LCS LYNCHBURG CITY SCHOOLS



PARENT/STUDENT HANDBOOK 2026-27

Revised October 2026

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All Lynchburg City Schools policies can be found on Diligent.

Lynchburg City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Staff
Assistant Director of Human Resources
434-515-5050
prsnlcompliance@lcsedu.net

Students
Title IX Coordinator
434-515-5035
stdntcompliance@lcsedu.net

SCHOOL **BOARD**

The Lynchburg City School Board is a nine-member group of laymen appointed by the Lynchburg City Council. Any Lynchburg citizen who is not a state, county, or city officer is eligible for appointment as a member. However, they must be a resident of the city and of the school district they represent. School Board members are also constitutional officers of the state.

Among the general powers and duties of the School Board are to approve policies and regulations for the school division, establish spending priorities, approve the school operating budget, hire and evaluate the Superintendent, hear appeals and public comments, establish Capital Improvement Plan project priorities, approve the comprehensive plan, and (chairman) set the School Board meeting agenda with the Superintendent.

Meetings

The School Board holds its regular meetings on the third Tuesday of each month at 5 p.m in the boardroom of the School Administration Building (915 Court Street). Special meetings are called when necessary. All School Board meetings are open to the public, except where specified by law, and interested citizens are invited to attend.

Board meetings are streamed live on the division's YouTube channel. The link is accessible at www.lcsedu.net.

Public Comment

Individual speakers shall limit their comments to three minutes. A speaker representing a group shall limit their comments to five minutes. The representative shall identify the group at the beginning of their presentation. A group may have no more than one spokesperson. The total allotted time for public comments at school board meetings is 30 minutes. Public comments are reserved for the public to provide input. The Board does not respond to comments, answer questions, or otherwise engage in discussion at this time.

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.

Office of the Superintendent
Lynchburg City Schools
915 Court Street
Lynchburg, Virginia 24504

Schools by District

District 1

- Bedford Hills Elementary
- Linkhorne Elementary
- Linkhorne Middle
- Paul Munro Elementary

District 2

- Dearington Elementary School for Innovation
- E. C. Glass High
- Fort Hill Community School
- Paul Laurence Dunbar Middle School for Innovation
- Perrymont Elementary
- Robert S. Payne Elementary
- Sandusky Elementary
- Sandusky Middle
- T. C. Miller Academy

District 3

- Heritage Elementary
- Heritage High
- Hutcherson Academy
- Sheffield Elementary
- William Marvin Bass Elementary

SCHOOL DIRECTORY

School Administration Building

Superintendent
Dr. Kristy Somerville-Midgette
915 Court Street
Lynchburg, VA 24504
Office: 515-5070 | Fax: 846-1500

Deputy Superintendent
TBD
915 Court Street
Lynchburg, VA 24504
Office: 515-5070 | Fax: 846-1500

Chief Operations Officer
Travis Marshall
915 Court Street
Lynchburg, VA 24504
Office: 515-5070 | Fax: 846-1500

Chief Financial Officer
Sonia Jammes
915 Court Street
Lynchburg, VA 24504
Office: 515-5010 | Fax: 522-3774

Chief Human Resources Officer
Dr. Tiffeney Brown
915 Court Street
Lynchburg, VA 24504
Office: 515-5050 | Fax: 522-2365

Executive Director of Instruction
Sarah Campbell
915 Court Street
Lynchburg, VA 24504
Office: 515-5035 | Fax: 455-0979

Director of Special Education
Dr. Kenya Fowler
915 Court Street
Lynchburg, VA 24504
Office: 515-5030 | Fax: 455-0979

Director of Student Services
Dr. Christopher Sumner
915 Court Street
Lynchburg, VA 24504
Office: 515-5035 | Fax: 455-0979

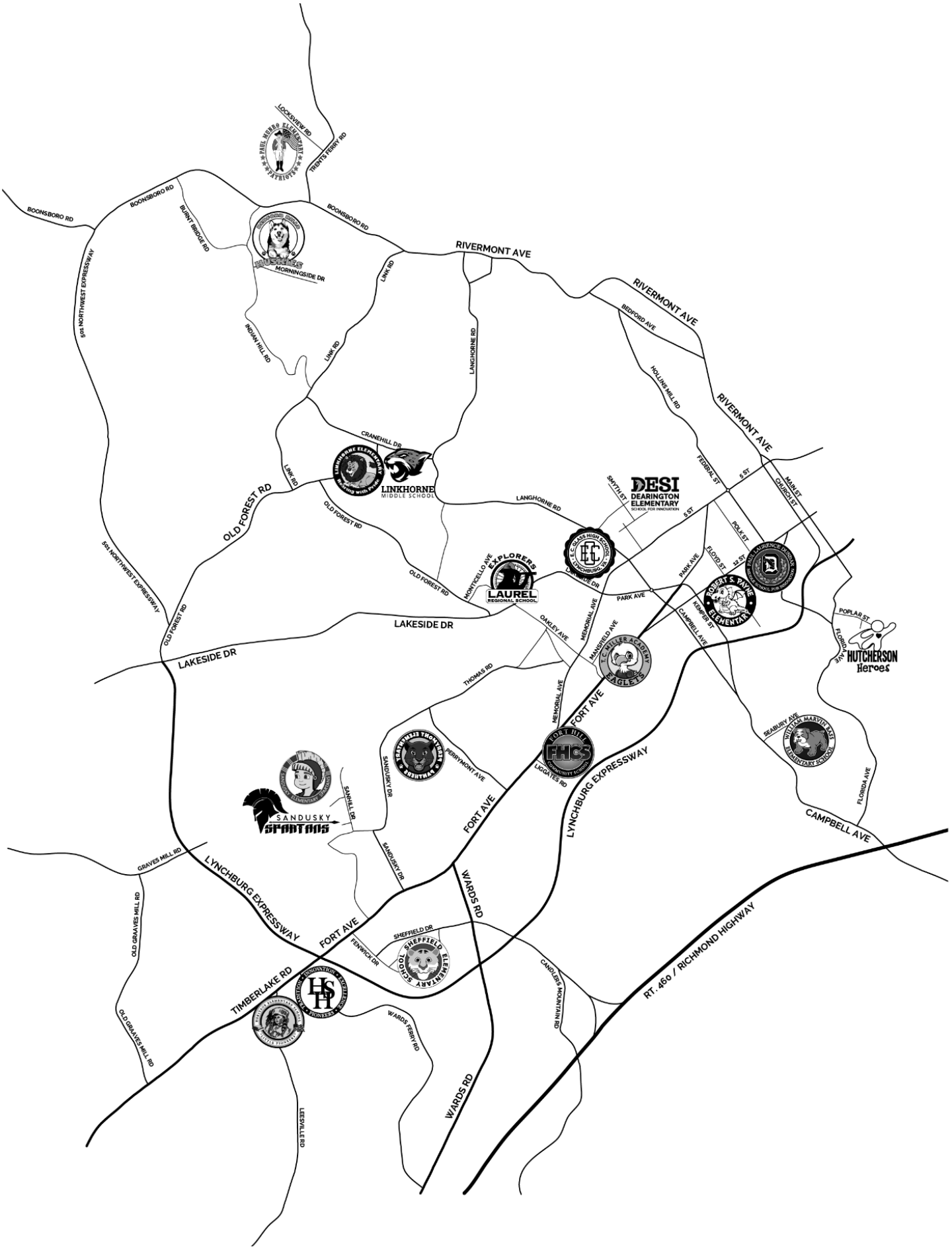
Director of Communications
Austin Journey
915 Court Street
Lynchburg, VA 24504
Office: 515-5068

