

VIRGINIA SCHOOL
BOARDS ASSOCIATION

POLICY MANUAL



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BOARDS ASSOCIATION

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JECB	Admission of Nonpublic Students for Part-Time Enrollment
IGE	Adult Education
LEB	Advanced/Alternative Courses for Credit
IGBI	Advanced Placement Classes and Special Programs
KJ	Advertising in the Schools
BCF	Advisory Committees to the School Board
BDDC	Agenda Preparation and Dissemination
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IGAK	Alternatives to Animal Dissection
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EF	Food Service Management
EFB	Free and Reduced Price Food Services
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DGD	Funds for Instructional Materials and Office Supplies
JFCE	Gang Activity or Association
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IKF	Graduation Requirements, Standards of Learning and
IHA	Grouping for Instruction
IJ	Guidance and Counseling Program
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IGBG	Homebound, Correspondence, And Alternative Means of Instruction
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JHDA	Human Research
JHCB	Immunization of Students
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GCBEA	Leave Without Pay
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IGBGA	Online Courses and Virtual School Programs

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IGBC	Parental Involvement
KP	Parental Rights and Responsibilities
GCE	Part-Time and Substitute Professional Staff Employment
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CH	Policy Implementation
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KM	Relations with Community Organizations
LI	Relations with Educational Accreditation Agencies
KNAJ	Relations with Law Enforcement Authorities

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KMA	Relations with Parent Organizations
INDC	Religion in the Schools
IGBE	Remedial Instruction Program
IKG	Remediation Recovery Program
GB-F	Report of Discrimination
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EBAA	Reporting of Hazards
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KNB	Reports of Missing Children
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KLB-E	Request for Reconsideration of Learning Resources
KBA	Requests for Information
GCPB	Resignation of Professional Staff Members
GDPB	Resignation of Support Staff Members
IKH	Retaking SOL Assessments
FG	Retirement of Facilities
GBR	Retirement Savings Program
BDDE	Rules of Order
DLB	Salary Deductions
KGA	Sales and Solicitations in Schools
DGC	School Activity Funds
JEC/JEC-R	School Admission
JC	School Attendance Areas
BCG	School Attorney
BCC	School Board Clerk
BCE	School Board Committees
BB	School Board Legal Status
BHD	School Board Member Compensation and Benefits
BBFA	School Board Members Conflict of Interest
BHB	School Board Member In-Service Activities
BHE	School Board Member Liability Insurance
BCB	School Board Officers
BCA	School Board Organizational Meeting
BBA	School Board Powers and Duties
CF	School Building Administration
GDQ	School Bus Drivers
EEAC	School Bus Safety Program
EEAB	School Bus Scheduling and Routing
JD	School Census
JCC	School Choice for Students Enrolled in Schools Identified for Improvement
EBCD	School Closings
KA	School-Community Relations Goals
EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
IC/ID	School Day/School Year
CM	School Division Annual Report
CMA	School Division Annual Report Card
AE	School Division Goals and Objectives

AA	School Division Legal Status
IIBD	School Libraries/Media Centers
FFA	School Names
IICC	School Volunteers
IC/ID	School Year/School Day
JFG	Search and Seizure
KKA	Service Animals in Public Schools
CBE	Severance Benefits
KN	Sex Offender Registry Notification
JFHA/GBA	Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion
DJ	Small Purchasing
BDB	Special School Board Meetings
EEAD	Special Use of School Buses
JFCB	Sportsmanship, Ethics and Integrity
GBC (Option 1)	Staff Compensation Procedures
GBM	Staff Complaints and Grievances
GCBC	Staff Fringe Benefits
GBI	Staff Gifts and Solicitations
GBE	Staff Health
GBN	Staff Hiring Procedures (formerly GCA)
GBB	Staff Involvement in Decision Making (Also ABB)
GBG	Staff Participation in Political Activities
GCBA	Staff Salary Schedules
GAA	Staff Time Schedules
GBEB	Staff Weapons in School
IKF	Standards of Learning Tests and Graduation Requirements
JFC-R	Standards of Student Conduct (Options 1 & 2)
JED	Student Absences/Excuses/Dismissals
JJAC	Student-Athlete Concussions During Extra Curricular Activities
JFC	Student Conduct
JGD/JGE	Student Expulsion
JN	Student Fees, Fines, and Charges
JHC	Student Health Services and Requirements
JFB	Student Involvement in Decision Making
BBBB	Student Liaison to the School Board
IGDA	Student Organizations
JP	Student Publications
JO	Student Records
JGD/JGE	Student Suspension/Expulsion (Options 1 & 2)
JGD/JGE-R	Student Suspension/Expulsion (Options 1 & 2)
LEA	Student Teaching and Internships
EEA	Student Transportation Services
JHCF	Student Wellness
JFCI	Substance Abuse - Student Assistance Program
JHH	Suicide Prevention
IGCA	Summer Schools
CBD	Superintendent's Compensation and Benefits
GCM	Supervision of the Evaluation Process
IIAB	Supplementary Materials Selection and Adoption

