2024-2025	2023-2024
16.72% (48 of 287)	35.66% (97 of 272)	53.44% (163 of 305)

SPECIAL POPULATION

2025-2026	2024-2025	2023-2024
18.5% (37 of 200)	37.37% (71 of 190)	52.8% (113 of 214)

(5S4) Program Quality- Technical Skills Attainment

Program Quality
Technical Skills Attainment Number of CTE completers within the reporting year that attained 80% of the c ompetencies for the program.

Performance Standard: 5S4 Program Quality Technical Skills Attainment = 96.51%

ALL CTE COMPLETERS

2025-2026	2024-2025	2023-2024
99.65% (286 of 287)	99.26% (270 of 272)	99.34% (303 of 305)

SPECIAL POPULATIONS

2025-2026	2024-2025	2023-2024
99.5% (199 of 200)	98.95% (188 of 190)	99.53% (213 of 214)

ANNUAL PERFORMANCE SUMMARY

Standard	All Students	Special Population
1S1: Four-Year Graduation Rate	MET	N/A
2S1: Academic Proficiency: English Reading	NOT MET	NOT MET
2S2: Academic Proficiency: Mathematics (Highest Level)	MET	MET
2S3: Academic Proficiency: Science	MET	MET
3S1: Post-Program Placement	NOT MET	N/A
4S1: Nontraditional Program Concentration	NOT MET	N/A
5S1: Program Quality - Attained Recognized Postsecondary Credential	MET	MET
5S3: Program Quality - Participated in Work-Based Learning	NOT MET	NOT MET
5S4: Program Quality - Technical Skills Attainment	MET	MET

THOMPSON & LITTON EST. 1956

PROJECT STATUS UPDATE

I. PROJECT INFORMATION

A.	**PROJECT CLIENT:**	TAZEWELL COUNTY PUBLIC SCHOOLS
B.	**PROJECT ENGINEER:**	Thompson & Litton [T&L]
C.	**PROJECT NAME:**	Tazewell High School Gymnasium Wall Repair
D.	**PROJECT NUMBER:**	19320
E.	**REPORT DATE:**	September 14, 2026

II. RECENT ACCOMPLISHMENTS

A. **[BUILDING SPECIALIST (BSI)]** Completed and cleaned kitchen. Turned over for use.

B.

C.

III. SCHEDULE: *"MONTH OF REPORT"*

A. **[BSI]** Painters scheduled Monday, September 14, 2026, to complete cafeteria.

B. **[BSI]** Cleaners will be scheduled once painters are complete; cafeteria scheduled to be turned over by September 18, 2026.

C.

IV. ISSUES

A. Close coordination will need followed when bathroom renovations begin. Two restrooms to remain open at all times.

V. PROJECT SCOPE (NOT ALL INCLUSIVE)

The project consists of repairing and reinforcing existing CMU walls at Tazewell High School Gymnasium and Cafeteria to minimize cracking and strengthen wall performance

VI. INTENDED RECIPIENTS

Dr. Christopher Stacy, TCPS
Eugene Parkhurt, TCPS
Nathan Cline, TCPS
Michael Bennet, BSI
Bob Fetzer, BSI
Johnathan Aster, BSI
Keith Almoney, T&L

Prepared by: Pamela Young **Date:** September 14, 2026

THOMPSON & LITTON EST. 1956

PROJECT SCHEDULE
TAZEWELL COUNTY PUBLIC SCHOOLS
TAZEWELL HIGH SCHOOL GYMNASIUM WALL REPAIR
PROJECT #19320
September 14, 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 08-21-26 Completed 09-03-26 Completed 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

Universal Service Administrative Co.

July 23, 2026

Funding Commitment Decision Letter

Funding Year 2026

Contact Information:
Lyell Walker
TAZEWELL COUNTY SCHOOL DIST
506 Jeffersonville St
TAZEWELL, VA 24651
lwalker@e-ratecentral.com

FCC Form 471: 261005252

BEN: 126648
Wave: 13
Application Nickname: 26_Tazewell County PS_C 1

Totals

Total Committed	**$187,131.60**

What is in this letter?

Thank you for submitting your application for Funding Year 2026 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.

2. Review the Children's Internet Protection Act (CIPA) requirements and file the FCC Form 486 (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**

3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the FCC Form 472, the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.

- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the FCC Form 474, the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an FCC Form 473, the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.

- **To receive an invoice deadline extension, the applicant or service** provider must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time,** USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

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For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2026

Application Comments for FCC Form 471: #261005252

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2699011976	Point Broadband Fiber Holding, LLC	$132,786.00	$132,786.00	Funded
2699018376	Lumos Networks, Inc.	$54,345.60	$54,345.60	Funded

FRN	Service Type	Status
2699011976	Data Transmission and/or Internet Access	Funded

Dollars Committed			
Monthly Cost		**One-time Cost**	
Months of Service	12		
Total Eligible Recurring Charges	$147,540.00	Total Eligible One Time Charges	$0.00
Total Pre-discount Charges		$147,540.00	
Discount Rate		**90.00%**	
Committed Amount		**$132,786.00**	

Dates	
Service Start Date	**7/1/2026**
Contract Expiration Date	**6/30/2027**
Contract Award Date	1/20/2023
Service Delivery Deadline	6/30/2027
Expiration Date (All Extensions)	6/30/2028

Service Provider and Contract Information	
Service Provider	Point Broadband Fiber Holding, LLC
SPIN (498ID)	143052336
Contract Number	
Account Number	
Establishing FCC Form 470	230001110
Invoicing Method	Applicant - FCC Form 47 2 (BEAR Form)

Consultant Information	
Consultant Name	
Consultant's Employer	E-Rate Central
CRN	16060891

Funding Commitment Decision Comments

MR1: Based on supporting documentation, BEN 26577 ABBS VALLEY-BOISSEVAIN SCHOOL has been removed from FRN Line Item 2699011976.005 as a recipient of service to reflect documentation. <><><><><> MR2: Based on

supporting documentation, BEN 17025211 Springville Building has been added to FRN Line Item 2699011976.005 as a recipient of service to reflect documentation.

FRN	Service Type	Status
2699018376	Data Transmission and/or Internet Access	Funded

Dollars Committed			
Monthly Cost		**One-time Cost**	
Months of Service	12		
Total Eligible Recurring Charges	$60,384.00	Total Eligible One Time Charges	$0.00
Total Pre-discount Charges		$60,384.00	
Discount Rate		**90.00%**	
Committed Amount		**$54,345.60**	

Dates	
Service Start Date	**7/1/2026**
Contract Expiration Date	**6/30/2027**
Contract Award Date	2/27/2023
Service Delivery Deadline	6/30/2027
Expiration Date (All Extensions)	6/30/2028

Service Provider and Contract Information	
Service Provider	Lumos Networks, Inc.
SPIN (498ID)	143003814
Contract Number	
Account Number	
Establishing FCC Form 470	230015120
Invoicing Method	Applicant - FCC Form 47 2 (BEAR Form)

Consultant Information	
Consultant Name	
Consultant's Employer	E-Rate Central
CRN	16060891

Funding Commitment Decision Comments

MR1: Approved as submitted.

Universal Service Administrative Co.

July 30, 2026

Funding Commitment Decision Letter

Funding Year 2026

Contact Information:
Lyell Walker
TAZEWELL COUNTY SCHOOL DIST
506 Jeffersonville St
TAZEWELL, VA 24651
lwalker@e-ratecentral.com

FCC Form 471: 261029987

BEN: 126648
Wave: 14
Application Nickname: 26_Tazewell County SD_C 2 471

Totals

Total Committed	**$122,823.09**

What is in this letter?

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Funding Commitment Decision Overview

Funding Year 2026

Application Comments for FCC Form 471: #261029987

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2699050995	Networking for Future, Inc	$40,532.04	$40,532.04	Funded
2699050997	Xerox IT Solutions LLC	$82,291.05	$82,291.05	Funded

FRN	**Service Type**	**Status**
2699050995	Internal Connections	Funded

Dollars Committed			
Monthly Cost		**One-time Cost**	
Months of Service	12		
Total Eligible Recurring Charges	$0.00	Total Eligible One Time Charges	$47,684.75
Total Pre-discount Charges		$47,684.75	
Discount Rate		**85.00%**	
Committed Amount		**$40,532.04**	

Dates	
Service Start Date	**7/1/2026**
Contract Expiration Date	**9/30/2028**
Contract Award Date	3/27/2026
Service Delivery Deadline	9/30/2027
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Networking for Future, Inc
SPIN (498ID)	143030044
Contract Number	
Account Number	
Establishing FCC Form 470	260020630
Invoicing Method	Service Provider - FCC Form 474 (SPI Form)

Consultant Information	
Consultant Name	
Consultant's Employer	E-Rate Central
CRN	16060891

Funding Commitment Decision Comments

MR1: Approved as submitted.

FRN	**Service Type**	**Status**
2699050997	Internal Connections	Funded

Dollars Committed			
Monthly Cost		**One-time Cost**	
Months of Service	12		
Total Eligible Recurring Charges	$0.00	Total Eligible One Time Charges	$96,813.00
Total Pre-discount Charges		$96,813.00	
Discount Rate		**85.00%**	
Committed Amount		**$82,291.05**	

Dates	
Service Start Date	**7/1/2026**
Contract Expiration Date	**9/30/2028**
Contract Award Date	3/27/2026
Service Delivery Deadline	9/30/2027
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Xerox IT Solutions LLC
SPIN (498ID)	143034186
Contract Number	
Account Number	
Establishing FCC Form 470	260020630
Invoicing Method	Service Provider - FCC Form 474 (SPI Form)

Consultant Information	
Consultant Name	
Consultant's Employer	E-Rate Central
CRN	16060891

Funding Commitment Decision Comments

MR1: The Type of Internal Connection for FRN Line Item 2699050997.004 was modified from Data Distribution to Module to agree with the applicant documentation. <><><><><> MR2: The Product Type for FRN Line Item 2699050997.004 was modified from Switch to Module to agree with the applicant documentation <><><><><> MR3: The Type of Internal Connection for FRN Line Item 2699050997.005 was modified from Data Distribution to Cabling/

Connectors to agree with the applicant documentation. <><><><><> MR4: The Product Type for FRN Line Item 2699050997.005 was modified from Switch to Cabling to agree with the applicant documentation

A RESOLUTION OF THE TAZEWELL COUNTY SCHOOL BOARD ("SCHOOL BOARD") AUTHORIZING THE RETENTION OF LEGAL COUNSEL TO REPRESENT THE BOARD IN LITIGATION AGAINST CERTAIN SOCIAL MEDIA COMPANIES BECAUSE OF THE SIGNIFICANT HARM TO STUDENTS' MENTAL HEALTH CAUSED BY PRODUCTS WHICH ARE DESIGNED TO ENCOURAGE ADDICTION AND EXCESSIVE USE AND DIRECTING COUNSEL TO PROCEED WITH THE INITIATION OF LITIGATION AGAINST SUCH DEFENDANTS AND TO JOIN THE SIGNIFICANT NUMBER OF SCHOOL BOARDS ACROSS AMERICA SEEKING MONEY DAMAGES FROM THE SOCIAL MEDIA COMPANIES TO AID SCHOOLS WITH THE COSTS ASSOCIATED WITH MANAGING THE FALLOUT AND DISRUPTION IN SCHOOLS CAUSED BY SUCH PRODUCTS

WHEREAS, social media companies have developed products designed to promote compulsive and excessive use by school-aged children; and

WHEREAS, the U.S. Surgeon General issued an Advisory in 2023 which reported that up to 95% of youth ages 13-17 report using a social media platform, with more than a third saying they use social media "almost constantly" and nearly 40% of children ages 8-12 use social media even though the commonly required minimum age on most platforms is age 13; and

WHEREAS, peer reviewed scientific literature confirms that the compulsive and excessive use of social media platforms have significantly contributed to a crisis in the mental and physical health of America's school-aged youth as evidenced by increased anxiety, depression, suicidal ideation, eating disorders, harm caused by online bullying, impairment of self-control and regulation, and sleep deprivation; and

WHEREAS, the demonstrated adverse impacts on the mental and physical health and well-being of school-aged children caused by the compulsive and excessive use of social media platforms are manifested in the school environment every day; and

WHEREAS, the harm caused by these products leads to behavioral problems and disruptions in the school environment, impairs and interferes with instruction and student learning, and diverts staff and school resources to respond to and intervene to manage and respond to the significant impact of social media platforms on the mental and physical health of students; and

WHEREAS, a substantial number of school divisions nationwide have to date initiated litigation against social media companies Meta (owner of Facebook and Instagram), ByteDance (owner of TikTok), Snap (owner of Snapchat), and Google (owner of YouTube); and

WHEREAS, the School Board supports the effort to hold these social media companies accountable for the harm and disruption caused by the companies' design and engineering of their products intended to promote compulsive and excessive use by school-aged children; and

NOW THEREFORE BE IT RESOLVED that the Tazewell County School Board:

1. Authorizes the initiation of litigation against the following social media companies: Meta Platforms, Inc.; Facebook Payments, Inc.; Siculus, Inc.; Facebook Operations, LLC; Instagram, LLC; Snap Inc.; Tiktok Inc.; Tiktok, Ltd.; Tiktok, LLC; Bytedance Ltd.; Bytedance Inc.; Google LLC; and Youtube, LLC (collectively referred to as the "Social Media Defendants").

2. Authorizes the execution of a retainer agreement with the law firms of Lieff Cabraser Heimann & Bernstein, LLC of San Francisco, California; Brockstedt Mandelas Federico, LLC of Baltimore, Maryland; and Timberlake Smith, P.C. of Staunton, Virginia (collectively referred to as "Counsel") to represent the School Board on a contingency fee basis, meaning the School Board will only be responsible for the payment of attorneys' fees and costs if it recovers damages in the litigation.

3. Authorizes Counsel to file suit on behalf of the School Board against the Social Media Defendants.

4. Authorizes the School Board Chair to execute this Resolution and the Division Superintendent to execute all necessary documents to effectuate this Resolution and to facilitate litigation activities as directed by Counsel, who shall keep the School Board advised of material and significant developments in the litigation.

ADOPTED AND APPROVED by action of the Tazewell County School Board

This 14th day of September 2026.