Director of Facilities
Boyce Hamlet
3525 John Capron Road
Lynchburg, VA 24501
Office: 515-5120 | Fax: 522-3785

Director of Information Technology
John Collins
3550 Young Place
Lynchburg, VA 24501
Office: 515-5500 | Fax: 455-4035

Director of School Nutrition
Beth Morris
915 Court Street
Lynchburg, VA 24504
Office: 515-5060

Director of Transportation
Shelley Harmon
3525 John Capron Road
Lynchburg, VA 24501
Office: 515-5100 | Fax: 522-3785


LOOKSVIEW RD
TRENTS FERRY RD
BOONSBORO RD
BURNT BRIDGE RD
MORNINGSIDE DR
RIVERMONT AVE
LINK RD
INDIAN TRL RD
LANGHORNE RD
BEDFORD AVE
HOLLINS MILL RD
501 NORTHWEST EXPRESSWAY
CRANEHILL DR
LINKHORNE MIDDLE SCHOOL
OLD FOREST RD
DESI DEARINGTON ELEMENTARY
SMYTH ST
FEDERAL ST
5 ST
MAIN ST
CHURCH ST
POLK ST
12 ST
MONTICELLO AVE
EXPLORERS
LAUREL REGIONAL SCHOOL
E.C. GLASS HIGH SCHOOL
PARK AVE
FLOYD ST
ROBERT S. PAYNE ELEMENTARY
KEMPER ST
CAMPBELL AVE
LAKESIDE DR
OAKLEY AVE
MEMORIAL AVE
MANSFIELD AVE
C. MILLER ACADEMY EAGLETS
POPLAR ST
FLORIDA AVE
HUTCHERSON Heroes
THOMAS RD
FORT AVE
FORT HILL FHCS
LIGGATES RD
SEABURY AVE
WILLIAM MARVIN KEE ELEMENTARY SCHOOL
SANDUSKY SPARTANS
SANHILL DR
SANDUSKY DR
PERRYMONT AVE
LYNCHBURG EXPRESSWAY
GRAVES MILL RD
OLD GRAAVES MILL RD
WARDS RD
SHEFFIELD DR
SHEFFIELD ELEMENTARY SCHOOL
FENWICK DR
TIMBERLAKE RD
HSH
W/ARDS FERRY RD
LEESVILLE RD
CANDLERS MOUNTAIN RD
RT. 460 / RICHMOND HIGHWAY

High Schools

E. C. Glass High School
Interim Principal: Dr. Susan Badger
2111 Memorial Avenue
Lynchburg, VA 24501
Office: 515-5370 | Fax: 522-3741

Heritage High School
Principal: Timothy T. Beatty
3020 Wards Ferry Road
Lynchburg, VA 24502
Office: 515-5400 | Fax: 582-1137

Middle Schools

Paul Laurence Dunbar Middle School for Innovation
Principal: Adalrich Beard
1200-1208 Polk Street
Lynchburg, VA 24504
Office: 515-5310 | Fax: 522-3727

Linkhorne Middle School
Principal: Dr. Kathleen S. Dills
2525 Linkhorne Drive
Lynchburg, VA 24503
Office: 515-5330 | Fax: 384-2810

Sandusky Middle School
Principal: Dr. Annitra C. Leigh
805 Chinook Place
Lynchburg, VA 24502
Office: 515-5350 | Fax: 582-1183

Elementary Schools

William Marvin Bass Elementary School
Principal: Monica H. Hendricks
1730 Seabury Avenue
Lynchburg, VA 24501
Office: 515-5200 | Fax: 522-2374

Bedford Hills Elementary School
Principal: Sherri L. Steele
4330 Morningside Drive
Lynchburg, VA 24503
Office: 515-5210 | Fax: 384-1703

Dearington Elementary School for Innovation
Principal: Dr. Jason C. Giambrone
210 Smyth Street
Lynchburg, VA 24501
Office: 515-5220 | Fax: 522-2351

Heritage Elementary School
Principal: Sharon J. Anderson
501 Leesville Road
Lynchburg, VA 24502
Office: 515-5230 | Fax: 582-1175

Linkhorne Elementary School
Principal: Michele Goff
2501 Linkhorne Drive
Lynchburg, VA 24503
Office: 515-5240 | Fax: 384-9620

Paul Munro Elementary School
Principal: Joshua J. Boyd
4641 Locksview Road
Lynchburg, VA 24503
Office: 515-5260 | Fax: 386-3067

Robert S. Payne Elementary School
Principal: Kary Wills
1201 Floyd Street
Lynchburg, VA 24501
Office: 515-5270 | Fax: 522-3791

Perrymont Elementary School
Interim Principal: Ashley Newsome
409 Perrymont Avenue
Lynchburg, VA 24502
Office: 515-5250 | Fax: 582-1108

Sandusky Elementary School
Principal: Derrick E. Womack
5828 Apache Lane
Lynchburg, VA 24502
Office: 515-5280 | Fax: 582-1184

Sheffield Elementary School
Principal: Lisa P. Lee
115 Kenwood Place
Lynchburg, VA 24502
Office: 515-5290 | Fax: 582-1174

The Gifted Opportunity (GO) Center (Grades 3-5)
Principal: Kary Wills
1201 Floyd Street
Lynchburg, VA 24501
Office: 515-5270 | Fax: 522-3791