EA	Support Services
GD	Support Staff
GDI	Support Staff Assignments and Transfers
GDB	Support Staff Employment Status
GBMA	Support Staff Grievances
GDBD	Support Staff Leaves and Absences
GDPD	Support Staff Members: Contract Status and Discipline
GDG	Support Staff Probationary Period
GDBA	Support Staff Salary Schedules
JFCA	Teacher Removal of Students from Class
INB	Teaching About Controversial Issues
IGAG	Teaching About Drugs, Alcohol, and Tobacco
IL	Testing Programs
IIAA	Textbook Selection, Adoption, and Purchase
GBLA	Third Party Complaints against Employees
JFCH	Tobacco-Free School for Staff and Students (Also GBEC)
KGC	Tobacco Use on School Premises
EBCC	Tornado Drills
JCB	Transfers by Students in Persistently Dangerous Schools
JCA	Transfers by Student Victims of Crime
GCQAB	Tutoring for Pay
BBE	Unexpired Term Fulfillment
ECAB	Vandalism
DJG	Vendor Relations
KNA	Violent Sex Offenders on School Property
GBO	Virginia Retirement System
KK	Visitors to the Schools
BDDF	Voting Method
JFCD	Weapons in Schools
JFCJ	Written Notification of Violation of School Policies by Students in Alternative Education Programs

COLONIAL HEIGHTS PUBLIC SCHOOLS
COLONIAL HEIGHTS, VIRGINIA

SCHOOL BOARD POLICY MANUAL

INTRODUCTION

This manual contains the policies of the Colonial Heights School Board.

Policy development in a modern, forward-looking school system is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones. This is why the Board employs the loose-leaf format for this manual. It is easy to keep up to date.

Each person holding a copy of this manual is to make a diligent effort to keep it up to date as new policies are distributed by the superintendent's office of the BLANK Schools. The clerk of the Board will provide up-to-date policies to each person, office, or library holding a copy of this manual.

How to Use This Manual

The Colonial Heights Schools operate according to policies established by the BLANK School Board. The Board, which represents the state and local community, develops policies after careful deliberation, and the school administration implements these policies through specific regulations and procedures. The Board then evaluates the effects of its policies and makes revisions as necessary.

In the interests of harmony, efficiency, uniformity of interpretation, coordination of effort, and in fairness to all concerned, the Board makes this manual available to all who are affected by its policies. Copies are to be maintained in school libraries, public libraries, principals' offices, teacher lounges, and School Board/superintendent's office.

Please Note: All copies of this policy manual are the property of the Colonial Heights Schools.

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How the Manual is Organized

The manual is organized according to the classification system developed by the Educational Policies Services of the National School Boards Association. The system provides an efficient means of coding, filing, and finding policies, regulations, and other documents.

There are 12 major classifications, each bearing an alphabetical code:

- A FOUNDATIONS AND BASIC COMMITMENTS
- B SCHOOL BOARD GOVERNANCE AND OPERATIONS
- C GENERAL SCHOOL ADMINISTRATION
- D FISCAL MANAGEMENT
- E SUPPORT SERVICES
- F FACILITIES DEVELOPMENT
- G PERSONNEL
- H NEGOTIATIONS
- I INSTRUCTIONAL PROGRAM
- J STUDENTS
- K SCHOOL-COMMUNITY RELATIONS
- L EDUCATION AGENCY RELATIONS

Sub-classification under each heading is based on logical sequence and alphabetical sub-coding. Each of the 12 major classifications is tabbed. Following the tab page is a table of contents for that section.