Erik Robinson, Chairperson
Tazewell County School Board

9/14/26
Date

Explanation of Revisions – July 2026 Policy Update

POLICY CODE	REVISION
AD	**Educational Philosophy** No significant updates; this policy was on the five-year review cycle. Language in brackets was included to prompt local divisions to discuss and draft their own educational philosophy, as needed.
BBA	**School Board Powers and Duties** Additional powers and duties of the board were added to reflect Va. Code § 22.1-79 and the bullets are now in same order as the corresponding statute. The language in the last two bullets was added during the 2024 legislative season in paragraphs 14 and 15 of the statute. The last paragraph was moved to a footnote as it was for reference to a specific term.
BDDH/KD	**Public Participation at School Board Meetings** Language in this policy was changed to reflect the Virginia Freedom of Information Act. The language allows for great discretion at the local level regarding public participation, including attendance and speaking, at school board meetings.
DGC	**School Activity Funds** Updated to reflect relevant language and use standard terminology.
DJF	**Procurement (*previously "Purchasing Procedures"*)** Substantially updated. Revised and streamlined to better alight with the Virginia Public Procurement Act (VPPA) and other applicable procurement laws. Ensured inclusion of applicable procurement and ethical standards and incorporated required statutory provisions and procurement language to improve consistency with the law. Previously included language was added to footnotes for reference if a local division wanted to incorporate such language in local procedures or a procurement manual.
EI	**Insurance Management** Reviewed to ensure compliance with five-year review cycle; no changes other than adding hyperlinks.

POLICY CODE	REVISION
GAA	**Staff Time Schedules** Updated to add a purpose statement and to better align with the Fair Labor Standards Act. Updated citation to Virginia Administrative Code.
GBB	**Prohibition of Bullying and Abusive Work Environments (*previously "Prohibition of Abusive Work Environments"*)** Reviewed as part of five-year review cycle. Language updated to reflect the statute, including language that the Superintendent should develop procedures for the division, as required by law.
GCCB	**Employment of Family Members** Updated as related Conflicts of Interest Statutes were included in May update. The changes in language reflect the Virginia statute. Cross reference updated.
IK	**Academic Planning and Course Selection** Updated only to reflect renumbering of Virginia Code in the legal references.
JFCA	**Teacher Removal of Students from Class** Updated as the previous language was providing some confusion. The language aligns with statutory requirements and prompts divisions to include local rules. See footnotes for additional clarity in developing local policy and regulations.
JHCD	**Administering Medicines to Students** Updated only to reflect renumbering of Virginia Code in the legal references. Footnote added to clarify that each school board must develop and implement the divisionwide plan to become effective beginning with the 2028–2029 school year. Added a cross reference.
JHH	**Suicide Prevention (no changes)** *This policy was included on the July update list but there has been no additional guidance from the DOE since the passing of legislation on this topic. No changes required at this time.*

POLICY CODE	REVISION
JO	**Student Education Records (*previously "Student Records"*) – released on July 14** Review and changes due to recent developments. Legal updates to ensure compliance with all applicable laws and regulations, specifically FERPA and Virginia FOIA. **Please note:** There is no redline for JO due to the number of changes. Much of the content is the same but has been moved within the document or revised for clarity and to ensure compliance with the law.
JOA	**Student Transcripts - released on July 14** Updates legal reference and other administrative edits.
JOD	**Release of Student Data/Records - released on July 14** Minor edits for clarity.
JOD-F	**Consent Form Authorizing Release of Student Data/Records - released on July 14** Minor administrative edit
JS	**Extracurricular Activity Notification** Updated only to reflect renumbering of Virginia Code in the legal references.
KKA	**Service Animals in Public Schools** Certain language removed to comply with the American with Disabilities Act (ADA). See footnotes for explanation.
KP	Updated only to reflect renumbering of Virginia Code and delete footnote that is no longer required.

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

EDUCATIONAL PHILOSOPHY

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Adopted: October 12, 2026

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

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, and school bus drivers and reports such critical 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;
- 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;
- 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 student identification card or other school document such as a report card or a personal school email address.

Adopted: October 12, 2026

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.

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 Tazewell County School Board to observe its deliberations.

The School Board may provide an opportunity for public comment at open meetings. During this time, any member of the community may address the School Board on matters within the authority and responsibility of the Board. 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.

Persons wishing to address the School Board may be required to register in advance in accordance with division procedures:

1. Fifteen (15) minutes will be reserved at each regular meeting of the Tazewell County School board for the purpose of receiving public input. At the discretion of the Board, time may be extended if deemed necessary and appropriate. Individual commentary will be limited to three (3) minutes and to one subject. Citizens or delegations wishing to make a presentation longer than three (3) minutes to the Board shall submit such request, in writing, to the division superintendent a minimum of seven (7) days in advance of the Board meeting. The Board Chair shall have the authority to determine the amount of time a citizen or delegation has to address the Board. In case of a delegation, the Board Chair may also limit the number of speakers. The Board, by a majority vote, may overrule the decision of the Chair. During the public comment portion of the agenda, the School Board will not entertain comment regarding any pending student discipline or employee grievance matter. Commentary will be limited to items on the agenda or a topic being considered for future agenda items. Persons wishing to address the Board should sign up before the meeting.

   Individuals desiring to comment on items not included on the agenda must first discuss their ideas or concerns with the Division Superintendent. The Board will not allow an individual to misuse the intent of the public comment period by repeatedly discussing the same topic or topics not germane to school board business.

2. Speakers may offer objective criticism relative to school operations and programs of concern. The Board will not hear personal complaints about school personnel or any person connected with the school system during the public session. Complaints regarding personnel should be referred to the division superintendent or school board chairperson.

   Speakers are expected to show appropriate courtesy to school board members when addressing the Board, as the Board is committed to showing respect and courtesy to all

citizens. Speakers should avoid references, statements, or conduct likely to result in disruption or undue delay in the orderly transaction of the business scheduled for consideration by the Board. This provision means and includes, but is not limited to, attacks or accusations regarding the honesty, character, integrity or other personal attributes of any identified individual or group.

3. Expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstration, pamphlet distribution, and the conduction of polls shall not be permitted in the Board chambers, the Board conference room, the waiting areas and corridors adjacent to the chambers and conference room, the School Board administration building, or any school building in which the Board is meeting. This bylaw does not preclude persons addressing the Board from delivering the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions. This bylaw does not preclude those addressing the Board from using a chart or graph during their verbal presentation.

4. Members of the audience are not permitted to interrupt the speaker or meeting by asking questions or making comments.

5. Patrons who have a complaint regarding an individual student or employee are expected to first attempt to resolve those issues with the appropriate principal, department head, and/or division superintendent. The school board will decide whether to hear issues regarding individual students or employees based on the merit of each individual case. If the Board decides to hear an issue, the Board will determine if it qualifies for closed meeting.

6. To assure that accurate data are given to inquiries made at school board meetings, the Board will normally not respond to the speaker during the meeting. The superintendent/designee will provide the appropriate data at a later date.

7. Violations of the rules for public input will result in the Chairman ruling the speaker out of order.
   Continued violation will result in having the speaker barred from making input at future Board meetings.

8. The Chairman, or other presiding officer, shall preserve decorum and shall decide all questions of public order, subject to appeal to the Board.

The reserved time for public participation at meetings of the Tazewell County School Board is limited to discussions affecting policy or operational procedures of Tazewell County Public Schools.

The chair 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. Upon recognition by the chair, the speaker will address the School Board as a body.

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.

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 may 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: October 12, 2026

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.

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, cafeterias, club dues, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

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 Tazewell County 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 is a proper charge against the school operating fund or school activity funds.

Adopted: October 12, 2026

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

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

PROCUREMENT

Policy Statement

The Tazewell County School Board is committed to ensuring accountability and transparency in the procurement of goods and services. All procurements made by the Tazewell County School Division must be in compliance 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;
- Nondiscrimination in employment requirements;
- Immigration compliance requirements;
- Prohibition on the use of forced or indentured child labor; **and**
- Requirements for contracts specific to Information Technology Goods and Services.

Implementation

The Superintendent or Superintendent's designee is responsible for the administration of the Tazewell County 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.

Adopted: October 12, 2026

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3100 et seq., 2.2-4300 et seq, 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.

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: October 12, 2026

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

STAFF TIME SCHEDULES

Purpose

The Tazewell County 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

The Superintendent or Superintendent's designee is responsible for classifying positions in accordance with applicable law and notifying employees of such classifications.

- Exempt Employees – Individuals who meet the specific federal salary basis, salary level, and primary duties tests. 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. 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 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 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 Superintendent or Superintendent's designee consistent with the FLSA and the provisions of this policy.

Workweek Defined

For purposes of compliance with the FLSA, the workweek for employees of the Tazewell County School Board is 12:00 a.m. Saturday until 11:59 p.m. Friday. Each workweek stands alone; averaging hours over two or more weeks to avoid overtime is strictly prohibited.

Overtime and Compensatory Time

Working hours for all employees not classified as exempt under the FLSA conform to federal and state regulations. The Tazewell County School Board discourages overtime work by non-exempt employees.

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

Supervisors should make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. A non-exempt employee will not work overtime without the express approval of the employee's supervisor.

All supervisory personnel must monitor overtime on a weekly basis and report such time to the Superintendent or Superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the FLSA are followed and ensure that all non-exempt employees are compensated for any overtime worked. 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 in accordance with division procedures. 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 of 240 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 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 an acknowledgement of their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required prior to the employee receiving compensatory time off.

Attendance Expectations

All employees are expected to be present during 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.

Adopted: October 12, 2026

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 20-132-230

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.

PROHIBITION OF BULLYING AND ABUSIVE WORK ENVIRONMENTS

Policy Statement

The Tazewell County School Board is committed to maintaining a workplace free from 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.

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.

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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.

Adopted: October 12, 2026

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

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.

EMPLOYMENT OF FAMILY MEMBERS

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

The School Board does not employ or pay 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.

"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 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.

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The School Board may employ or pay, and the 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 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.

The School Board may employ or pay any family member of the Superintendent provided that

- the 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 Superintendent had no involvement with the hiring decision.

Adopted: October 12, 2026

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

Cross Refs.:

	BBFA	School Board Member Conflict of Interests
	GCI	Professional Staff Assignments and Transfers

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

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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.

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. 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.

Criteria for Removal

A teacher may remove a student from class for disruptive behavior when:

- 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;
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators has been provided to the student's parents as described below; **and**.
- the requirements of this policy and any implementing regulations have been met.

Requirements for Incident Reports

Teachers must write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration within twenty four hours of the incident.

Upon removal, the teacher must file a "Student Removal Form" JFCA-F with school administrators. The teacher will include any other documentation supporting the removal including all incident reports.

Procedures for Written Notification of Student and Parents

A copy of any incident reports and Student Removal Forms must be provided to the student and their parents. The student and their parents 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 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.

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.

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 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.

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 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: October 12, 2026

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

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

ADMINISTERING MEDICINES TO STUDENTS

Administration of Diabetes Medication

The Tazewell County 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.

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), 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.

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

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 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 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: October 12, 2026

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:

_____

_____

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 EDUCATION RECORDS

Purpose

The Tazewell County 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. 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 Tazewell County School Division Policy GAE.

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 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.

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

"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.

"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. 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.

- 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.

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.

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.

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.

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.

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

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.

Copies of Education Records

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

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. 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.

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. 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.

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.

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.

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.

Directory Information

The school division may designate certain student information as directory information, as permitted by FERPA and the Virginia Code. 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.

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 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.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three (3) directory information categories - - names, addresses and telephone listing - - unless the parent has advised the LEA that they do not want their child's information disclosed without their prior consent.

TAZEWELL COUNTY Public Schools will release directory information without prior written consent unless the parent or guardian or eligible student informs the principal in writing that any or all of the information designated below should not be released without prior consent.

- Student's name, address, date of birth, dates of enrollment, photograph
- Parent or guardian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Student's diplomas, certificates, awards and honors received.

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 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.

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.

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

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.

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.

Special Confidential Records

The School Division complies with the confidentiality requirements related to Human Immunodeficiency Virus (HIV) status, substance abuse treatments, 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.

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.

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: October 12, 2026

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.

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
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JFC	Student Conduct
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JRCA	School Service Providers' Use of Student Personal Information

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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:

_____

_____

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."

STUDENT TRANSCRIPTS

Generally

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

Test Record

The 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 Superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Adopted: October 12, 2026

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

8 VAC 20-132-90.

8 VAC 20-160-30.

Cross Refs.: JO Student Records

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:

_____

_____

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

Cross Ref.: JO ~~———~~Student Records

RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student or eligible student enrolled in Tazewell County 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 JOD-F 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: October 12, 2026

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: _____

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 Tazewell County 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.

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Name and Title: _____

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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.

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: October 12, 2026

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

Cross Ref.: KP Parental Rights and Responsibilities

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

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.

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.

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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 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: October 12, 2026

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

PARENTAL RIGHTS AND RESPONSIBILITIES

The School Board recognizes that parents have a fundamental right to make decisions concerning the upbringing, education and care of their children and that parents have responsibilities in supporting their child's education. The Tazewell County 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 Policy KK and 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;
- For students in middle and high school, receive notification by email or SMS text message in accordance with Virginia Code § 22.1-79.3:3 of course registration deadlines and the process for requesting changes to the student's course selection;
- 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: October 12, 2026

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

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Code of Virginia, 1950, as amended, §§ 1-240.1, 20-124.6, 22.1-4.3, 22.1-78, 22.1-79.3:3, 22.1-207.1, 22.1-254, 22.1-272.1, 22.1-272.1:1, 22.1-287.