Regional Programs

Central Virginia Governor's School for Science & Technology
Director: Dr. Scott Douglass
3020 Wards Ferry Road
Lynchburg, VA 24502
Office: 515-5480 | FAX: 239-4140

LAUREL Regional School*
Director: Dr. Donna D. Lewis
401 Monticello Avenue
Lynchburg, VA 24501
Office: 515-5170 | Fax: 522-2330
**provides services for students w/low incidence disabilities ages 2-21*

XLR8: Lynchburg Regional Governor's STEM Academy
Director: Susan W. Cash
3506 Wards Road
Lynchburg, VA 24502
Office: 832-7731

Early Learning

Hutcherson Academy (Ages 2-4) Project REACH
Principal: Jeremy Hutchinson
2401 High Street
Lynchburg, VA 24501
Office: 515-5180 | Fax: 522-2323

T. C. Miller Academy (Ages 2-4)
Principal: Renee Anderson
600 Mansfield Avenue
Lynchburg, VA 24501
Office: 515-5300 | Fax: 522-2301

Alternative Education Programs

Transition Classes
Elementary Alternative Education Program Grades K-5
Coordinator: Tina Cooley
501 Leesville Road
Lynchburg, VA 24502
Office: 515-5300 | Fax: 522-2301

Fort Hill Community School
Secondary Alternative Education Program Grades 6–12, Homebound/Home-based Alternative Education
Director: Dr. Jesse Turner
1350 Liggates Road
Lynchburg, VA 24502
Office: 515-5150 | Fax: 522-2322

Restorative Academy - Secondary
Secondary Alternative Education Program
Supervisor: Jerett Martin
Middle School
1200-1208 Polk Street
Lynchburg, VA 24504
Office: 515-5310 | Fax: 455-0321
High School
2111 Memorial Avenue
Lynchburg, VA 24501
Office: 515-5370 | Fax: 522-3741

R.O.D.E.O. (ISAEP Program)
Ages 16+ Secondary Alternative Education Program
Amelia Pride Center
Contact: Casey L. Quesenberry
1200-1208 Polk Street
Lynchburg, VA 24504
Office: 515-5160 x2 | Fax: 522-2308

Adult Basic Education Programs (Ages 18+)
The Adult Learning Center
Amelia Pride Center
Contact: TBD
1200-1208 Polk Street
Lynchburg, VA 24504
Office: 515-5160 | Fax: 522-2308

Turning Point Academy
Located within the Lynchburg Regional Juvenile Detention Center
Principal: Lauren A. Calloway
1400 Florida Avenue
Lynchburg, Virginia 24501
Office: 455-7897 | Fax: 455-4193

Applied Behavior Analysis (ABA) Classes
IEP Skill Acquisition Program Grades PreK–12
Director: Dr. Kenya Fowler
Lynchburg City Schools
915 Court Street
Lynchburg, VA 24504
Office: 515-5030 | Fax: 455-0979

VISITORS/VOLUNTEERS & SCHOOL HOURS

Anyone visiting the school must report to the office before going to see a student or staff member. Visitors and volunteers are asked to show photo identification and wear identification tags, which will be provided in the main office. This is required when volunteers are in school buildings for visiting or volunteering at the school for events other than assemblies and open houses. Classroom observations or tours should be scheduled through the building principal. Volunteers working with students are subject to a background check as outlined in policy IICC Community Resource Persons/School Volunteer and regulation IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers.

SCHOOL HOURS FOR STUDENTS
High: 7:25 a.m.–2:25 p.m.
Middle: 7:25 a.m.–2:25 p.m.
Elementary (Group 1): 8:10 a.m.–3:10 p.m.
Elementary (Group 2): 8:40 a.m.–3:40 p.m.

Elementary (Group 1) W. M. Bass, Bedford Hills, Heritage Elementary, Linkhorne Elementary, Perrymont, and R. S. Payne

Elementary (Group 2) Dearington, Hutcherson, Paul Munro, Sandusky Elementary, Sheffield, T. C. Miller

SCHOOL HOURS FOR STAFF
High: 7:15 a.m.–2:45 p.m.
Middle: 7:05 a.m.–2:35 p.m.
Elementary (Group 1): 7:50 a.m.–3:20 p.m.
Elementary (Group 2): 8:20 a.m.–3:50 p.m.

**School Administration Building:* 8 a.m.–4:30 p.m.

Group 1 elementary school students must be at school by 8:10 a.m. and Group 2 elementary students must be at school by 8:40 a.m. Please see that your child is at school on time. Students must check in at the office before going to the classroom.

Middle School and High School students must be in class at 7:25 a.m. Any student who arrives in class after 7:25 a.m. will be counted tardy. Please see that your child is at school by that time. Students must check in at the office before going to the classroom.

NOTE: Students who accumulate three tardies will have a warning letter sent to the parent/guardian requesting a conference and may be assigned detention or in-school suspension. If circumstances require a deviation from this policy, please contact the principal.

SCHOOL **CLOSINGS**

In the event that Lynchburg City Schools cannot operate on a normal schedule due to weather related or other emergency conditions, parents, students, and community members will be given school-closing information through the following information sources:

- LCS Campus Messenger: a recorded telephone call and corresponding email will be sent to all parents/guardians based on contact preferences in Infinite Campus
- Online: LCS website and social media
- Television announcements

WELLNESS

Required Physical Examinations and Immunizations

Prior to entry for the first time to any public kindergarten or to any public elementary school, a child must have a comprehensive physical exam by a qualified licensed physician; the scope of this examination is prescribed by the State Department of Health. Any transfer student enrolling in Lynchburg City Schools PK-5th for the first time from another state must have a comprehensive physical exam. The physical exam must have been completed within twelve months prior to enrollment. Admission of students without a physical examination is not allowed, with the exception of homeless students.

See below for changes in the immunization requirements:

Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap) Vaccine. A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis-containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2006, a booster dose of Tdap vaccine is required for all children entering the 6th grade, if at least five years have passed since the last dose of tetanus-containing vaccine.

OPV or IPV (Polio) Vaccine. A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday. Three doses are acceptable ONLY if the third dose was given after the fourth birthday.

Measles, Mumps, Rubella (MMR) Vaccine. A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

Haemophilus Influenzae Type b (Hib) Vaccine. This vaccine is required ONLY for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

Varicella (Chickenpox) Vaccine. All susceptible children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older.

Effective March 3, 2010, a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2. All kindergarten students are required to have 2 doses of the varicella vaccine.