How to Find a Policy

Consider where the policy would be filed among the 12 major classifications. Turn to the tab and table of contents for that section and glance down the listing until you find the term that most closely fits the topic that you are seeking. Use the code letters given for the term to locate the sheet which will appear in alphabetical order by code within the particular section. (All pages of the manual are coded in the upper right-hand corner.)

What If You Can't Find The Policy That You Are Seeking?

If the policy that you are seeking is not included, look for a synonymous, more general, or more specific policy appropriate to the topic.

What If You Can't Find the Policy and There Is No Such Policy?

This probably means that the school system has not written policy in the particular area. However, if you are still interested in the particular area, please contact the superintendent who will explain the administration's interpretation of that particular area.

Dates

Wherever possible the original date of adoption/approval appears immediately following the policy.

Legal Reference

Pertinent legal references are given to advise the reader the legal authority for the policy. References direct the reader to Title 22.1 of the Code of Virginia, the bylaws and regulations of the Board of Education of the Commonwealth of Virginia (referred to in this manual as "Regulations of the Virginia Board of Education"), and to some other federal laws, regulations and cases.

About Board Policies

Generally, the role of a School Board is to set policy and the role of the administration is to execute it. The basic distinction as set forth by the National School Boards Association is as follows:

Policies are principles adopted by a School Board to chart a course of action. They tell what is to be done and may also include why and how much. They are broad enough to indicate a line of action to be taken by the administration in dealing with day to day activities. They are narrow enough to give the administration clear guidance. Policies are binding.

Regulations are the detailed directions developed to put policy into practice. They are the administrative procedures. Superintendents may promulgate regulations without prior School Board approval unless board action is required by law or unless the board has specifically asked that certain types of regulations be given prior board approval. The Board shall be kept informed of all regulations issued by the administration. Regulations are binding.

Guidelines: set forth best practice and procedures for implementing policy.

The administration develops guidelines unless board action is required by law or unless the Board has specifically asked that certain types of guidelines be given prior Board approval. Guidelines are not binding, they are discretionary.

These distinctions are serviceable most of the time. They reflect sound theory of government and administration. But the real world does not always conform. For example, often the state and federal governments require School Boards to make detailed rules; and many regulations are established by law or by the Virginia Board of Education. Additionally, the public may demand that a School Board itself, not the administration, establish the specific rules and procedures in certain sensitive areas. Thus, the separation of policies and administrative regulations in this manual follows several rules of thumb in addition to "basic theory" as follows:

1. All edicts of the Virginia Board of Education are considered mandated Board policy;
2. When the School Board has written regulations required by law or in particularly sensitive areas and has incorporated them in policy, the entire statement is to be considered Board policy; and
3. When the School Board has adopted rules (bylaws) concerning its own operations, (for example, how to conduct meetings), these statements concerning operations of the Board appear as Board policy.

As long as the administration operates within the guidelines of policy adopted by a School Board, it may issue regulations without prior Board approval unless board action is required by law or unless the Board has specifically asked that certain types of regulations be given prior Board approval. The Board, of course, is kept informed of all school system regulations issued by the administration, and all are subject to Board review. Also, in the absence of policy thought necessary, it is the superintendent's responsibility to recommend policy to the School Board.

Is the Manual Complete?

No. The manual contains all the current written policies of the School Board. But there is a continual need to adopt new policies, and revise old ones. Additionally, state and federal laws and agency regulations change. No matter how well conceived and well developed, a policy manual can never be 100% complete and 100% up-to-date. Policy development is a continuing process.

Order of Precedence

School Board policies and regulations must be read and interpreted in the light of the federal and Virginia statutes and regulations. Wherever inconsistencies of interpretation arise, federal and Virginia law and regulations prevail.

It is the hope of the School Board that this collection of policies will make a greater harmony and efficiency possible in all areas of school operations. This will enable the Board to devote more time to its primary duty - the development of long-range policies and planning for the future of the school system.