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KGD	Notification of School-Connected Student Overdose



ARRINGTONS INC
P O BOX 963 2278 CRAB ORCHARD RD
TAZEWELL VA 24651 276 988-5246
(276) 988-2966 or (276) 988-5226
It's time to get that A/C fixed!
Serving you since 1979

INVOICE W 32504
Date / /
Date Open 08/26/2026

Sold To : 988-5070 276

TAZEWELL PUBLIC SCHOOLS*
506 JEFFERSONVILLE STREET

TAZEWELL VA 24651 USA

Ship To :

Written By	Terms	Time	Customer Po #	Promised	Phone	Ship Via
OFFICE	CHG	11:29:38	ESTIMATE ONLY			

Unit #	Plate #	Year	Make	Model	Mileage/Hrs	VIN	Engine
1		2017	IC BUS	CE	0/0.0	4DRBUC8N4HB283643	ISB 6.7

Qty	Description		Price	Amount
30.00	REPLACE ENGINE			2850.00
1.000	MISENGINE	REMAN ENGINE	21679.68	21679.68
1.000	CUMENGINE	CUMMINS ENGINE	32145.85	32145.85
			SubTotal	56675.53
	ADDITIONAL WARRANTY AVAILABLE FROM CUMMINS- 5 YEAR WARRANTY, 100,000 MILES			
1.000	MISWARRANTY		1550.06	1550.06
6.000	OILDELVAC 1200	15W40	25.39	152.31
6.000	COROILDELVAC 1200	OIL DISPOSAL CHARGE	1.00	6.00
			SubTotal	1708.37
	ESTIMATE ONLY- ESTIMATE ONLY- ESTIMATE ONLY- ESTIMATE			
	MOTOR MOUNTS, BELTS, ETC WILL BE INSPECTED AND REPLACED IF NEEDED AT ADDITIONAL COST			
	Reman 26,244.05 New 36,710.22 Plus Tow bill			2850.00 1708.37 6.00 4,564.37

All Return items must be accompanied by the original invoice. No returns on electrical or special ordered parts All cores must be returned fully assembled and in the original box to receive credit. No returns after 30 days. A 15% handling fee will be charged on returns The factory warranty, if any, constitutes the entire warranty with respect to the item(s) in this transaction. No further warranty, expressed or implied, is allowed. The seller expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products. In the event of default, custmer agrees to pay all cost of collection including a reasonable attorney fee.
Terms: Net 10th prox. 1 1/2% service charge on past due invoices.
NO RETURNS ON INSTALLED PARTS

Terms: Net 10th prox- 1 1/2% service charge on past due invoices

Parts.....	55527.90
Labor.....	2850.00
Cores.....	6.00
TOTAL	**58383.90**

Authorized By_____

Repair Management
BY NAVISTAR

THOMPSON TRUCK GROUP

4965 LEE HIGHWAY - BRISTOL, VA 24202
Phone: (1) 276-6690311 - Fax: (1) 276-6449141
Estimate Number: 5158453 - RO Number: N/A
Service Writer: Andrew Hicks - Date: 8/24/2026 10:38 AM (C)
Currency: USD

Unit No: TAZEWELL COUNTY SCHOOL BOARD

VIN: 4DRBUC8N4HB283643
Model: INTEGRATED CE S BUS
Engine: CUM ISB 220 220HP/2600 GOV
Make: International Year: 2017
Delivered: 10/19/2015
In Service: 10 Years 10 Months
Mileage: 0 Eng Hrs: 0 License Plate:

Recall/AFC: No

Contact Name: TIM LARGEN
Position: primary
Phone: (276) 988-5511
E-Mail:
PO Number:

Operation Section A	Labor Cost	Parts Cost	Core Charge	Total Cost
R&R ENGINE (1) 5 YR/ 250,000 MILE WARR	$7,500.00	$31,117.61	$0.00	$38,617.61
Miscellaneous Charge / Fee - MISCELLANEOUS PARTS	$0.00	$0.00	$0.00	$2,000.00

Complaint:	*Not Available*
Cause:	*Not Available*
Correction:	*Not Available*

Notes: *[8/24/2026 10:38 AM] - Dealer: R&R ENGINE ALL NEW*

Summary	
Parts:	$31,117.61
Core:	$0.00
Labor:	$7,500.00
Other Items:	$2,000.00
Shop:	$200.00
Tax:	$1,765.83
TOTAL:	$42,583.44

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WORLDWIDE EQUIPMENT -- ABINGDON
18285 LEE HIGHWAY
ABINGDON, VA 24210
PHONE : (276) 628-8103

*** Customer Review ***
Date / Time: 8/24/2026 2:29:43PM
Repair Order: 1825
Customer: 26I25
Branch: 26
Invoice Total: $37,441.20

PROBILLING

Bill To: TAZEWELL CO PUBLIC SCHOOL
506 JEFFERSONVILLE ST
TAZEWELL, VA 24651
Shop: 276-988-5511 Fax: 276-988-1976

Ship To: TAZEWELL CO PUBLIC SCHOOL
506 JEFFERSONVILLE ST
TAZEWELL, VA 24651

Customer P/O	Created By	Completion Date
	EricHayden	

Unit Number: . **Model Year: 2017** **Make/Model: IC CE**
Type: Bus **VIN: 4DRBUC8N4HB283643**

Unit Components:

Manufacturer	Model	Part Number	Serial Number

Task: 1 045-000000 **Engine System** **Department: Service**

Complaint: ENGINE REPLACEMENT
Cause: ESN: 73884538
REVIVA REMAN
2 YEARS UNLIMITED MILES WARRANTY

Supp.	Part	Description / Ref Number		U/M	Quantity	Price	Ext Price
	65H3D260I	CUMMINS ISB13	Part	EACH	1.00	19,950.00	19,950.00
	65H3D260I-C	ISB CORE	Inherent		1.00	8,775.00	8,775.00
	AFC13100/F	Prestone Command RED 50/50	Part	EACH	10.00	10.26	102.60
	550045126	ROTELLA T TRIPLE PROTECTION 15W40	Part	EACH	6.00	30.60	183.60
	Misc Item	MISC AND UNKNOWABLES	Misc		1.00	1,500.00	1,500.00

Quoted Task

Customer Tax ID: CERT ON FILE

Totals

Total Parts:	**$20,236.20**
Total Core Chg:	**$8,775.00**
Total Core Ret:	**$0.00**
Total EHC:	**$0.00**
Total Labor:	**$6,300.00**
Total Miscellaneous:	**$1,500.00**
Total Shop Supplies:	**$630.00**
Invoice Subtotal:	**$37,441.20**
Total Tax:	**$0.00**
Invoiced Total:	**$37,441.20**

Payment Method
Billing Service

ACCOUNT/DESCRIPTION		2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
FD 1	SCHOOL OPERATING FUND							
PJT 000	BEGINNING BALANCE							
0000000	BEGINNING BALANCE (CARRY FORWARD)	$ 2,727,655.00	$ 0.00	$ 0.00	$ 1,308,180.00	$ 0.00	$ 0.00	$ 0.00
000	BEGINNING BALANCE	$ 2,727,655.00	$ 0.00	$ 0.00	$ 1,308,180.00	$ 0.00	$ 0.00	$ 0.00
PJT 100	LOCAL FUNDS							
1502010	RENTS	$ 6,476.00	$ 607.32	$ 0.00	$ 6,476.00	$ 0.00	$ 0.00	$ 607.32
1612010	TUITION: DAY SCHOOL	$ 21,000.00	$ 13,385.00	$ 1,500.00	$ 21,000.00	$ 13,185.00	$ 1,250.00	$ 200.00
1612050	TRANSPORTATION OF PUPILS	$ 6,000.00	$ 12,101.10	$ 3,667.65	$ 4,299.00	$ 5,168.65	$ 2,109.94	$ 6,932.45
1612055	TRANSPORTATION: OTHER	$ 2,000.00	$ 465.00	$ 465.00	$ 12,559.00	$ 544.46	$ 0.00	$ 79.46-
1612070	TUITION: SUMMER SCHOOL	$ 3,500.00	$ 0.00	$ 0.00	$ 3,492.00	$ 0.00	$ 0.00	$ 0.00
1803030	OTHER REBATES AND REFUNDS	$ 65,000.00	$ 8,385.96	$ 1,632.21	$ 81,984.00	$ 6,799.66	$ 5,133.22	$ 1,586.30
1803031	HEALTH INSURANCE PREMIUMS	$ 125,945.00	$ 35,157.17	$ 14,301.57	$ 156,036.00	$ 33,451.21	$ 12,608.99	$ 1,705.96
1803032	FRAUDULENT WIRE TRANSFER RECOUPMENT	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 2,927.36	$ 0.00	$ 2,927.36-
1803033	TECHNOLOGY DAMAGE RESTITUTIONS	$ 750.00	$ 999.44	$ 0.00	$ 1,715.00	$ 53.75	$ 25.00	$ 945.69
1803035	SCHOOL REIMBURSEMENTS/AMAZON REFUNDS	$ 15,000.00	$ 1,686.60	$ 1,093.60	$ 18,251.00	$ 1,420.74	$ 614.51	$ 265.86
1899050	SALES OF SUPPLIES	$ 7,500.00	$ 3,865.50	$ 81.00	$ 7,227.00	$ 310.00	$ 0.00	$ 3,555.50
1899080	SALE OF SCHOOL BUSES	$ 5,000.00	$ 0.00	$ 0.00	$ 3,986.00	$ 0.00	$ 0.00	$ 0.00
1899090	SALE OF OTHER EQUIPMENT	$ 8,000.00	$ 16,080.50	$ 505.50	$ 9,305.00	$ 1,330.00	$ 0.00	$ 14,750.50
1899100	INSURANCE REIMBURSEMENTS & ADJUSTMEN	$ 100,000.00	$ 53.25	$ 35.50	$ 107,656.00	$ 75.45	$ 0.00	$ 22.20-
1899120	OTHER FUNDS: INTEREST EARNED	$ 231,118.00	$ 51,525.85	$ 0.00	$ 231,118.00	$ 73,297.72	$ 20,072.92	$ 21,771.87-
1899121	OTHER FUNDS: MISCELLANEOUS REVENUE	$ 0.00	$ 551.03	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 551.03
1899123	ELGIN CHILDREN'S FOUNDATION DENTAL T	$ 0.00	$ 4,025.03	$ 0.00	$ 1,145.00	$ 3,031.02	$ 0.00	$ 994.01
1899124	DUAL ENROLLMENT	$ 50,000.00	$ 0.00	$ 0.00	$ 49,192.00	$ 0.00	$ 0.00	$ 0.00
1900110	E-RATE: CAT 2 EQUIP	$ 82,000.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1900120	E-RATE: CAT 1 COMM	$ 0.00	$ 35,100.00	$ 35,100.00	$ 81,956.00	$ 123,479.69	$ 83,862.00	$ 88,379.69-
1901020	OTHER PAYMENTS FROM ANOTHER COUNTY/C	$ 350,919.00	$ 218,439.61	$ 0.00	$ 1,016,923.00	$ 211,418.10	$ 494.10	$ 7,021.51
100	LOCAL FUNDS	$ 1,080,208.00	$ 402,428.36	$ 58,382.03	$ 1,814,320.00	$ 476,492.81	$ 126,170.68	$ 74,064.45-
PJT 200	STATE FUNDS							
2402020	BASIC SCHOOL AID - SOQ PAYMENTS	$ 25,905,519.00	$ 6,476,379.75	$ 2,158,793.25	$ 24,609,998.00	$ 6,152,499.48	$ 2,050,833.16	$ 323,880.27
2402030	ISAEP	$ 24,081.00	$ 0.00	$ 0.00	$ 24,081.00	$ 0.00	$ 0.00	$ 0.00
2402040	REMEDIAL SUMMER SCHOOL	$ 35,732.00	$ 0.00	$ 0.00	$ 75,374.00	$ 0.00	$ 0.00	$ 0.00
2402050	REGULAR FOSTER CHILDREN EDUCATION	$ 43,220.00	$ 0.00	$ 0.00	$ 183,136.00	$ 0.00	$ 0.00	$ 0.00
2402070	EDUCATION OF THE GIFTED - SOQ	$ 232,716.00	$ 58,179.00	$ 19,393.00	$ 227,989.00	$ 56,997.24	$ 18,999.08	$ 1,181.76
2402110	COMPENSATION SUPPLEMENT	$ 1,338,946.00	$ 191,277.99	$ 127,518.66	$ 1,999,060.00	$ 434,578.25	$ 173,831.30	$ 243,300.26-
2402120	SPECIAL EDUCATION SOQ	$ 3,518,526.00	$ 879,631.50	$ 293,210.50	$ 3,348,589.00	$ 837,147.24	$ 279,049.08	$ 42,484.26
2402170	VOCATIONAL EDUCATION SOQ	$ 1,080,219.00	$ 270,054.75	$ 90,018.25	$ 983,203.00	$ 245,800.74	$ 81,933.58	$ 24,254.01
2402210	SOCIAL SECURITY BENEFITS-INSTRUCTION	$ 1,444,923.00	$ 361,230.75	$ 120,410.25	$ 1,396,433.00	$ 349,108.26	$ 116,369.42	$ 12,122.49
2402230	TEACHER RETIREMENT INSTRUCTIONAL	$ 2,688,390.00	$ 672,097.50	$ 224,032.50	$ 2,999,480.00	$ 749,869.98	$ 249,956.66	$ 77,772.48-