Evidence of Immunity to varicella includes any of the following:

1. Documentation of 1 dose of varicella vaccine given at 12 months of age or older.
2. Laboratory evidence of immunity or confirmation of varicella disease.
3. Diagnosis, or verification of a history, of varicella disease by a health-care provider.* (Parental reports are no longer acceptable without further evaluation. See below.)

Health care providers' documentation of a history of varicella:

1. Complete Part II (Conditional enrollment and Exemptions), Section 1 of the MCH213G form (revised 10/20) with the date of disease or serological confirmation, and sign the form. OR
2. Provide comparable information on a prescription blank with the provider's name printed on it, or on the provider's letterhead stationery. Either of these must be signed by the provider.
3. School personnel should accept either of these documents, if signed and dated. If a prescription blank or note is presented, school personnel should attach this to the child's medical record.

Parental report of varicella disease:

A school nurse may accept a parental report of varicella disease only if all of the following are reported by the parent in describing the child's illness.

- Acute onset of the illness.
- Maculo Papulovesicular rash without other apparent cause.
- Generalized and pruritic rash with most lesions on the trunk.
- The lesions crusted over.

If these four criteria are met, the school nurse may document the history of varicella disease in Part II, Section 1, of the MCH 213-F form and initial the entry. If all four criteria listed are not met, or the nurse is uncertain if they have been met, the parent should be referred to their private provider for a review of the history, vaccination, or serological testing.

* "Health care provider" includes physicians, nurse practitioners, physician assistants, and registered nurses.

Hepatitis B Vaccine. A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ONLY for adolescents 11-15 years of age AND ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the
school form.

Effective July 1, 2021, a minimum of 2 doses of Hepatitis A vaccine is required. The first dose should be administered at age 12 months
or older.

Physical examination forms are available in your physician's office.

For Students Entering 7th Grade

Effective July 1, 2019, a booster dose of the Diphtheria, Tetanus, and Pertussis (Tdap) vaccine is required for all children entering the 7th grade. This is mandated by the state of Virginia. Students cannot start the 7th grade until they have the Tdap booster.

Students registering for 7th grade are required to have a Tdap vaccination prior to registration. Parents must bring proof of vaccination to registration. Students will not be allowed to complete registration unless they have had the vaccination.

The Central Virginia Health Department and Community Action Network provide the Tdap vaccination. For information call (434) 477-5900 or (434) 200-3366.

HPV Vaccine. Effective July 1, 2021, a complete series of 2 doses of HPV vaccine is required for students entering the 7th grade The first dose shall be administered before the child enters the 7th grade. After reviewing the educational materials approved by the Board of Health, the parent or guardian, at the parents sole discretion, may elect for the child not to receive the HPV vaccine.

MenACWY Vaccine. Effective July 1, 2021, a minimum of 2 doses of MenACWY is required. The first dose should be administered prior to entering the 7th grade. **The final dose should be administered prior to entering the 12th grade.**

Health Action Plans

If your child has a chronic health condition (such as asthma, diabetes, seizure disorder, food allergy), the school division requires the child to have a Health Action Plan signed by a physician and a parent. The Health Action Plan includes permission for medication.

If your child does not have a chronic illness but requires medication at school, please complete a Physician/Parent Authorization to Administer Medication form (this requires a physician signature). It must be signed by a physician. School policy mandates that any student who must receive medication during the school day have, on file, a completed authorization form signed and dated by the parent and physician to facilitate the safe and effective administration of the medication(s).

The medication administration guidelines for students are as follows:

- A Physician/ Parent Authorization form must be completed, signed, and dated by the prescribing physician and the parent. The completed form should be returned to the school nurse on the first day of school before the medication is given.
- No medication (including over the counter medications) will be administered without a completed physician/parent authorization form on file.
- All medications (prescribed and over-the-counter medications) must be brought to school by the parent, given to, and signed in by the school nurse or health assistant.
- Medications must be in original packaging containing the student's name, name of the medication, dosage, route, and how often the medicine is to be given.
- Over-the-counter medications must be brought in a sealed container. Medications brought to school in baggies, unmarked containers, or in containers prescribed for someone other than the student will not be accepted or given.
- Medications cannot be transported on the school bus by a student.
- It is most important for parents to communicate any medical condition(s) (i.e. asthma, diabetes, seizures) or special medical need(s) regarding their child on the emergency medical form during school registration.
- Students are to report to the school clinic at the time(s) medication is to be administered.
- Parents are permitted to come to school to give the recommended dose of medication to their child when there is no written authorization by a physician and/or parent on file.
- It is the responsibility of the parent to bring in more medication when it is needed.
- Parents must pick up all medications by the last day of school or medications will be discarded by the nurse. No medications are kept at school during the summer or until the next school term.

Student Wellness/Policy JHCF

Goals

Based on review and consideration of evidence-based strategies and techniques, the Lynchburg City School Board establishes the following goals to promote student wellness.

1. Nutrition Promotion and Education

Students receive nutrition education that teaches the skills they need to adopt and maintain healthy eating behaviors.

Nutrition education is offered in the school cafeteria as well as in the classroom, with coordination between the school nutrition staff and other school personnel, including teachers.

Students receive consistent nutrition messages from all aspects of the school program.

Division health education curriculum standards and guidelines address both nutrition and physical education.

Schools conduct nutrition education activities and promotions that involve parents, students and the community.

2. Physical Activity

A program of physical activity is available to all students in grades kindergarten through five consisting of at least 20 minutes per day or an average of 100 minutes per week during the regular school year and available to all students in grades six through 12 with a goal of at least 150 minutes per week on average during the regular school year. Such programs may include any combination of (i) physical education classes, (ii) extracurricular athletics, (iii) recess, or (iv) other programs and physical activities.

Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics and physical activity clubs.

Schools encourage parents and guardians to support their children's participation in physical activity.

Schools provide training to enable staff to promote enjoyable, lifelong physical activity among students.

3. Other School-Based Activities that Promote Student Wellness

An adequate amount of time is allowed for students to eat meals in adequate dining facilities.

All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.

The availability of subsidized food programs is adequately publicized in ways designed to reach families eligible to participate in the programs.

Environmentally-friendly practices such as the use of locally grown and seasonal foods, school gardens and non-disposable tableware have been considered and implemented where appropriate.

Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, to the extent practical, implemented.

Nutrition Standards and Guidelines

The School Board incorporates and adopts the nutrition standards in 8 VAC 20-740-10 through 8 VAC 20-740-40.