ACCOUNT/DESCRIPTION		2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
2402280	EARLY READING INTERVENTION	$ 323,160.00	$ 0.00	$ 0.00	$ 224,655.00	$ 0.00	$ 0.00	$ 0.00
2402410	GROUP LIFE INSTRUCTIONAL	$ 79,888.00	$ 19,972.02	$ 6,657.34	$ 85,496.00	$ 21,373.98	$ 7,124.66	$ 1,401.96-
2402460	SPECIAL EDUCATION HOMEBOUND	$ 187,858.00	$ 0.00	$ 0.00	$ 215,005.00	$ 0.00	$ 0.00	$ 0.00
2402520	CTE-EQUIPMENT	$ 27,284.00	$ 0.00	$ 0.00	$ 8,665.00	$ 0.00	$ 0.00	$ 0.00
2402750	K-3 PRIMARY CLASS SIZE	$ 1,261,949.00	$ 0.00	$ 0.00	$ 1,260,274.00	$ 0.00	$ 0.00	$ 0.00
2402820	CTE OCCUPATIONAL PREP REGIONAL CTRS	$ 27,649.00	$ 0.00	$ 0.00	$ 8,781.00	$ 0.00	$ 0.00	$ 0.00
2402860	INFRASTRUCTURE & OPERATIONS PER PUPI	$ 1,768,689.00	$ 0.00	$ 0.00	$ 1,451,975.00	$ 0.00	$ 0.00	$ 0.00
2402910	MENTOR TEACHER PROGRAM	$ 2,584.00	$ 0.00	$ 0.00	$ 3,574.00	$ 0.00	$ 0.00	$ 0.00
2403080	SALES TAX-1 CENT	$ 6,850,683.00	$ 1,861,662.72	$ 599,586.14	$ 6,847,897.00	$ 1,759,173.36	$ 590,577.70	$ 102,489.36
2403090	ESL (ENGLISH SECOND LANGUAGE)	$ 12,894.00	$ 3,223.50	$ 1,074.50	$ 12,265.00	$ 3,066.24	$ 1,022.08	$ 157.26
2403120	SALES TAX-1/8 CENT	$ 853,548.00	$ 232,015.84	$ 74,734.40	$ 853,201.00	$ 218,750.96	$ 73,721.64	$ 13,264.88
2403340	CTE EQUIP SCHOOL DIV HIGH DEMAND	$ 27,284.00	$ 0.00	$ 0.00	$ 8,665.00	$ 0.00	$ 0.00	$ 0.00
2403990	NATIONAL BOARD CERTIFICATION BONUSES	$ 0.00	$ 0.00	$ 0.00	$ 5,000.00	$ 0.00	$ 0.00	$ 0.00
2404050	SOL ALGEBRA READINESS	$ 126,255.00	$ 0.00	$ 0.00	$ 124,726.00	$ 0.00	$ 0.00	$ 0.00
2404450	PROJECT GRADUATION	$ 7,071.00	$ 0.00	$ 0.00	$ 4,914.00	$ 0.00	$ 0.00	$ 0.00
2408160	VISION SCREENING GRANT	$ 0.00	$ 0.00	$ 0.00	$ 10,577.00	$ 0.00	$ 0.00	$ 0.00
2408650	VIRGINIA PRESCHOOL INITIATIVE (VPI)	$ 905,825.00	$ 0.00	$ 0.00	$ 1,367,707.00	$ 0.00	$ 0.00	$ 0.00
2408910	VPI-TEACHER TO STUDENT RATIO	$ 0.00	$ 0.00	$ 0.00	$ 7,515.00	$ 0.00	$ 0.00	$ 0.00
2409000	SUPP GF PAY IN LIEU OF SALES TAX	$ 1,126,709.00	$ 281,677.26	$ 93,892.42	$ 1,156,750.00	$ 289,187.52	$ 96,395.84	$ 7,510.26-
2409550	AT-RISK ADD-ON (SPLIT FUNDING): 6014	$ 7,715,686.00	$ 1,102,240.86	$ 734,827.24	$ 6,640,775.00	$ 1,443,646.75	$ 577,458.70	$ 341,405.89-
2410060	SPECIAL EDUCATION ADD-ON: 700860	$ 858,740.00	$ 122,677.14	$ 81,784.76	$ 364,146.00	$ 79,162.40	$ 31,664.96	$ 43,514.74
2500000	MEDICAID REIMBURSEMENT FROM STATE	$ 375,000.00	$ 37,437.24	$ 35,009.28	$ 370,205.00	$ 436,961.82	$ 21,200.90	$ 399,524.58-
2500001	MEDICAID REIMBURSEMENT EPSDT	$ 0.00	$ 11,731.05	$ 11,731.05	$ 0.00	$ 0.00	$ 0.00	$ 11,731.05
2500010	BENEFITS FROM OTHER STATE AGENCIES	$ 350,000.00	$ 0.00	$ 0.00	$ 340,521.00	$ 23,965.53	$ 23,965.53	$ 23,965.53-
4104050	VPSA TECHNOLOGY GRANT	$ 776,000.00	$ 0.00	$ 0.00	$ 388,000.00	$ 0.00	$ 0.00	$ 0.00
4104070	SCHOOL SECURITY SYSTEMS GRANT	$ 125,000.00	$ 0.00	$ 0.00	$ 127,806.00	$ 0.00	$ 0.00	$ 0.00
200	STATE FUNDS	$ 60,102,028.00	$ 12,581,488.87	$ 4,672,673.54	$ 57,736,438.00	$ 13,101,289.75	$ 4,394,104.29	$ 519,800.88-
PJT 300	FEDERAL FUNDS							
1066500	FOREST RESERVE PAYMENTS	$ 12,500.00	$ 0.00	$ 0.00	$ 12,284.00	$ 0.00	$ 0.00	$ 0.00
2102702	452900: SLFRF SCHOOL SECURITY GRANTS	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 96.35	$ 0.00	$ 96.35-
8401000	429010: TITLE I-A GRANTS TO LEAS	$ 1,395,454.00	$ 701,471.14	$ 0.00	$ 2,202,784.00	$ 538,622.94	$ 369,436.66	$ 162,848.20
8402700	430710: TITLE VI-B IDEA 611	$ 1,574,562.00	$ 235,441.43	$ 13,843.17	$ 1,574,562.00	$ 262,183.25	$ 0.00	$ 26,741.82-
8404800	PERKINS CTE SECONDARY PROGRAMS	$ 125,000.00	$ 143,394.64	$ 0.00	$ 246,004.00	$ 0.00	$ 0.00	$ 143,394.64
8417300	625210: IDEA 619 PRESCHOOL HANDICAPP	$ 92,018.00	$ 2,224.32	$ 0.00	$ 184,903.00	$ 0.00	$ 0.00	$ 2,224.32
8435800	TITLE V-B-2 RURAL/LOW INCOME	$ 0.00	$ 9,656.30	$ 8,211.80	$ 189,525.00	$ 29,860.76	$ 29,860.76	$ 20,204.46-
8436500	605120: TITLE III-A LANGUAGE ACQUISI	$ 0.00	$ 54.83	$ 54.83	$ 0.00	$ 0.00	$ 0.00	$ 54.83
8436700	614800: TITLE II-A-IMPROVING TCHR QU	$ 300,494.00	$ 45,146.09	$ 0.00	$ 325,378.00	$ 170,724.85	$ 34,252.40	$ 125,578.76-
8442400	602810: TITLE IV-STUDENT SUPPORT	$ 249,272.00	$ 27,778.47	$ 0.00	$ 283,183.00	$ 49,271.91	$ 5,448.98	$ 21,493.44-
8442410	601550: TITLE IV-A BSCA SCG	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 3,436.45	$ 0.00	$ 3,436.45-
9990000	JROTC	$ 77,121.00	$ 12,986.62	$ 0.00	$ 77,121.00	$ 12,919.88	$ 6,493.31	$ 66.74
300	FEDERAL FUNDS	$ 3,826,421.00	$ 1,178,153.84	$ 22,109.80	$ 5,095,744.00	$ 1,067,116.39	$ 445,492.11	$ 111,037.45

ACCOUNT	DESCRIPTION	2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
PJT	400 COUNTY FUNDS							
5105000	LOCAL APPROPRIATIONS: OPERATIONS	$ 14,361,989.00	$ 4,665,497.25	$ 1,555,165.75	$ 11,537,897.00	$ 3,909,474.24	$ 1,303,158.08	$ 756,023.01
5105030	LOCAL APPROPRIATIONS: ACCRUED PAYROL	$ 4,300,000.00	$ 0.00	$ 0.00	$ 4,100,000.00	$ 0.00	$ 0.00	$ 0.00
400	COUNTY FUNDS	$ 18,661,989.00	$ 4,665,497.25	$ 1,555,165.75	$ 15,637,897.00	$ 3,909,474.24	$ 1,303,158.08	$ 756,023.01
1	SCHOOL OPERATING FUND	$ 86,398,301.00	$ 18,827,568.32	$ 6,308,331.12	$ 81,592,579.00	$ 18,554,373.19	$ 6,268,925.16	$ 273,195.13

ACCOUNT/DESCRIPTION		2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
FD 4	FOOD SERVICE FUND							
PJT	000 BEGINNING BALANCE							
0000000	BEGINNING BALANCE	$ 136,269.00	$ 0.00	$ 0.00	$ 438,185.00	$ 0.00	$ 0.00	$ 0.00
000	BEGINNING BALANCE	$ 136,269.00	$ 0.00	$ 0.00	$ 438,185.00	$ 0.00	$ 0.00	$ 0.00
PJT	100 LOCAL FUNDS							
1612040	CAFETERIA SALES	$ 95,000.00	$ 10,197.03	$ 3,633.15	$ 93,467.00	$ 15,217.60	$ 8,801.38	$ 5,020.57-
1803030	REBATES AND REFUNDS	$ 30,000.00	$ 834.57	$ 0.00	$ 28,460.00	$ 6,888.31	$ 2,214.67	$ 6,053.74-
1899090	SALE OF OTHER EQUIPMENT	$ 0.00	$ 10.00	$ 10.00	$ 0.00	$ 0.00	$ 0.00	$ 10.00
1899130	TRANSFER FROM GENERAL FUND	$ 1,049,278.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
1901020	OTHER PAYMENTS FROM ANOTHER COUNTY/C	$ 0.00	$ 0.00	$ 0.00	$ 1,016,923.00	$ 0.00	$ 0.00	$ 0.00
100	LOCAL FUNDS	$ 1,174,278.00	$ 11,041.60	$ 3,643.15	$ 1,138,850.00	$ 22,105.91	$ 11,016.05	$ 11,064.31-
PJT	200 STATE FUNDS							
2402150	SCHOOL LUNCH PROGRAM STATE MATCH	$ 29,620.00	$ 0.00	$ 0.00	$ 28,973.00	$ 0.00	$ 0.00	$ 0.00
2403470	SCHOOL BREAKFAST INCENTIVE: STATE	$ 82,919.00	$ 0.00	$ 0.00	$ 80,118.00	$ 0.00	$ 0.00	$ 0.00
2404340	BREAKFAST AFTER THE BELL	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 701.50	$ 701.50	$ 701.50-
2409040	SCHOOL MEALS EXPANSION	$ 0.00	$ 0.00	$ 0.00	$ 16,024.00	$ 0.00	$ 0.00	$ 0.00
200	STATE FUNDS	$ 112,539.00	$ 0.00	$ 0.00	$ 125,115.00	$ 701.50	$ 701.50	$ 701.50-
PJT	300 FEDERAL FUNDS							
1055300	SCHOOL BREAKFAST PROGRAM	$ 640,000.00	$ 11,132.16	$ 0.00	$ 643,453.00	$ 182,392.19	$ 55,873.14	$ 171,260.03-
1055301	411100: SNP SSO BREAKFAST	$ 109,000.00	$ 0.00	$ 0.00	$ 108,582.00	$ 0.00	$ 0.00	$ 0.00
1055500	NSLP COMBINED	$ 1,489,317.00	$ 26,655.49	$ 0.00	$ 1,460,115.00	$ 431,319.59	$ 133,513.74	$ 404,664.10-
1055502	411080: SNP SCA FUNDS	$ 0.00	$ 0.00	$ 0.00	$ 1,000.00	$ 0.00	$ 0.00	$ 0.00
1055800	700270: CACFP FOOD	$ 0.00	$ 243.80	$ 0.00	$ 2,000.00	$ 84.17	$ 0.00	$ 159.63
1055801	700280: CACFP CASH IN LIEU	$ 0.00	$ 16.17	$ 0.00	$ 76.00	$ 5.70	$ 0.00	$ 10.47
1055900	603020: SFSP MEALS	$ 22,000.00	$ 12,583.32	$ 0.00	$ 22,073.00	$ 9,151.31	$ 0.00	$ 3,432.01
1055901	603030: SFSP SPONSOR ADMIN	$ 0.00	$ 1,291.51	$ 0.00	$ 0.00	$ 941.70	$ 0.00	$ 349.81
300	FEDERAL FUNDS	$ 2,260,317.00	$ 51,922.45	$ 0.00	$ 2,237,299.00	$ 623,894.66	$ 189,386.88	$ 571,972.21-
4	FOOD SERVICE FUND	$ 3,683,403.00	$ 62,964.05	$ 3,643.15	$ 3,939,449.00	$ 646,702.07	$ 201,104.43	$ 583,738.02-

ACCOUNT/DESCRIPTION		2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
FD 5 TEXTBOOKS FUND								
PJT 000 BEGINNING BALANCE								
0000000	BEGINNING BALANCE	$ 1,732,504.00	$ 0.00	$ 0.00	$ 2,721,102.00	$ 0.00	$ 0.00	$ 0.00
000	BEGINNING BALANCE	$ 1,732,504.00	$ 0.00	$ 0.00	$ 2,721,102.00	$ 0.00	$ 0.00	$ 0.00
PJT 200 STATE FUNDS								
2402140	TEXTBOOKS-SOQ	$ 553,690.00	$ 138,422.52	$ 46,140.84	$ 570,471.00	$ 142,617.75	$ 47,539.25	$ 4,195.23-
200	STATE FUNDS	$ 553,690.00	$ 138,422.52	$ 46,140.84	$ 570,471.00	$ 142,617.75	$ 47,539.25	$ 4,195.23-
5	TEXTBOOKS FUND	$ 2,286,194.00	$ 138,422.52	$ 46,140.84	$ 3,291,573.00	$ 142,617.75	$ 47,539.25	$ 4,195.23-

ACCOUNT/DESCRIPTION	2027 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	2026 ESTIMATED REVENUE	YEAR-TO-DATE ACTUAL REVENUES	SEPTEMBER ACTUAL REVENUES	DIFFERENCE YEAR-TO-DATE
GRAND TOTAL	$ 92,367,898.00	$ 19,028,954.89	$ 6,358,115.11	$ 88,823,601.00	$ 19,343,693.01	$ 6,517,568.84	$ 314,738.12-

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 1	SCHOOL OPERATING FUND						
1110	SALARIES: ADMINISTRATIVE	$ 1,224,327.00	$ 0.00	$ 99,881.39	$ 246,843.58	$ 977,483.42	20.16
1111	SALARIES: BOARD MEMBERS	$ 36,300.00	$ 0.00	$ 3,025.00	$ 9,075.00	$ 27,225.00	25.00
1112	SALARIES: SUPERINTENDENT	$ 165,533.00	$ 0.00	$ 13,794.42	$ 41,383.26	$ 124,149.74	25.00
1113	SALARIES: ASST SUPERINTENDENT	$ 144,548.00	$ 0.00	$ 12,170.59	$ 36,511.77	$ 108,036.23	25.26
1120	SALARIES: TEACHERS	$ 25,736,817.00	$ 0.00	$ 1,991,153.31	$ 2,157,885.67	$ 23,578,931.33	8.38
1122	SALARIES: LIBRARIANS	$ 719,779.00	$ 0.00	$ 67,510.14	$ 68,806.14	$ 650,972.86	9.56
1123	SALARIES: HOMEBOUND TEACHERS	$ 553,002.00	$ 0.00	$ 11,288.34	$ 13,185.09	$ 539,816.91	2.38
1124	SALARIES: SUPERVISORS	$ 130,177.00	$ 0.00	$ 10,848.07	$ 32,544.21	$ 97,632.79	25.00
1126	SALARIES: PRINCIPALS	$ 1,472,609.00	$ 0.00	$ 122,717.44	$ 368,152.32	$ 1,104,456.68	25.00
1127	SALARIES: ASSISTANT PRINCIPALS	$ 969,482.00	$ 0.00	$ 79,911.51	$ 179,654.91	$ 789,827.09	18.53
1130	SALARIES: OTHER PROFESSIONAL	$ 108,050.00	$ 0.00	$ 9,314.67	$ 27,944.01	$ 80,105.99	25.86
1131	SALARIES: NURSES	$ 622,455.00	$ 0.00	$ 59,442.66	$ 59,442.66	$ 563,012.34	9.55
1132	SALARIES: PSYCHOLOGIST	$ 80,990.00	$ 0.00	$ 6,749.17	$ 6,749.17	$ 74,240.83	8.33
1133	SALARIES: COMPUTER SPECIALISTS/T	$ 547,816.00	$ 0.00	$ 45,651.34	$ 103,621.02	$ 444,194.98	18.92
1134	SALARIES: MEDICAL ASSISTANTS-UNL	$ 74,250.00	$ 0.00	$ 9,594.13	$ 13,521.25	$ 60,728.75	18.21
1141	SALARIES: TECHNICAL SUPPORT	$ 251,336.00	$ 0.00	$ 21,888.66	$ 48,218.21	$ 203,117.79	19.18
1142	SALARIES: PT SECURITY GUARD	$ 34,752.00	$ 0.00	$ 2,614.50	$ 4,158.00	$ 30,594.00	11.96
1150	SALARIES: OFFICE CLERICAL	$ 1,655,957.00	$ 0.00	$ 144,317.54	$ 329,826.75	$ 1,326,130.25	19.92
1151	SALARIES: INSTRUCTIONAL AIDES	$ 2,523,273.00	$ 0.00	$ 246,079.10	$ 248,504.19	$ 2,274,768.81	9.85
1152	SALARIES: DEVELOPMENT ASSISTANTS	$ 683,551.00	$ 0.00	$ 29,984.75	$ 30,062.25	$ 653,488.75	4.40
1160	SALARIES: MAINTENANCE TRADES	$ 201,908.00	$ 0.00	$ 16,825.68	$ 42,339.75	$ 159,568.25	20.97
1165	SALARIES: MECHANICS REGULAR	$ 267,311.00	$ 0.00	$ 17,730.94	$ 45,959.77	$ 221,351.23	17.19
1170	SALARIES: REGULAR BUS DRIVERS	$ 1,471,731.00	$ 0.00	$ 147,707.71	$ 169,521.92	$ 1,302,209.08	11.52
1180	SALARIES: GROUND SERVICES	$ 161,043.00	$ 0.00	$ 14,950.59	$ 37,551.99	$ 123,491.01	23.32
1190	SALARIES: CUSTODIANS REGULAR	$ 1,910,242.00	$ 0.00	$ 155,428.16	$ 390,249.77	$ 1,519,992.23	20.43
1192	SALARIES: WAREHOUSE	$ 54,674.00	$ 0.00	$ 4,556.16	$ 11,390.40	$ 43,283.60	20.83
1320	SALARIES: PART-TIME TEACHERS	$ 18,750.00	$ 0.00	$ 0.00	$ 0.00	$ 18,750.00	0.00
1351	SALARIES: COE WORKERS	$ 0.00	$ 0.00	$ 351.00	$ 351.00	$ 351.00-	100.00
1360	SALARIES: MAINTENANCE OT & PT	$ 18,070.00	$ 0.00	$ 363.60	$ 809.88	$ 17,260.12	4.48
1460	SALARIES: MECHANICS OVERTIME	$ 32,095.00	$ 0.00	$ 2,796.80	$ 4,396.80	$ 27,698.20	13.70
1520	SALARIES: SUBSTITUTE TEACHERS	$ 997,873.00	$ 0.00	$ 123,836.15	$ 133,692.15	$ 864,180.85	13.40
1540	SALARIES: SUBSTITUTE TEACHERS AI	$ 45,038.00	$ 0.00	$ 8,463.03	$ 8,463.03	$ 36,574.97	18.79
1570	SALARIES: SUBSTITUTE BUS DRIVER	$ 90,566.00	$ 0.00	$ 8,404.00	$ 8,404.00	$ 82,162.00	9.28
1590	SALARIES: CUSTODIAN SUBSTITUTES	$ 44,059.00	$ 0.00	$ 5,839.87	$ 17,942.60	$ 26,116.40	40.72
1620	SALARIES: SUPPLEMENTS	$ 984,550.00	$ 0.00	$ 2,950.50	$ 10,280.73	$ 974,269.27	1.04
1621	SALARIES: STAFF TRAINNING-COMPUT	$ 49,756.00	$ 0.00	$ 0.00	$ 500.00	$ 49,256.00	1.00
1623	SALARIES: ACADEMIC SUPPLEMENTS	$ 4,454.00	$ 0.00	$ 0.00	$ 0.00	$ 4,454.00	0.00
1624	SALARIES: SOL TUTORING	$ 6,006.00	$ 0.00	$ 0.00	$ 0.00	$ 6,006.00	0.00
1650	NATIONAL BOARD CERTIFICATION TEA	$ 5,000.00	$ 0.00	$ 0.00	$ 0.00	$ 5,000.00	0.00
1660	EXTRA PAY	$ 0.00	$ 0.00	$ 0.00	$ 1,614.74	$ 1,614.74-	100.00
1670	SALARIES: BUS DRIVER SPECIAL TRI	$ 76,072.00	$ 0.00	$ 7,281.24	$ 10,102.27	$ 65,969.73	13.28
2100	FICA BENEFITS	$ 3,295,470.00	$ 0.00	$ 256,358.94	$ 364,891.19	$ 2,930,578.81	11.07
2210	VRS BENEFITS-PLAN 1 AND 2	$ 2,511,172.00	$ 0.00	$ 241,710.82	$ 345,651.14	$ 2,165,520.86	13.76
2220	VRS BENEFITS-HYBRID PLAN	$ 2,778,591.00	$ 0.00	$ 237,260.83	$ 322,609.67	$ 2,455,981.33	11.61
2300	HMP BENEFITS	$ 10,770,482.00	$ 0.00	$ 923,573.36	$ 923,573.36	$ 9,846,908.64	8.58
2320	HSA EMPLOYER CONTRIBUTIONS	$ 554,401.00	$ 0.00	$ 57,820.00	$ 57,820.00	$ 496,581.00	10.43
2400	GLI BENEFIT	$ 422,034.00	$ 0.00	$ 38,522.31	$ 54,032.99	$ 368,001.01	12.80
2510	DISABILITY INSURANCE-HYBRID PLAN	$ 53,284.00	$ 0.00	$ 4,569.98	$ 6,846.25	$ 46,437.75	12.85
2700	WORKERS COMPENSATION	$ 128,077.00	$ 0.00	$ 0.00	$ 0.00	$ 128,077.00	0.00
2750	RETIREE HEALTH CARE CREDIT	$ 390,733.00	$ 0.00	$ 35,414.42	$ 52,536.03	$ 338,196.97	13.45
2800	OTHER BENEFITS	$ 4,000.00	$ 0.00	$ 0.00	$ 0.00	$ 4,000.00	0.00
2830	TERMINATION PAY	$ 90,000.00	$ 0.00	$ 0.00	$ 75,390.56	$ 14,609.44	83.77
2845	ERIP-HMP	$ 926,909.00	$ 0.00	$ 96,388.10	$ 248,867.31	$ 678,041.69	26.85
2847	ERIP-HSA EMPLOYER CONTRIBUTIONS	$ 43,776.00	$ 0.00	$ 5,048.40	$ 12,365.20	$ 31,410.80	28.25
3000	PURCHASED SERVICES	$ 2,050,803.00	$ 750.00	$ 97,356.56	$ 187,168.30	$ 1,862,884.70	9.16
3100	OTHER BENEFITS	$ 221,065.00	$ 0.00	$ 0.00	$ 0.00	$ 221,065.00	0.00
3120	STAFF TRAINING	$ 196,927.00	$ 0.00	$ 2,678.80	$ 34,530.67	$ 162,396.33	17.53
3200	DUAL ENROLLMENT	$ 46,637.00	$ 0.00	$ 790.00	$ 2,405.00	$ 44,232.00	5.16
3420	PAYMENT PRIVATE CARRIERS/PARENTS	$ 30,969.00	$ 0.00	$ 1,346.68	$ 5,976.45	$ 24,992.55	19.30
3810	DUAL & REGIONAL TUITION	$ 133,281.00	$ 0.00	$ 29,625.60	$ 29,625.60	$ 103,655.40	22.23
4000	INTERNAL SERVICES	$ 9,530.00	$ 0.00	$ 0.00	$ 14,551.01	$ 5,021.01-	152.69
5001	TELECOMMUNICATIONS	$ 354,542.00	$ 0.00	$ 35,026.78	$ 98,424.87	$ 256,117.13	27.76
5101	ELECTRICAL SERVICES	$ 2,076,394.00	$ 0.00	$ 106,947.35	$ 374,896.02	$ 1,701,497.98	18.06
5102	GAS,COAL,OIL	$ 501,953.00	$ 0.00	$ 3,412.26	$ 24,539.30	$ 477,413.70	4.89

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5103	WATER & SEWER SERVICES	$ 157,847.00	$ 0.00	$ 11,093.13	$ 31,222.27	$ 126,624.73	19.78
5202	POSTAL SERVICES	$ 5,347.00	$ 0.00	$ 0.00	$ 89.57	$ 5,257.43	1.68
5203	TELEPHONE SERVICES	$ 39,729.00	$ 0.00	$ 3,417.18	$ 11,185.71	$ 28,543.29	28.16
5300	INSURANCE	$ 202,787.00	$ 0.00	$ 0.00	$ 0.00	$ 202,787.00	0.00
5400	LEASES & RENTALS	$ 170,451.00	$ 0.00	$ 15,968.75	$ 83,794.18	$ 86,656.82	49.16
5500	TRAVEL	$ 157,802.00	$ 0.00	$ 6,419.49	$ 21,654.35	$ 136,147.65	13.72
5600	CONTRIBUTIONS TO OTHER ENTITIES	$ 1,000.00	$ 0.00	$ 0.00	$ 0.00	$ 1,000.00	0.00
5800	MISCELLANEOUS	$ 10,444.00	$ 0.00	$ 900.72	$ 1,532.29	$ 8,911.71	14.67
5801	DUES & ASSOCIATION MEMBERSHIPS	$ 15,924.00	$ 0.00	$ 122.55	$ 1,077.55	$ 14,846.45	6.77
6000	MATERIALS AND SUPPLIES	$ 2,516,921.00	$ 87,722.23	$ 137,701.69	$ 380,473.89	$ 2,048,724.88	18.60
6001	OFFICE SUPPLIES	$ 14,919.00	$ 0.00	$ 0.00	$ 0.00	$ 14,919.00	0.00
6003	SNAP FOOD SUPPLIES	$ 1,917.00	$ 0.00	$ 0.00	$ 0.00	$ 1,917.00	0.00
6005	HOUSEKEEPING JANITORIAL CLEANING	$ 234,286.00	$ 0.00	$ 23,345.60	$ 57,543.91	$ 176,742.09	24.56
6007	REPAIR & MAINTENANCE SUPPLIES	$ 356,165.00	$ 15,645.00	$ 43,457.56	$ 122,637.26	$ 217,882.74	38.83
6008	VEHICLES & EQUIPMENT FUELS (63 F	$ 597,732.00	$ 0.00	$ 8,819.34	$ 16,173.60	$ 581,558.40	2.71
6009	VEHICLES SUPPLIES (63 FUNCTION O	$ 480,932.00	$ 0.00	$ 13,042.76	$ 73,278.86	$ 407,653.14	15.24
6011	UNIFORMS & WEARING APPARELS	$ 9,243.00	$ 0.00	$ 349.73	$ 1,365.98	$ 7,877.02	14.78
6013	STANDARDIZED TESTING	$ 29,478.00	$ 0.00	$ 2,185.12	$ 4,078.66	$ 25,399.34	13.84
6015	PARENTAL INVOLVEMENT SUPPLIES	$ 31,060.00	$ 0.00	$ 14,817.83	$ 15,580.74	$ 15,479.26	50.16
6020	TEXTBOOKS	$ 31,060.00	$ 0.00	$ 0.00	$ 0.00	$ 31,060.00	0.00
6030	INSTRUCTION SUPPLIES	$ 329,664.00	$ 8,134.70	$ 33,132.00	$ 76,911.03	$ 244,618.27	25.80
6031	PRINTER INK SUPPLIES	$ 0.00	$ 2,912.00	$ 0.00	$ 0.00	$ 2,912.00-	100.00
6040	COMPUTER SOFTWARE	$ 750,482.00	$ 70,186.72	$ 66,539.47	$ 202,061.72	$ 478,233.56	36.28
6045	IEP ONLINE SOFTWARE	$ 1,925.00	$ 0.00	$ 0.00	$ 0.00	$ 1,925.00	0.00
6050	NON-CAPITALIZED TECHNOLOGY HARDW	$ 311,186.00	$ 14,521.95	$ 1,671.70	$ 7,499.13	$ 289,164.92	7.08
6060	NONCAPITALIZED TECHNOLOGY INFRAS	$ 3,238.00	$ 0.00	$ 0.00	$ 0.00	$ 3,238.00	0.00
7000	TUITION PAYMENTS TO JOINT OPERAT	$ 18,600.00	$ 0.00	$ 0.00	$ 12,821.94	$ 5,778.06	68.94
8100	CAPITAL OUTLAY REPLACEMENT	$ 4,625,283.00	$ 864,909.26	$ 504,067.54	$ 872,567.13	$ 2,887,806.61	37.56
8110	TECHNOLOGY: HARDWARE REPLACEMENT	$ 249,661.00	$ 2,095.20	$ 18,138.00	$ 18,138.00	$ 229,427.80	8.10
8120	TECHNOLOGY: INFRASTRUCTURE REPLA	$ 233,615.00	$ 0.00	$ 0.00	$ 12,164.31	$ 221,450.69	5.21
8200	CAPITAL OUTLAY ADDITIONS	$ 461,826.00	$ 459,315.83	$ 161,720.67	$ 205,011.54	$ 202,501.37-	143.85
8210	TECHNOLOGY: HARDWARE ADDITIONS	$ 71,192.00	$ 0.00	$ 7,865.14	$ 173,217.67	$ 102,025.67-	243.31
9100	REDEMPTION OF DEBT PRINCIPAL	$ 597,300.00	$ 0.00	$ 0.00	$ 0.00	$ 597,300.00	0.00
9200	INTEREST ON DEBT SERVICE	$ 41,906.00	$ 0.00	$ 0.00	$ 0.00	$ 41,906.00	0.00
9800	FUND TRANSFERS: INTRA-AGENCY FUN	$ 1,500,000.00	$ 0.00	$ 0.00	$ 0.00	$ 1,500,000.00	0.00
1	SCHOOL OPERATING FUND	$ 86,026,154.00	$ 1,526,192.89	$ 6,754,049.32	$ 10,558,442.47	$ 73,941,518.64	14.05
FD 4 FOOD SERVICE FUND							
1124	SALARIES: SUPERVISORS	$ 73,603.00	$ 0.00	$ 6,133.60	$ 18,400.80	$ 55,202.20	25.00
1150	SALARIES: OFFICE CLERICAL	$ 44,995.00	$ 0.00	$ 3,749.58	$ 9,373.95	$ 35,621.05	20.83
1193	SALARIES: COOKS REGULAR	$ 1,238,574.00	$ 0.00	$ 112,385.49	$ 121,888.95	$ 1,116,685.05	9.84
1493	SALARIES: COOKS PART-TIME	$ 90,844.00	$ 0.00	$ 7,482.87	$ 7,482.87	$ 83,361.13	8.24
1593	SALARIES: COOKS SUBSTITUTES	$ 16,889.00	$ 0.00	$ 4,596.88	$ 4,596.88	$ 12,292.12	27.22
2100	FICA BENEFITS	$ 112,068.00	$ 0.00	$ 9,762.89	$ 11,864.40	$ 100,203.60	10.59
2210	VRS BENEFITS-PLAN 1 AND 2	$ 65,172.00	$ 0.00	$ 6,354.88	$ 7,851.48	$ 57,320.52	12.05
2220	VRS BENEFITS-HYBRID PLAN	$ 117,795.00	$ 0.00	$ 10,069.12	$ 11,103.86	$ 106,691.14	9.43
2300	HMP BENEFITS	$ 631,828.00	$ 0.00	$ 50,230.15	$ 50,230.15	$ 581,597.85	7.95
2320	HSA EMPLOYER CONTRIBUTIONS	$ 22,400.00	$ 0.00	$ 2,240.00	$ 2,240.00	$ 20,160.00	10.00
2400	GLI BENEFIT	$ 14,385.00	$ 0.00	$ 1,326.32	$ 1,535.84	$ 12,849.16	10.68
2510	DISABILITY INSURANCE-HYBRID PLAN	$ 4,350.00	$ 0.00	$ 368.46	$ 386.30	$ 3,963.70	8.88
2700	WORKERS COMPENSATION	$ 2,456.00	$ 0.00	$ 0.00	$ 0.00	$ 2,456.00	0.00
2750	RETIREE HEALTH CARE CREDIT	$ 24,704.00	$ 0.00	$ 2,217.52	$ 2,391.48	$ 22,312.52	9.68
2830	TERMINATION PAY	$ 60,000.00	$ 0.00	$ 0.00	$ 12,072.50	$ 47,927.50	20.12
3000	PURCHASED SERVICES	$ 73,642.00	$ 0.00	$ 0.00	$ 26,914.74	$ 46,727.26	36.55
3120	STAFF TRAINING	$ 1,597.00	$ 0.00	$ 0.00	$ 0.00	$ 1,597.00	0.00
5500	TRAVEL	$ 98.00	$ 0.00	$ 775.55	$ 775.55	$ 677.55-	791.38
5800	MISCELLANEOUS	$ 473.00	$ 0.00	$ 1,044.52	$ 1,044.52	$ 571.52-	220.83
6001	OFFICE SUPPLIES	$ 3,344.00	$ 0.00	$ 808.23	$ 1,498.21	$ 1,845.79	44.80
6002	FOOD SERVICES SUPPLIES	$ 1,375,534.00	$ 0.00	$ 148,324.80	$ 299,096.08	$ 1,076,437.92	21.74
6007	REPAIR & MAINTENANCE SUPPLIES	$ 55,665.00	$ 0.00	$ 2,344.59	$ 11,305.69	$ 44,359.31	20.31
6011	UNIFORMS & WEARING APPARELS	$ 20,926.00	$ 0.00	$ 579.85	$ 16,720.41	$ 4,205.59	79.90
8100	CAPITAL OUTLAY REPLACEMENT	$ 4,208.00	$ 61,985.00	$ 0.00	$ 518.21	$ 58,295.21-	1485.34
4	FOOD SERVICE FUND	$ 4,055,550.00	$ 61,985.00	$ 370,795.30	$ 619,292.87	$ 3,374,272.13	16.80
FD 5 TEXTBOOKS FUND							