The Superintendent is responsible for creating

- regulations to develop and implement standards for all foods and beverages provided, but not sold, to students on the school campus during the school day; and
- standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that promote student health and reduce childhood obesity and are consistent with the applicable standards and requirements in 7 C.F.R. §§ 210.10, 210.11 and 220.8.

Marketing on the school campus during the school day is permitted only for those foods and beverages that meet the nutrition standards under 7 C.F.R. § 210,11.

Implementation

The School Board encourages parents, students, representatives of the school food authority, teachers of physical education, school health professionals, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.

The Superintendent or Superintendent's designee is responsible for overseeing the implementation of this policy and developing procedures for evaluating the policy, including indicators that will be used to measure its success.

Implementation procedures include measuring and making available to the public, at least once every three years, an assessment of the implementation of the policy, including the extent to which schools are in compliance with the policy, the extent to which this policy compares to model school wellness policies and a description of the progress made in attaining the goals of the policy. The results of the triennial assessment are considered in updating the policy.

The School Board retains the following records to document compliance with 7 C.F.R. § 210.31:

- the policy;
- documents demonstrating compliance with community involvement requirements, including requirements to make the policy and triennial assessments available to the public; and
- documentation of the triennial assessment of the policy.

Eating Disorders Awareness Notification

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in grade five through twelve.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

For more information please visit www.lcsedu.net/sites/default/files/pdfs/studentservices/eating_disorders_info.pdf or contact a school nurse or your family doctor.

SCHOOL **NUTRITION**

2026-27 School Meals

LCS School Nutrition operates the USDA Community Eligibility Provision (CEP) division-wide. All students are eligible to receive school meals at no cost each school day.

No application is required. All students eat for free.

In addition to breakfast and lunch, LCS School Nutrition offers snacks or supper at designated schools where students are participating in after-school programs. Contact the School Nutrition Office for information about participating schools.

If you have questions or need further information regarding school meals, please call the School Nutrition Office at (434) 515-5060.

PLEASE NOTE: If you are eligible for free or reduced lunch you may be eligible for reduced rates for any of the following:

- Dual enrollment
- Driver's education
- Advanced Placement tests
- PSAT
- SAT
- ACT
- College applications
- Scholarship opportunities

Please see your school counselor for more information.

SchoolCafe – www.schoolcafe.com

SchoolCafe is a free online service available for all LCS parents and guardians to manage their student's school meal accounts. SchoolCafe is a convenient, easy and secure method of payment. To get started, go to www.schoolcafe.com/LynchburgCitySchools and register for a free account. Once your account is active, you may begin adding your children to the program and making payments to their accounts. You will need to know the student's school ID number and/or date of birth.

SchoolCafe offers:

- Online access 24/7 via credit card, debit card, and e-check
- Automatic email notices when account balance is low
- Ability to make payments for all children, even if they attend different schools
- History of your child's cafeteria purchases
- Published menus by site for all school meals (no account needed)

There are **no transaction fees** to place money on your child's meal account. Questions? Please call the School Nutrition Office, at (434) 515-5061.

TRANSPORTATION

The Department of Transportation is committed to providing safe, reliable, and efficient transportation services for LCS students.

- Students in pre-k through first grade must have a parent or guardian to get them off the bus in the afternoons (Policy EEAB-RZ).
- Bus stops can only be assigned to residences and daycares; no bus stops will be made at businesses.
- Riding the school bus is a privilege, not a right, and this privilege can be revoked because of misconduct.
- Please have students at their bus stop at least 10 minutes early to help routes stay on schedule.
- Students should wait for the driver's signal before crossing in front of the bus.

ENROLLMENT

Enrolling Students

The parent(s)/guardian(s) of new and transfer students are requested to make contact with the school as soon as possible to make arrangements to register and transfer records. You can register online at www.lcsedu.net and click on "Registration Information" or call 515-5000 for assistance. Student registration is conducted online through Infinite Campus.

Two forms of proof of residency are required. To attend Lynchburg City Schools, your child(ren) must be a legal resident(s) of the City of Lynchburg. Valid proof of residency includes the following:

- Current utility bill (gas, oil, electric, water, cable, landline)
- Current rent/mortgage agreement
- Current rent receipts with address on receipt
- Closing papers of home purchased
- City registration of vehicle (the City of Lynchburg requires that vehicles be registered within 30 days of moving to Lynchburg)

If you don't have the above because you and/or your children are living with someone else in the city, you need to provide the school with a notarized letter from the person with whom you are living, stating:

- The parent/ guardian and child(ren) are residing with them at this address
- The date they moved to this address
- In addition to the letter, you will need to provide two proofs of residency from the person with whom you are living (the name on the notarized letter needs to match the name on the two proofs of residency)

The federal McKinney-Vento Act guarantees school enrollment to anyone who, due to a lack of permanent housing, lives in an inadequate or temporary setting, such as: emergency shelters or domestic violence shelters; motels, hotels, or campgrounds due to lack of an adequate alternative; cars, parks, public places, bus or train stations or abandoned buildings; or doubled up with relatives or friends due to loss of housing or economic hardship.

If your child is not a legal resident of the City of Lynchburg you are required to pay tuition for him/her to attend city schools.

If your child is already enrolled in the Lynchburg City Schools, you should register through your Infinite Campus Parent account. If you do not have an Infinite Campus Parent account, contact your child's school to receive instructions on how to set this up. Additionally, you will still need to attend the August Enrollment Day at your child's school to meet teachers and to sign forms. The following forms are mandatory and must have a parent/guardian signature:

- Notice and Permission for Field Trip
- Student Code of Conduct, Responsibilities, & Attendance Agreement
- SOL Expedited Retake Permission (Grades 3-8)

Students registering for the 7th grade are required to have a Tdap vaccination prior to registration. Parents or guardians must bring proof of their child's Tdap vaccination to registration.

Withdrawal

In the event that you must withdraw or transfer your child, please notify the building principal or school main office of your intent. A transcript will be sent upon request from the receiving school.

Homebound Instruction

In the event of prolonged illness, parents may apply for homebound instruction through the building principal.