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For SEPTEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
6000	MATERIALS AND SUPPLIES	$ 0.00	$ 0.00	$ 682.92	$ 682.92	$ 682.92-	100.00
6020	TEXTBOOKS	$ 2,286,194.00	$ 4,602.92	$ 6,757.56	$ 361,382.54	$ 1,920,208.54	16.01
5	TEXTBOOKS FUND	$ 2,286,194.00	$ 4,602.92	$ 7,440.48	$ 362,065.46	$ 1,919,525.62	16.04
GRAND TOTAL		$ 92,367,898.00	$ 1,592,780.81	$ 7,132,285.10	$ 11,539,800.80	$ 79,235,316.39	14.22

This is a draft copy of the September 14, 2026 minutes and is subject to amendment. Minutes do not become official until approved by the School Board.

VIRGINIA: At a regular meeting of the Tazewell County School Board Disciplinary Committee held at the Tazewell County Career and Technical Center - Student Center at 3:30 p.m. on September 14, 2026

COMMITTEE MEMBERS PRESENT: Irene Mullins, School Board Vice-Chair
Brannon Breeding, School Board Member
Donna Culbertson, School Board Member

OTHERS PRESENT: Dr. Tom Brewster, Deputy Superintendent
James McGee, Director of Secondary Education
Derick Smith, Principal, Richlands Middle School
Tim Stine, Assistant Principal, Tazewell Middle School
Vicki Bailey, School Board Clerk

Vice-Chair Robinson called the meeting to order at 3:31 p.m.

Pursuant to section 2.2-3711 of the Code of Virginia, a motion was made by Mrs. Culbertson, seconded by Mr. Breeding, and passed 3-0 to convene to a closed session for the purpose of discussing the following specific matter:

> 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.

The Committee returned to open session at 4:33 p.m. 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 Tazewell County School Board Disciplinary Committee.

Student Actions

Mrs. Culbertson made a motion that student A be placed on home-based instruction for the remainder of the first semester and scheduled for a review in December 2026. Mr. Breeding seconded the motion, and the Committee unanimously approved.

Mrs. Culbertson made a motion that student B be placed on home-based instruction for the remainder of the first semester and scheduled for a review in December 2026. Mr. Breeding seconded the motion, and the Committee unanimously approved.

Mrs. Culbertson made a motion to adjourn at 4:35 p.m. Mr. Breeding seconded the motion, and the Committee unanimously approved.

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TAZEWELL County Public Schools

Christopher B. Stacy, Ed.D., Division Superintendent

School Board Members
Erik Robinson, Chair
Irene Mullins, Vice-Chair
Brannon Breeding
David Woodard

October 12, 2026

SUBJECT: **VSBA Academy Awards**

ENCLOSURE: NA

SUMMARY: The Virginia School Board Association recognizes board members for their dedication, time and hard work in improving board skills through VSBA meetings, conferences, board development and training, and active involvement in the association. VSBA members earn credits for **VSBA Academy Awards** based on participation each year.

RECOMMENDATION: NA

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October 12, 2026

SUBJECT: **TCCTC Recognitions**

ENCLOSURE: NA

SUMMARY: The following TCCTC students will be recognized at the School Board meeting:

- Carpentry Students - Tazewell High School Stadium Bleacher Repairs
- Masonry Students - First Place at the State Fair

RECOMMENDATION: NA

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October 12, 2026

SUBJECT: **October – National Principals Month**

ENCLOSURE: NA

SUMMARY: Every October, National Principals Month recognizes the essential role that principals play in making a school great. Dr. Brewster will recognize the principals of Tazewell County Public Schools.

RECOMMENDATION: NA

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October 12, 2026

SUBJECT: **VSBA Bullying Prevention Month and Adoption of a Bullying Prevention Proclamation**

ENCLOSURE: Bullying Prevention Proclamation

SUMMARY: October is VSBA Bullying Prevention Month. Dr. Brewster will ask the Board to adopt the Bullying Prevention Proclamation with the intention that the issue of bullying and its prevention be discussed in the schools and classrooms.

RECOMMENDATION: That the Tazewell County School Board adopt the Bullying Prevention Proclamation recognizing October 2026 as VSBA Bullying Prevention Month.

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TAZEWELL COUNTY SCHOOL BOARD

PROCLAMATION

VSBA Bullying Prevention Month

October 2026

WHEREAS, the Tazewell County School Board believes that every student deserves a safe, supportive, and inclusive learning environment in which to learn and grow; and

WHEREAS, bullying remains a significant concern that can negatively impact student well-being, academic achievement, and school climate; and

WHEREAS, bullying can take many forms, including verbal, physical, social, and electronic conduct, and may occur both on and off school grounds; and

WHEREAS, the Tazewell County School Board plays a critical role in establishing policies, supporting positive school cultures, and promoting environments where all students feel safe, respected, and valued; and

WHEREAS, preventing bullying requires ongoing collaboration among school board members, educators, students, families, and communities to encourage respectful behavior, address harmful conduct, and support student success; and

WHEREAS, the Virginia School Boards Association (VSBA) provides leadership, advocacy, sample policies, and resources to assist local school boards in fostering positive school climates and preventing bullying behaviors.

NOW, THEREFORE, BE IT RESOLVED, that the Tazewell County School Board recognizes October 2026 as VSBA Bullying Prevention Month and encourages bullying and its prevention to be discussed in Tazewell County Public Schools and classrooms throughout the month.

Adopted this _____ day of _____, 2026.

_____ Erik Robinson, School Board Chair

_____ Irene Mullins, School Board Vice-Chair

_____ Brannon Breeding, School Board Member

_____ David Woodard, School Board Member

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October 12, 2026

SUBJECT: **Month of October Recognitions**

ENCLOSURE:

SUMMARY: Dr. Brewster will share briefly about the following recognitions for the month of October:

- Character Counts Week
- Domestic Violence Awareness Month
- National School Lunch Week
- National School Bus Safety Week
- Read Aloud to a Child Week
- Red Ribbon Week
- Virginia Farm to School Week

RECOMMENDATION: NA

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October 12, 2026

SUBJECT: **Public Hearing on Interim Appointment to the School Board representing the Northwestern District Position - 7:15 p.m.**

- **Applicant - Freddie Elswick, Richlands, VA**

ENCLOSURE: Resume of Freddie Elswick

SUMMARY: The School Board will take public comment regarding the applicant for the interim appointment to the School Board to represent the Northwestern District. The only resume received for the position was from Freddie Elswick.

RECOMMENDATION: NA

FREDDIE ELSWICK

Richlands Virginia • (276) 210-8985 • felswick@hotmail.com

PROFILE

I am a lifelong Richlands area resident and the General Manager of Ramey Automotive, where I lead approximately 50 employees across every dealership department and hold full budget, hiring, and operating responsibilities.

For more than 17 years, I have worked with Tazewell County students in different facets such as a PALS reading teacher, a substitute teacher, a volunteer Richlands High School football coach, and a Little League coach. In 2024, I founded the Blue Tornado Touchdown Club, which has raised more than $100,000 for Richlands High School athletic teams, local youth organizations, and the Caroline James Scholarship.

My daughter, Henley, attends Cedar Bluff Elementary School where my wife, Katy, teaches Pre-K.

PROFESSIONAL EXPERIENCE

RAMEY AUTOMOTIVE — Richlands, Virginia

General Manager | January 2021–Present

- Lead approximately 50 employees across sales, service, parts, and finance, with full profit-and-loss responsibility for a dealership that remained profitable in challenging times for auto dealers.
- Own the dealership budget, financial planning, and expense management, including capital and staffing decisions that weigh short-term cost against long-term stability.
- Hire, train, evaluate, and when necessary, terminate staff; supervise department managers directly and resolve escalated personnel and customer matters.
- Direct the dealership's community investment — sponsorships, fundraising partnerships, and support for schools and youth programs throughout Tazewell, Russell, and Buchanan Counties.

Sales Manager | September 2017–January 2021

- Managed dealership sales operations and a team of 15 sales professionals, including recruiting, training, and performance management.
- Set and tracked monthly sales targets and handled escalated customer concerns.

Finance Manager | January 2014–September 2017 (Ramey Chevrolet, Tazewell; Ramey Automotive, Richlands)

- Structured financing for customer vehicle purchases, averaging approximately 750 transactions and $10 million in financed volume annually.
- Maintained lender and state compliance across all financing documentation.

Sales Consultant — Ramey Chevrolet, Tazewell | 2012–2014

- Collaborated with customers throughout the vehicle purchasing process and built relationships with customers and members of the community.

BALLARD INSURANCE — Richlands, Virginia

Administrative Assistant | June 2010–September 2011

- Provided administrative, documentation, and customer service support for daily office operations.

CEDAR BLUFF ELEMENTARY — Cedar Bluff, Virginia

PALS Teacher (Phonological Awareness Literacy Screening) | 2009–2010

- Delivered individualized reading instruction to 30 early-elementary students identified through PALS screening as needing literacy support.
- Tracked student progress and coordinated with classroom teachers on individual reading goals.

TAZEWELL COUNTY PUBLIC SCHOOLS

Substitute Teacher | 2009-2010.

- Substituted across all grade levels at Richlands High School, Richlands Middle School, Richlands Elementary School, Cedar Bluff Elementary School, North Tazewell Elementary School, Tazewell Elementary School, Tazewell Middle School, and Tazewell High School.

EDUCATION

University of Tennessee, Knoxville — Bachelor of Arts in Economics, 2009

Southwest Virginia Community College — 2003–2004; transferred to the University of Tennessee

Richlands High School — Graduate, 2003

SCHOOLS, YOUTH, AND COMMUNITY SERVICE

BLUE TORNADO TOUCHDOWN CLUB

Founder | 2024–Present

- Founded and lead an independent booster organization supporting Richlands High School athletics and local youth programs.
- Led fundraising that has generated more than $100,000, distributed across Richlands High School athletic teams and youth organizations.
- Established the Caroline James Scholarship, awarded annually to a graduating student athlete that not only excelled in their respective sports and classroom but showed a high work ethic and leadership.

RICHLANDS LITTLE LEAGUE

Softball Coach | 2020–Present

- Coached youth softball for six seasons; selected as an All-Star team coach in the past two.

RICHLANDS HIGH SCHOOL

Volunteer Football Coach | 2009–2013, 2014–2017, 2024–2025

- Coached offensive and defensive line for a roster of approximately 60+ student-athletes, collaborating with school staff, families, and coaching colleagues.

RICHLANDS BOYS' BASKETBALL BOOSTERS

President | 2022–2023

- Led the booster organization supporting the Richlands High School basketball program, coordinating parents, coaches, and local businesses to fund equipment, travel, and team needs.

TOWN OF RICHLANDS RECREATION COMMISSION

Commission Member | 2022–2023

- Served on the commission overseeing town recreation facilities and youth activity programming.

HONORS

Tazewell County Citizen of the Month — August 2022, awarded by the Tazewell County Sheriff's Office for community service.

AREAS OF STRENGTH

Financial management and budgeting • Personnel leadership and hiring • Fundraising and resource development • Youth development and coaching • School and community partnerships • Strategic decision-making

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October 12, 2026

SUBJECT: **Update on Tazewell High School Construction Renovation**

ENCLOSURE:

SUMMARY: Pam Young, Project Manager for Thompson & Litton, will give Board members an update on the renovations at Tazewell High School.

RECOMMENDATION: NA

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Tazewell, VA 24651-5396
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Rigor • Relevance • Relationships
TAZEWELL County Public Schools

Christopher B. Stacy, Ed.D., Division Superintendent

School Board Members
Erik Robinson, Chair
Irene Mullins, Vice-Chair
Brannon Breeding
David Woodard

October 12, 2026

SUBJECT: **VSBA July 2026 Policy Updates, second read**

ENCLOSURE: VSBA July 2026 Policy Updates

SUMMARY: Dr. Stacy will ask Board members for a second read approval of the VSBA July 2026 Policy Updates.