Elementary School Reassignments Due to Babysitter Hardship/Regulation JC-RZ

A parent/guardian may request an alternative school assignment for elementary students if there is a documented hardship involving a working parent/guardian and the need for child care services. The following procedures will be used to implement this policy:

1. Alternative placement of elementary children will be based on documented evidence of hardship.
2. No transportation adjustments will be made due to the alternative placement and parents must insure that the children arrive and depart at the scheduled hours. If a bus serving the legal residence of the parent/guardian stops at the child care facility, the student must attend the school which serves their residence and no alternative placement will be provided. If there is an established bus stop for the assigned alternative school that serves the private child care provider's home or the child care facility, and no bus for the base school serving the legal residence of the parent/guardian, the student may ride the bus to the alternative placement. Students receiving alternative placements may not ride buses for the schools for innovation or the Gifted Opportunity (GO) Center unless they have been accepted into one of these programs. No individual bus schedules will be developed for reassigned students.
3. Alternative assignments will be made on a space available basis.
4. Decisions regarding elementary school reassignments will be based on an application/approval process handled by the Deputy Superintendent's office.
5. Only one alternative placement will be made during a child's elementary years. If a change occurs in the child care situation, the parent/guardian may choose to return to the school serving their legal residence.
6. Each child for whom an elementary school reassignment is requested must be approved on an individual basis.
7. Elementary school reassignments will be valid for a period of one year. Parents/guardians must reapply for consideration annually.
8. Parents/guardians must ensure that reassigned students maintain good attendance as well as consistently arrive and depart school according to the published hours of operation for elementary schools.
9. Reassignments may be revoked for students who experience issues related to Student Code of Conduct violations or truancy; including, but not limited to, excessive absences, tardies, or early dismissals, and repeated late pickups from school. If revoked, the child/children may be required to attend the school serving the legal residence of the parent/guardian.
10. Parents/guardians must notify the Deputy Superintendent's office of changes in their work schedule that would affect the documented work-related hardship. Work-related changes that no longer warrant a reassignment and/or failure on the part of the parent/guardian to notify the Deputy Superintendent's office of such changes may result in revocation of the elementary school reassignment. The child/children may be required to attend the school serving the legal residence of the parent/guardian.
11. Providing false information to obtain an alternative placement will automatically void the reassignment and the child/children will be required to attend the school serving the legal residence of the parent/guardian.
12. Applications for elementary school reassignments must be received in the Deputy Superintendent's office between May 1-June 30 of the preceding academic school year. No reassignments will be considered for the school year after

this date with the exception of families who move into the city of Lynchburg (must submit any request within 30 days of enrollment) .

13. Elementary school reassignment does not apply to elementary schools for innovation.
14. Students who have completed a minimum of four consecutive years in one elementary school may continue in that same school until the end of their elementary program without completing further elementary school reassignment applications.
15. Upon completion of the elementary school program, the student must then attend the middle school serving the student's residence..

Homeless Students/Policy JECA

The Lynchburg City School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues.

GRADUATION REQUIREMENTS & STANDARDS

NOTE: Full descriptions of graduation requirements and courses can be found in the LCS Program of Studies found at www.lcsedu.net/departments/teaching-learning/resources/program-of-studies

Standard Diploma (students entering 9th grade for the first time in fall 2018 and beyond)

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Science	3	1
Health and Physical Education	2	-
World Language, Fine Arts or CTE	2	-
Economics and Personal Finance	1	-
Electives	4	-
Total	**22**	**5**

Advanced Studies Diploma (students entering 9th grade for the first time in fall 2018)

Discipline Area	Standard Units of Credit Required	Verified Credits Required
English (reading and writing)	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Science	4	1
World Language	3	-
Health and Physical Education	2	-
Fine Arts or CTE	1	-
Economics and Personal Finance	1	-
Electives	3	-
Total	**26**	**5**

NOTE: Athletes should work closely with their school counselor to ensure courses meet NCAA/NAIA requirements. All potential college student-athletes must register with the NCAA Initial- Eligibility Clearinghouse and meet NCAA academic requirements. Information is in the LCS Program of Studies found at www.lcsedu.net/departments/teaching-learning/resources/program-of-studies.

Diploma Seals

The Governor's Seal is awarded to students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better, and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge, or dual enrollment courses.

The **Board of Education Seal** is awarded to students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with an average grade of "A" beginning with the ninth-grade class of 2006-07 and beyond.

The **Board of Education's Career & Technical Education Seal** is awarded to students who:

- earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses;
- OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade or professional association;
- OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements. See The Path to Industry Certification for the current approved licenses and examinations.

The **Board of Education's Advanced Mathematics & Technology Seal** is awarded to students who earn either a Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a "B" average or better; and either

- pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association;
- OR acquire a professional license in a career and technical education field from the Commonwealth of Virginia;
- OR pass an examination approved by the board that confers college-level credit in a technology or computer science area.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements. See The Path to Industry Certification for the current approved licenses and examinations.

The **Board of Education's Excellence in Civics Education Seal** is awarded to students who meet each of the following four criteria:

- Satisfy the requirement to earn a Modified Standard Diploma, a Standard Diploma or an Advanced Studies Diploma
- Complete Virginia & United States History and Virginia & United States Government courses with a grade of "B" or higher
- Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; participating in Boy Scouts, Girl Scouts or similar youth organizations; participating in Junior Reserve Officer Training Corps (JROTC); participating in political campaigns, government internships, Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
- Have good attendance and no disciplinary infractions as determined by local school board policies.

The **Board of Education's Seal of Biliteracy** is awarded to students who earn a Board of Education-approved diploma and:

- Pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level
- Demonstrate proficiency at the intermediate-mid level or higher in one or more languages other than English as demonstrated through an assessment from a list approved by the Superintendent of Public Instruction. American Sign Language qualifies as a language other than English.

The **Board of Education's Seal for Excellence in Science and the Environment** is awarded to students who enter the ninth grade for the first time in the 2018-19 year and thereafter, and meet each of the following criteria:

- Earn either a Standard or Advanced Studies Diploma
- Complete at least three different first-level board-approved laboratory science courses and at least one rigorous advanced-level or postsecondary-level laboratory science course, each with a grade of "B" or higher
- Complete laboratory or field-science research and present that research in a formal, juried setting
- Complete at least 50 hours of voluntary participation in community service or extracurricular activities that involve the application of science such as environmental monitoring, protection, management, or restoration.