RECOMMENDATION: That the Tazewell County School Board approve the VSBA July 2026 Policy updates as a second read.

Explanation of Revisions – July 2026 Policy Update

POLICY CODE	REVISION
AD	**Educational Philosophy** No significant updates; this policy was on the five-year review cycle. Language in brackets was included to prompt local divisions to discuss and draft their own educational philosophy, as needed.
BBA	**School Board Powers and Duties** Additional powers and duties of the board were added to reflect Va. Code § 22.1-79 and the bullets are now in same order as the corresponding statute. The language in the last two bullets was added during the 2024 legislative season in paragraphs 14 and 15 of the statute. The last paragraph was moved to a footnote as it was for reference to a specific term.
BDDH/KD	**Public Participation at School Board Meetings** Language in this policy was changed to reflect the Virginia Freedom of Information Act. The language allows for great discretion at the local level regarding public participation, including attendance and speaking, at school board meetings.
DGC	**School Activity Funds** Updated to reflect relevant language and use standard terminology.
DJF	**Procurement (*previously "Purchasing Procedures"*)** Substantially updated. Revised and streamlined to better alight with the Virginia Public Procurement Act (VPPA) and other applicable procurement laws. Ensured inclusion of applicable procurement and ethical standards and incorporated required statutory provisions and procurement language to improve consistency with the law. Previously included language was added to footnotes for reference if a local division wanted to incorporate such language in local procedures or a procurement manual.
EI	**Insurance Management** Reviewed to ensure compliance with five-year review cycle; no changes other than adding hyperlinks.

POLICY CODE	REVISION
GAA	**Staff Time Schedules** Updated to add a purpose statement and to better align with the Fair Labor Standards Act. Updated citation to Virginia Administrative Code.
GBB	**Prohibition of Bullying and Abusive Work Environments (*previously "Prohibition of Abusive Work Environments"*)** Reviewed as part of five-year review cycle. Language updated to reflect the statute, including language that the Superintendent should develop procedures for the division, as required by law.
GCCB	**Employment of Family Members** Updated as related Conflicts of Interest Statutes were included in May update. The changes in language reflect the Virginia statute. Cross reference updated.
IK	**Academic Planning and Course Selection** Updated only to reflect renumbering of Virginia Code in the legal references.
JFCA	**Teacher Removal of Students from Class** Updated as the previous language was providing some confusion. The language aligns with statutory requirements and prompts divisions to include local rules. See footnotes for additional clarity in developing local policy and regulations.
JHCD	**Administering Medicines to Students** Updated only to reflect renumbering of Virginia Code in the legal references. Footnote added to clarify that each school board must develop and implement the divisionwide plan to become effective beginning with the 2028–2029 school year. Added a cross reference.
JHH	**Suicide Prevention (no changes)** *This policy was included on the July update list but there has been no additional guidance from the DOE since the passing of legislation on this topic. No changes required at this time.*

POLICY CODE	REVISION
JO	**Student Education Records (*previously "Student Records"*) – released on July 14** Review and changes due to recent developments. Legal updates to ensure compliance with all applicable laws and regulations, specifically FERPA and Virginia FOIA. **Please note:** There is no redline for JO due to the number of changes. Much of the content is the same but has been moved within the document or revised for clarity and to ensure compliance with the law.
JOA	**Student Transcripts - released on July 14** Updates legal reference and other administrative edits.
JOD	**Release of Student Data/Records - released on July 14** Minor edits for clarity.
JOD-F	**Consent Form Authorizing Release of Student Data/Records - released on July 14** Minor administrative edit
JS	**Extracurricular Activity Notification** Updated only to reflect renumbering of Virginia Code in the legal references.
KKA	**Service Animals in Public Schools** Certain language removed to comply with the American with Disabilities Act (ADA). See footnotes for explanation.
KP	Updated only to reflect renumbering of Virginia Code and delete footnote that is no longer required.

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

EDUCATIONAL PHILOSOPHY

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Adopted: October 12, 2026

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

Cross Refs.:	AC	Nondiscrimination
	GA	Personnel Policies Goals
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	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

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, and school bus drivers and reports such critical 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;
- 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;
- 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 student identification card or other school document such as a report card or a personal school email address.

Adopted: October 12, 2026

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.

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 Tazewell County School Board to observe its deliberations.

The School Board may provide an opportunity for public comment at open meetings. During this time, any member of the community may address the School Board on matters within the authority and responsibility of the Board. 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.

Persons wishing to address the School Board may be required to register in advance in accordance with division procedures:

1. Fifteen (15) minutes will be reserved at each regular meeting of the Tazewell County School board for the purpose of receiving public input. At the discretion of the Board, time may be extended if deemed necessary and appropriate. Individual commentary will be limited to three (3) minutes and to one subject. Citizens or delegations wishing to make a presentation longer than three (3) minutes to the Board shall submit such request, in writing, to the division superintendent a minimum of seven (7) days in advance of the Board meeting. The Board Chair shall have the authority to determine the amount of time a citizen or delegation has to address the Board. In case of a delegation, the Board Chair may also limit the number of speakers. The Board, by a majority vote, may overrule the decision of the Chair. During the public comment portion of the agenda, the School Board will not entertain comment regarding any pending student discipline or employee grievance matter. Commentary will be limited to items on the agenda or a topic being considered for future agenda items. Persons wishing to address the Board should sign up before the meeting.

   Individuals desiring to comment on items not included on the agenda must first discuss their ideas or concerns with the Division Superintendent. The Board will not allow an individual to misuse the intent of the public comment period by repeatedly discussing the same topic or topics not germane to school board business.

2. Speakers may offer objective criticism relative to school operations and programs of concern. The Board will not hear personal complaints about school personnel or any person connected with the school system during the public session. Complaints regarding personnel should be referred to the division superintendent or school board chairperson.

   Speakers are expected to show appropriate courtesy to school board members when addressing the Board, as the Board is committed to showing respect and courtesy to all

citizens. Speakers should avoid references, statements, or conduct likely to result in disruption or undue delay in the orderly transaction of the business scheduled for consideration by the Board. This provision means and includes, but is not limited to, attacks or accusations regarding the honesty, character, integrity or other personal attributes of any identified individual or group.

3. Expressive activities including, but not limited to, petitioning, picketing, displaying signs or posters, solicitation, demonstration, pamphlet distribution, and the conduction of polls shall not be permitted in the Board chambers, the Board conference room, the waiting areas and corridors adjacent to the chambers and conference room, the School Board administration building, or any school building in which the Board is meeting. This bylaw does not preclude persons addressing the Board from delivering the Board or its Clerk written materials including reports, statements, exhibits, letters, or signed petitions. This bylaw does not preclude those addressing the Board from using a chart or graph during their verbal presentation.

4. Members of the audience are not permitted to interrupt the speaker or meeting by asking questions or making comments.

5. Patrons who have a complaint regarding an individual student or employee are expected to first attempt to resolve those issues with the appropriate principal, department head, and/or division superintendent. The school board will decide whether to hear issues regarding individual students or employees based on the merit of each individual case. If the Board decides to hear an issue, the Board will determine if it qualifies for closed meeting.

6. To assure that accurate data are given to inquiries made at school board meetings, the Board will normally not respond to the speaker during the meeting. The superintendent/designee will provide the appropriate data at a later date.

7. Violations of the rules for public input will result in the Chairman ruling the speaker out of order.
   Continued violation will result in having the speaker barred from making input at future Board meetings.

8. The Chairman, or other presiding officer, shall preserve decorum and shall decide all questions of public order, subject to appeal to the Board.

The reserved time for public participation at meetings of the Tazewell County School Board is limited to discussions affecting policy or operational procedures of Tazewell County Public Schools.

The chair 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. Upon recognition by the chair, the speaker will address the School Board as a body.

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.

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 may 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: October 12, 2026

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.

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, cafeterias, club dues, and from any and all activities of the school involving personnel, students or property are considered school activity funds.

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 Tazewell County 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 is a proper charge against the school operating fund or school activity funds.

Adopted: October 12, 2026

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

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

PROCUREMENT

Policy Statement

The Tazewell County School Board is committed to ensuring accountability and transparency in the procurement of goods and services. All procurements made by the Tazewell County School Division must be in compliance 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;
- Nondiscrimination in employment requirements;
- Immigration compliance requirements;
- Prohibition on the use of forced or indentured child labor; **and**
- Requirements for contracts specific to Information Technology Goods and Services.

Implementation

The Superintendent or Superintendent's designee is responsible for the administration of the Tazewell County 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.

Adopted: October 12, 2026

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3100 et seq., 2.2-4300 et seq, 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.

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: October 12, 2026

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

STAFF TIME SCHEDULES

Purpose

The Tazewell County 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

The Superintendent or Superintendent's designee is responsible for classifying positions in accordance with applicable law and notifying employees of such classifications.

- Exempt Employees – Individuals who meet the specific federal salary basis, salary level, and primary duties tests. 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. 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 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 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 Superintendent or Superintendent's designee consistent with the FLSA and the provisions of this policy.

Workweek Defined

For purposes of compliance with the FLSA, the workweek for employees of the Tazewell County School Board is 12:00 a.m. Saturday until 11:59 p.m. Friday. Each workweek stands alone; averaging hours over two or more weeks to avoid overtime is strictly prohibited.

Overtime and Compensatory Time

Working hours for all employees not classified as exempt under the FLSA conform to federal and state regulations. The Tazewell County School Board discourages overtime work by non-exempt employees.

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

Supervisors should make every effort to avoid circumstances which require non-exempt employees to work more than 40 hours each week. A non-exempt employee will not work overtime without the express approval of the employee's supervisor.

All supervisory personnel must monitor overtime on a weekly basis and report such time to the Superintendent or Superintendent's designee. Principals and supervisors monitor employees' work, ensure that overtime provisions of this policy and the FLSA are followed and ensure that all non-exempt employees are compensated for any overtime worked. 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 in accordance with division procedures. 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 of 240 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 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 an acknowledgement of their understanding of overtime and compensatory time provisions. Such signed policy constitutes the written agreement required prior to the employee receiving compensatory time off.

Attendance Expectations

All employees are expected to be present during 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.

Adopted: October 12, 2026

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 20-132-230

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.

PROHIBITION OF BULLYING AND ABUSIVE WORK ENVIRONMENTS

Policy Statement

The Tazewell County School Board is committed to maintaining a workplace free from 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.

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.

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.

Adopted: October 12, 2026

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

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.

EMPLOYMENT OF FAMILY MEMBERS

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

The School Board does not employ or pay 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.

"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 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**
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- the member certifies that they had no involvement with the hiring decision; and
- the 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.

The School Board may employ or pay any family member of the Superintendent provided that

- the 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 Superintendent had no involvement with the hiring decision.

Adopted: October 12, 2026

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

Cross Refs.:

	BBFA	School Board Member Conflict of Interests
	GCI	Professional Staff Assignments and Transfers

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

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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.

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. 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.

Criteria for Removal

A teacher may remove a student from class for disruptive behavior when:

- 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;
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators has been provided to the student's parents as described below; **and**.
- the requirements of this policy and any implementing regulations have been met.

Requirements for Incident Reports

Teachers must write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration within twenty four hours of the incident.

Upon removal, the teacher must file a "Student Removal Form" JFCA-F with school administrators. The teacher will include any other documentation supporting the removal including all incident reports.

Procedures for Written Notification of Student and Parents

A copy of any incident reports and Student Removal Forms must be provided to the student and their parents. The student and their parents 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 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.

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.

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 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.

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 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: October 12, 2026

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

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

ADMINISTERING MEDICINES TO STUDENTS

Administration of Diabetes Medication

The Tazewell County 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.

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), 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.

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

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 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 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: October 12, 2026

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 EDUCATION RECORDS

Purpose

The Tazewell County 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. 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 Tazewell County School Division Policy GAE.

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 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.

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

"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.

"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. 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.

- 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.

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.

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.

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.

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.

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

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.

Copies of Education Records

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

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. 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.

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. 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.

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.

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.

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.

Directory Information

The school division may designate certain student information as directory information, as permitted by FERPA and the Virginia Code. 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.

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 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.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three (3) directory information categories - - names, addresses and telephone listing - - unless the parent has advised the LEA that they do not want their child's information disclosed without their prior consent.

TAZEWELL COUNTY Public Schools will release directory information without prior written consent unless the parent or guardian or eligible student informs the principal in writing that any or all of the information designated below should not be released without prior consent.

- Student's name, address, date of birth, dates of enrollment, photograph
- Parent or guardian's name and address;
- Student's grade level classification;
- Student's participation in recognized school activities and sports;
- Student's diplomas, certificates, awards and honors received.

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 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.

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.

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

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.

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.

Special Confidential Records

The School Division complies with the confidentiality requirements related to Human Immunodeficiency Virus (HIV) status, substance abuse treatments, 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.

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.

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: October 12, 2026

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.

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."

STUDENT TRANSCRIPTS

Generally

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

Test Record

The 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 Superintendent specifies, by regulation, the deadline and procedure for making such a request. Notice of this provision is provided to parents.

Adopted: October 12, 2026

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

8 VAC 20-132-90.

8 VAC 20-160-30.

Cross Refs.: JO Student Records

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

RELEASE OF STUDENT DATA/RECORDS

The parent/legal guardian of any student or eligible student enrolled in Tazewell County 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 JOD-F 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: October 12, 2026

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: _____

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 Tazewell County 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:

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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.

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: October 12, 2026

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

Cross Ref.: KP Parental Rights and Responsibilities

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

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.

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. 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 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: October 12, 2026

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.**~~
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

PARENTAL RIGHTS AND RESPONSIBILITIES

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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 Policy KK and 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;
- For students in middle and high school, receive notification by email or SMS text message in accordance with Virginia Code § 22.1-79.3:3 of course registration deadlines and the process for requesting changes to the student's course selection;
- 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: October 12, 2026

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, 22.1-79.3:3, 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
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TAZEWELL
County Public Schools

Christopher B. Stacy, Ed.D., Division Superintendent

School Board Members
Erik Robinson, Chair
Irene Mullins, Vice-Chair
Brannon Breeding
David Woodard

October 12, 2026

SUBJECT: **Division Superintendent's Contract**

ENCLOSURE:

SUMMARY: Board members will discuss the superintendent's contract.

RECOMMENDATION: That the Tazewell County School Board _____
_____

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October 12, 2026

SUBJECT: **Ratification of Poll Vote**

ENCLOSURE:

SUMMARY: Board members were polled September 15, 2026 for personnel approval. The poll vote was unanimously approved by School Board members.

Board members will need to ratify this poll vote.

RECOMMENDATION: That the Tazewell County School Board ratify the poll vote of September 15, 2026.