The **Board of Education's Diploma Seal for Science, Technology, Engineering, and Mathematics (STEM)** is awarded to students who earn either a Standard Diploma or an Advanced Studies Diploma and satisfy all math and science requirements for the Advanced Studies Diploma with a "B" average or better in all course work, and

1. successfully complete a 50 hour or more work-based learning opportunity in a STEM area, and
2. satisfy all requirements for a Career and Technical Education concentration. A concentration is a coherent sequence of two or more state-approved courses as identified in the course listing within the CTE Administrative Planning Guide, and
3. pass one of the following:
    a. a Board of Education CTE STEM-H credential examination, or
    b. an examination approved by the Board that confers a college-level credit in a STEM field

Advanced Studies Diploma with Lynchburg Honors Seal (All Students): Students who wish to earn the Advanced Studies Diploma with Lynchburg Honors Seal must meet all the course and verified credit requirements for the Advanced Studies Diploma. In addition, they must meet the following additional criteria:

1. English must include a minimum of three year-long courses (the equivalent of six semesters) in courses designed for students with above average skills in reading and writing. Two year-long courses (the equivalent of four semesters) must be taken during the junior and senior years. Dual enrollment courses are on a semester basis.
2. The four math credits must include Algebra I and three credits above the level of Algebra I. The minimum must include progress through trigonometry/functions.

3. Science credits must include Biology I and three course choices from Earth Science, Earth Science II: Astronomy, Biology I, Biology II: Anatomy and Physiology, Biology II: Ecology, Chemistry, Physics, AP Chemistry, AP Physics, AP Biology, AP Environmental, and Dual Enrollment Biology, Dual Enrollment Physics, and Dual Enrollment Chemistry.
4. Social studies credits must include choices from Advanced World History and Geography I (to 1500 AD), Advanced World History and Geography II (1500 AD to Present) or AP World History, Advanced World Geography, AP Human Geography, Advanced American History, AP American History, Advanced U.S. Government or AP Government, AP European History, and AP Microeconomics and Macroeconomics, AP Psychology, Dual Enrollment Political Science and Dual Enrollment US History.

Students must take and pass at least two advanced placement or dual enrollment courses (or one of each) in different content areas during the senior year. These courses may be in English, math, science, or social studies.

Applied Studies Diploma

The Applied Studies Diploma is a diploma option available to students identified as having a disability who complete the requirements of their individualized education programs (IEPs) and meet certain requirements prescribed by the Board of Education pursuant to regulations, but do not meet the requirements for any named diploma.

Certificate of Program Completion

Students who have completed a prescribed course of study as defined by the local school board shall be awarded certificates by local school boards if the students do not qualify for diplomas. This is NOT a high school diploma.

For additional information on courses and programs at the middle school and high school levels please see the LCS Program of Studies at www.lcsedu.net/departments/teaching-learning/resources/program-of-studies.

Standards of Learning

Students in the Lynchburg City Schools are taught material required by the Virginia Department of Education. The Standards of Learning (SOL) for Virginia Public Schools establish minimum expectations for what students should know and be able to do at the end of each grade or course in English, mathematics, science, history/social science and other subjects.

SOL tests in reading, writing, mathematics, science and history/social science measure the success of students in meeting the Board of Education's expectations for learning and achievement. All items on SOL tests are reviewed by Virginia classroom teachers for accuracy and fairness and teachers also assist the state Board of Education in setting proficiency standards for the tests. All standards can be found at www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program.

COURSE POLICIES, SERVICES, & PROGRAMS

Student Course Load/Policy IC/ID-RZ

A. Students in grades 9-11 must carry the equivalent of seven credit-bearing courses and may elect to carry another approved course or a repeat course in the eighth period. Approval of an additional elective course is based on the student's current standing and the course enrollment numbers. Students that do not choose to elect to carry another approved course in the eighth period will be enrolled in an enrichment or advisory period.
B. All students in grade twelve (senior students) must carry the equivalent of four credit-bearing courses. Student athletes need to carry the equivalent of five credit-bearing courses.
C. Unless a waiver is granted, senior students must also carry other approved courses, repeat courses, or study halls in the other three periods.
D. Senior students for whom a waiver is granted may be dismissed from school after the fourth, fifth, or sixth period. Transportation from school to home will not be provided for students who are dismissed early.
E. A waiver to the student course load requirement may be granted for a senior student if that student has earned sufficient credits such that a reduced course load in the senior year will still permit the student to meet all graduation requirements by the end of the year.
F. Applications for senior student course load waivers will be accepted each spring and fall for the following semester.
G. To be considered for a waiver, a senior student and a parent or legal guardian must complete, sign, and submit the application to the guidance office by the posted deadline. The guidance counselor will review the data and recommend that the building principal approve or deny the waiver application. If the waiver is approved, the senior student's schedule for the next semester will reflect the early dismissal.
H. At the beginning of the semester for which the waiver has been approved, the guidance counselor will again review the senior student's data to ensure that the student still qualifies for the waiver.
I. The approved waiver application will be kept on file at the school, and a list of all senior students for whom a waiver has been approved will be sent to the director of secondary education at the start of each semester.
J. Unless under the direct supervision of a staff member, senior students for whom a waiver is approved must exit the school building promptly after their early dismissal time and shall not return to the school property for school activities until the end of the instructional day. Failure to comply with this requirement may result in the waiver being revoked.
K. Beyond this policy there may be other allowances for early dismissals, such as those approved for work/study programs or off-site instruction, individual allowances for certain health conditions, and so on. Nothing in this policy is meant to supersede the policies, regulations, and practices associated with such other early dismissals.
L. By completing an application for a waiver, the student and parent/guardian accept responsibility for any repercussions which may be related to the student's reduced course load. Such possible repercussions specifically, but not exclusively, include those related to admissions, selections, or eligibility for any schools, programs, activities, recognitions, or the like.
M. Students attending a fifth high school year may be allowed to carry a reduced load as approved by the principal. Other students may be permitted to carry fewer courses only upon approval by the Superintendent or designee.

Legal: Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131.

Homework/Policy IKB

Homework provides an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and the student's family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction and self-discipline. It assists the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it will be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort and competency should be recognized and rewarded.
- Teachers should seek to determine the cause if a student regularly fails to complete assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes.
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Student Evaluation and Grading Procedures/Regulation IKC-RZ

A. Grading Scale

The classroom teacher is responsible for the grading and evaluation of their student's achievement in class.

The following grading scale will be used in grade levels 3-12 for all students:

A = 90–100
B = 80–89
C = 70–79
D = 60–69
F = 59 and below

The following scoring will be used to evaluate student progress on the Standards of Learning (SOL) in grade Kindergarten through 2:

E = Exceeds the Standard (student demonstrates knowledge and skill 90 percent or more of the time)
M = Meets the Standards (student demonstrates knowledge and skill 80 percent or more of the time)
P = Partially Meets the Standard (student demonstrates knowledge and skill 70 percent or more of the time)
U = Unsuccessful in Meeting Standard (student demonstrates knowledge and skills less than 70 percent)

The following grading scale will be used for all other areas in grades K-5 (handwriting, art, music, movement education, technology and character/conduct):

S = Successful
I = Improving
NY = Not Yet Successful

B. Class Rank

1. Grade Weighting System

Student class rank will be determined by assigning point values to courses.