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October 12, 2026

SUBJECT: **Approval of the Planning Calendar for the 2027-2028 Budget; Approval of two Board members to serve on the 2027-2028 Budget Planning Committee; and Community Input for the 2027-2028 Budget**

ENCLOSURE: Proposed Planning Calendar for the 2027-2028 Budget

SUMMARY: Mr. Matney will request School Board approval of the Planning Calendar for the 2027-2028 Budget, and he will request two members be appointed to serve on the 2027-2028 Budget Planning Committee. Mr. Matney will also advise Board members that the school division will request community input on the 2027-2028 budget.

RECOMMENDATION: That the Tazewell County School Board approve the Planning Calendar for the 2027-2028 School Board Budget and appoint _____ and _____ to serve on the Budget Planning Committee for 2027-2028.

TAZEWELL COUNTY PUBLIC SCHOOLS
2027-2028 BUDGET PLANNING CALENDAR

2026

July 1	2026-27 approved budget issued
Oct. 19 – Dec. 18	Solicit community and teacher input on proposed Budget (*by website survey)*
Dec. 18	School Budget requests submitted to central office School Board member requests submitted to central office

2027

Jan. 8	Instructional Supervisors work session to prioritize budget requests
Jan. 12	Non-Instructional Supervisors work session to prioritize budget requests
Mar. 8	Public Hearing on 2027-2028 School Budget
Mar. 22	School Board Budget Work Session at 5:00 p.m. – TCCTC Student Center School Board tentatively adopts 2027-2028 School Budget – TCCTC Student Center
Mar. 26	2027-2028 School Budget submitted to Board of Supervisors for approval

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October 12, 2026

SUBJECT: **Virtual Academy Update**

ENCLOSURE:

SUMMARY: Dr. Brown will share a Virtual Academy Update.

RECOMMENDATION:

2026 Virtual Update

Breakdown by Provider

Provider	Participant Count
Stride/K12	99
Edmentum	9
Imagine Learning	3
Total	**111**

Breakdown by School

School	Participant Count
Abbs-Valley	1
Dudley Primary	8
Graham Intermediate	7
Graham Middle	5
Graham High	12
Cedar Bluff	2
Richlands Elementary	7
Richlands Middle	9
Richlands High	23
Tazewell Primary	5
Tazewell Intermediate	8
Tazewell Middle	19
Tazewell High	5
Total	**111**

Breakdown by Gender

Gender	Participant Count
Female	58
Male	53
Total	**111**

Provider by Gender

Provider	Female	Male	Total
Stride/K12	53	46	**99**
Edmentum	4	5	**9**
Imagine Learning	1	2	**3**
Total	**58**	**53**	**111**

Breakdown by Grade

Grade Level	Participant Count
Kindergarten	6
1st Grade	5
2nd Grade	6
3rd Grade	9
4th Grade	3
5th Grade	8
6th Grade	3
7th Grade	13
8th Grade	17
9th Grade	9
10th Grade	12
11th Grade	9
12th Grade	11
Total	**111**

Provider by School

School	Stride/K12	Edmentum	Imagine Learning	Total
Abbs-Valley	1	0	0	**1**
Dudley Primary	8	0	0	**8**
Graham Intermediate	5	0	2	**7**
Graham Middle	5	0	0	**5**
Graham High	10	2	0	**12**
Cedar Bluff	2	0	0	**2**
Richlands Elementary	7	0	0	**7**
Richlands Middle	8	1	0	**9**
Richlands High	20	3	0	**23**
Tazewell Primary	4	0	1	**5**
Tazewell Intermediate	8	0	0	**8**
Tazewell Middle	19	0	0	**19**
Tazewell High	2	3	0	**5**
Total	**99**	**9**	**3**	**111**

Division Matrix by Grade

School	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
Abbs-Valley	0	0	0	0	0	1	0	0	0	0	0	0	0	**1**
Dudley Primary	5	2	1	0	0	0	0	0	0	0	0	0	0	**8**
Graham Intermediate	0	0	2	4	1	0	0	0	0	0	0	0	0	**7**
Graham Middle	0	0	0	0	0	0	0	0	5	0	0	0	0	**5**
Graham High	0	0	0	0	0	0	0	0	0	2	6	0	4	**12**
Cedar Bluff	0	0	0	0	0	1	0	0	0	0	0	0	0	**2**
Richlands Elementary	1	0	1	3	0	2	0	0	0	0	0	0	0	**7**
Richlands Middle	0	0	0	0	0	0	0	5	4	0	0	0	0	**9**
Richlands High	0	0	0	0	0	0	0	0	0	5	5	6	7	**23**
Tazewell Primary	0	3	2	0	0	0	0	0	0	0	0	0	0	**5**
Tazewell Intermediate	0	0	0	2	1	5	0	0	0	0	0	0	0	**8**
Tazewell Middle	0	0	0	0	0	0	3	8	8	0	0	0	0	**19**
Tazewell High	0	0	0	0	0	0	0	0	0	2	1	2	0	**5**
Total	**6**	**5**	**6**	**9**	**3**	**11**	**3**	**13**	**17**	**9**	**12**	**8**	**11**	**111**

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October 12, 2026

SUBJECT: **Local Determinations**

ENCLOSURE: VDOE letter and attachments

SUMMARY: Mrs. Smith will share information regarding local determinations with the School Board.

RECOMMENDATION: NA

COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VA 23218-2120

September 10, 2026

Dr. Christopher Stacy
Superintendent
Tazewell County Public Schools
506 Jeffersonville Street
Tazewell, Virginia 24651

Dear Dr. Stacy:

The Virginia Department of Education Division of Special Education and Specialized Populations acknowledges Tazewell County Public Schools' submission of data that was used in Virginia's Federal Fiscal Year (FFY) 2024 State Performance Plan (SPP) and Annual Performance Report (APR) under Part B of the *Individuals with Disabilities Education Improvement Act* (IDEA).

The VDOE is required, pursuant to the 2006 federal implementing regulations for the IDEA at 34 C.F.R. §300.600(a)(2), to make a determination for each school division based on its submitted APR data. The determination categories are Meets Requirements, Needs Assistance, Needs Intervention, and Needs Substantial Intervention. Based on your school division's 2024-25 submitted data, the VDOE has designated Tazewell County Public Schools as **Meets Requirements**.

The local determination is based on the school division's (1) results for graduation and statewide assessments; (2) demonstration of substantial compliance with Indicators 4B, 9, 10, 11, 12, and 13; (3) correction of previously identified noncompliance within one year; (4) accurate and timely IDEA Part B submissions; and (5) fiscal audit findings in regard to the use of IDEA Part B funds. The data in Tazewell County Public Schools' 2024-25 Division Performance Report used to make the determination is available online at Special Education Performance Report 2024-2025.

Attached are Tazewell County Public Schools' Part B Results-Driven Accountability Matrix and the Local Determination Scoring Rubric for FFY 2024.

If you have questions about the determination or to request targeted technical assistance and professional development, please contact Dr. Jamie Sears, SPP/APR Specialist, by email at Jamie.Sears@doe.virginia.gov.

The Virginia Department of Education is committed to supporting efforts to improve results for children with disabilities and to working with Tazewell County Public Schools in continuing to meet our SPP/APR requirements.

Sincerely,

Samantha Marsh Hollins, Ph.D.
Deputy Superintendent
Division of Special Education and Specialized Populations

Enclosures

CC: Mrs. Melinda Smith, Tazewell County Public Schools
Mr. Adam Letizia, Virginia Department of Education

Tazewell County Public Schools
Part B Results-Driven Accountability Matrix
Federal Fiscal Year (FFY) 2024

Tazewell County Public Schools
506 Jeffersonville Street
Tazewell, Virginia 24651

Additional details and criteria for local educational agency determinations are available in the Local Determination Scoring Rubric.

Local Determination

Meets Requirements

Division Performance

Points Available	Points Earned	Performance Score
40	37	92.50%

Results and Compliance

Determination	Points Available	Points Earned	Overall Score
Results	20	18	90%
Compliance	20	19	95%

Part B Results-Driven Accountability

Local Determination Scoring Rubric for Federal Fiscal Year (FFY) 2024

Overview

The Virginia Department of Education is required, pursuant to the 2006 federal implementing regulations for the *Individuals with Disabilities Education Improvement Act* (IDEA) at 34 C.F.R. §300.600(a)(2), to make a determination for each school division based on submitted Annual Performance Report (APR) data. States consider division performance on certain results and compliance indicators, including:

- Indicator 1: Graduation
- Statewide Assessments: Reading and Mathematics (Grades 3-8 and High School)
- Indicator 4B: Significant Discrepancy in the Rate of Suspension by Race or Ethnicity
- Indicator 9: Disproportionate Representation in Special Education and Related Services
- Indicator 10: Disproportionate Representation in Specific Disabilities Categories
- Indicator 11: Timeline for Eligibility
- Indicator 12: Part C to Part B Transition
- Indicator 13: Secondary Individualized Education Program (IEP) Goals and Transition Services
- General Supervision: Correction of noncompliance
- Accurate Data Submission: IDEA Part B requirements submitted accurately
- Timely Data Submission: IDEA Part B requirements submitted timely
- Fiscal Audit: No outstanding findings regarding the use of IDEA Part B Funds

Local determinations are a way of designating the status of each local educational agency (LEA) into one of the following four categories, as outlined in Section 616(d) of IDEA:

- Meets Requirements
- Needs Assistance
- Needs Intervention
- Needs Substantial Intervention

Results-Driven Accountability

Results-Driven Accountability (RDA) is intended to balance focus on improving educational results and outcomes for students with disabilities. RDA provides greater supports to LEAs in improving results for children and youth with disabilities, and their families. For additional information pertaining to Monitoring of IDEA Part B by the VDOE Department of Special Education and Specialized Populations, visit the Program Improvement webpage.

Part B Results Indicators

Indicator 1: Graduation

Graduation Components	Performance	State Target Met	Score (0-4)
Percentage of students with disabilities graduating with a Standard or Advanced Studies Diploma (Target: ≥72.74%)	59.74%	No	2

Statewide Assessments

Reading

Reading Components	Performance	State Target Met	Score (0-4)
Participation: Percentage of students with disabilities participating in statewide assessments (Target: ≥95.00%)	97.10%	Yes	4
Performance: Performance of students with disabilities on statewide assessments (Target: ≥42.80%)	52.25%	Yes	4

Mathematics

Mathematics Components	Performance	State Target Met	Score (0-4)
Participation: Percentage of students with disabilities participating in statewide assessments (Target: ≥95.00%)	97.32%	Yes	4
Performance: Performance of students with disabilities on statewide assessments (Target: ≥33.50%)	48.23%	Yes	4

Part B Compliance Indicators and Measurements

Compliance Components	Performance	State Target Met	Score (0-2)
Indicator 4B	Yes/No	Yes	2
Indicator 9	Yes/No	Yes	2
Indicator 10	Yes/No	Yes	2
Indicator 11	100%	Yes	2
Indicator 12	≤10 Students	Too few students to evaluate	2
Indicator 13	93.33%	No	1
General Supervision	Yes/No	Yes	2
Accurate Submissions	Yes/No	Yes	2
Timely Submissions	Yes/No	Yes	2
Fiscal Audit	Yes/No	Yes	2

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October 12, 2026

SUBJECT: **Testing Update**

ENCLOSURE: NA

SUMMARY: Mrs. Ashby will share testing information with School Board members.

RECOMMENDATION: NA

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October 12, 2026

SUBJECT: **Superintendent's Update**

ENCLOSURE: NA

SUMMARY: Dr. Stacy will share school updates with School Board members.

RECOMMENDATION: NA

TAZEWELL COUNTY PUBLIC SCHOOLS MEMBERSHIP SUMMARY SEPTEMBER 2026

	MEMBERSHIP														ATTENDANCE			
SCHOOL	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**TOTAL**	**ADA**	**% ATT**	AGDA	AGDM
Graham High										112	100	97	126	435	408.0	93.53	8573	9166
Richlands High										155	149	127	118	549	518.8	92.70	10895	11753
Tazewell High										123	114	109	106	452	428.0	94.66	8988	9495
Subtotal										390	363	333	350	1436		93.56	28456	30414
Graham Middle							130	98	118					346	329.9	94.90	6929	7301
Richlands Middle							146	144	135					425	401.0	94.07	8423	8954
Tazewell Middle							125	129	125					379	359.6	94.89	7553	7960
Subtotal							401	371	378					1150		94.59	22905	24215
Abbs Valley Elementary	11	24	19	20	22	24								120	113.0	94.83	2384	2514
Cedar Bluff Elementary	41	46	36	43	53	46								265	256.0	95.54	5376	5627
Dudley Primary	69	90												159	149.0	94.20	3132	3325
Graham Intermediate			76	80	107	88								351	332.7	94.39	6987	7402
Richlands Elementary	68	81	80	95	86	106								516	487.0	94.42	10230	10834
Tazewell Primary	102	108	109											319	317.0	95.59	6372	6666
Tazewell Intermediate				115	118	119								352	334.2	94.95	7020	7393
Subtotal	291	349	320	353	386	383								2082		94.84	41501	43761
TOTALS	291	349	320	353	386	383	401	371	378	390	363	333	350	4668	4434.2	94.38	92862	98390

PreK:	
Abbs Valley	15
Cedar Bluff	15
Dudley Primary	43
Richlands Elementary	39
Tazewell Primary	29

Total PreK 141

Total K-12:	4,668
Total PreK:	141
Division Total:	4,809

	12th grade enrollment numbers include former graduates who still qualify for educational services. GHS, 1 student; RHS 7 students; THS 3 students

TAZEWELL COUNTY PUBLIC SCHOOLS MEMBERSHIP REPORT 2026-2027

SCHOOL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Graham High	441	435									
Richlands High	553	549									
Tazewell High	458	452									
Subtotals	1452	1436	0	0	0	0	0	0	0	0	0
Graham Middle	352	346									
Richlands Middle	427	425									
Tazewell Middle	381	379									
Subtotals	1160	1150	0	0	0	0	0	0	0	0	0
Abbs Valley Elementary	133	135									
Cedar Bluff Elementary	284	280									
Dudley Primary	196	202									
Graham Intermediate	352	351									
Richlands Elementary	556	555									
Tazewell Primary	346	348									
Tazewell Intermediate	355	352									
	2222	2223	0	0	0	0	0	0	0	0	0
Homebound	58	***									
Homebase	19	***									
Subtotals	77	0	0	0	0	0	0	0	0	0	0
TOTALS	4834	4809	0	0	0	0	0	0	0	0	0

Tech Center Enrollment	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
GHS	90	90									
RHS	85	85									
THS	101	101									
BHS	21	21									
TOTAL	297	297									

*** Homebound/Homebased numbers are still being finalized and will be on the October count***