Please refer to the current Program of Studies for a complete listing of all courses, including Advanced Placement, Dual Enrollment, and Advanced courses. The Grade Point Average weight for every course in the program of studies is listed in the course description. Additionally, if the course is weighted at 4.5 or 5.0 for an "A", the weight is reflected in the course title as well.

2. Calculating Grade Point Average (GPA)

A detailed account of the process used to calculate semester and cumulative GPA values can be found in the current LCS Program of Studies.

3. Transfer Students

a. If a particular grade is weighted at the school from which a student transfers and the Lynchburg City Schools weights the grade for the same course, the transferred grade will be weighted.
b. If a particular grade is weighted at the school from which a student transfers but the Lynchburg City Schools does not weight the grade for the same course, the transferred grade will not be weighted.
c. If a course is noted as an Advanced Placement, advanced, honors, or dual enrollment course, and the same course is weighted in the Lynchburg City Schools, the grade will be weighted even if the other division did not weight the course.
d. If a course is not weighted and is not noted as an Advanced Placement, advanced, honors, or dual enrollment course, the grade will not be weighted.
e. In any case in which the appropriate GPA weight for a transfer course is unclear, the director of curriculum and instruction will research the content and rigor of the course in question and will determine the weight of the course.

C. Determining End-of-Course Grades

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks. However, if the course is for high school credit, the grades are determined in the manner of high school courses.
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
    a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
    b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.
    c. For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the grades are determined according to the procedures of that institution.

D. Exams

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.
3. For courses that are for college credit (including dual enrollment courses, courses taken at CVCC or another college), the exams are taken according to the procedures of that institution .
4. Senior exams will be given prior to underclassmen exams in order to help meet graduation requirements.

E. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for the senior year only.
3. The student must have a course grade that ranges between 90-100 percent except as specified in Section D below.
4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with CVCC will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will take the AP exam in order to receive a quality point of 5.0. Students who do not take the AP exam must sit for the corresponding teacher-created course final exam. As noted in the Program of Studies, students who do not take the AP Examination for their corresponding course will only receive a 4.5 rather than a 5.0 quality point.
8. A senior enrolled in a course with an end-of-course Standards of Learning Test will only take the Standards of Learning Test if needed for graduation.

F. Advanced Placement and Standards of Learning Exam Option

A student in Advanced Placement course will take the AP exam in order to receive a quality point of 5.0. Students who do not take the AP exam must sit for the corresponding course final exam. As noted in the Program of Studies, students who do not take the AP examination for their corresponding course will only receive a 4.5 rather that the 5.0 quality point.

To meet high school graduation requirements, all students must take SOLs in the following areas in high school: English Reading, Math, Biology, and History, as well as complete a Local Verified Credit in Writing.

Students who take the SOL assessments in English Reading, Math, Biology, or History and receive a score rating of "pass proficient" will receive an exam score of 90, while those who receive a score rating of "pass advanced" will receive an exam score of 100. These scores replace the final exam and are weighted at 20% of the course grade.

According to the VDOE Performance Level Descriptors, students who complete the Local Verified Credit in Writing and receive a "proficient" rating on their final body of evidence will receive an exam score of 90, while those who receive an "advanced" rating will receive an exam score of 100. These scores replace the final exam and are weighted as 20% of the course grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created exam and may choose to use the four quarter grades to compute their course grade.

G. Determining Grades for a Student Who Exits a Course Before the End of the Course

1. Request to Withdraw

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the school counseling department by the end of the 5th day of the course. Any courses from which a student is withdrawn within that time period will not be recorded on a student's report card or permanent record.

In rare cases, extenuating circumstances may justify a withdrawal from a course after the 5th day of the course. If a student is withdrawn after the 5th day, the student's transcript will reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the course. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. An example of such circumstances would be extensive absences for medical reasons. The principal will review the request, determine whether to approve, and notify the parent and student in writing of the decision. If the request occurs after the 60th school day, only the Superintendent (or designee) can approve a withdrawal from a course. If it is determined that sufficient justification for a withdrawal does not exist, the student will remain in the course.

If the course is a dual-enrollment course, a Virtual Virginia course, or another course that has rules set by an institution outside of LCS, then the rules of that course will prevail over the deadlines in this regulation.

2. Request to Transfer to a Different Level of the Same Course

A parent/guardian may request for a student to change to a different level of the same course no later than five days after the first quarter report cards are distributed. An example would be transferring from Advanced World History and Geography 1 (4.5 GPA weight) to World History and Geography 1 (4.0 weight). Please note that some courses will not have another level. Such a transfer would be dependent on the ability to reschedule the student and the available space in the desired course. When such a transfer occurs, the name of the course will be changed in the student's schedule, and the previously earned grades will be counted toward the grade reported on the student's academic record under the different level course name.

3. Courses that are Dropped Due to Extensive Absences

School Board Regulation JED-RZ Student Absences/Excuses/Dismissals speaks to the practice of dropping students from courses due to extensive absences in accordance with Administrative Code 8 VAC 20-110-130.

H. Grades and Class Rank Related to Courses Repeated

Students shall be allowed to repeat a course already passed only upon approval by the school principal. The repeating of performing arts courses - acting, chorus, band, and orchestra is not affected by this regulation since each of these may be taken repeatedly as a new course.

For all repeat courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's academic record.

No additional credit toward graduation requirements will be awarded for passing a course more than once unless allowance to do so is specifically noted in the course description in the current Lynchburg City Schools Program of Studies.

I. Repeat Courses Under the Credit Recovery Format

Students who have earned an "F" in a high school credit course may retake that course as a repeat course under the Virginia Department of Education approved "credit recovery" format. This format allows for repeat instruction to be provided in half the instructional hours as a new credit course. More specifically, semester courses awarding 0.5 credits must provide no less than 70 clock hours of instruction. However, the same course as a repeat course under the credit recovery format meets for no less than 35 hours. Only students who have previously failed a course and have had that failure reflected on the academic record are eligible to enroll in a repeat course under the credit recovery format.

Students who register for repeat courses under the credit recovery format are taking those courses officially for credit. If a student fails such a course, that student will earn an "F" grade, and it will be reflected on the student's academic record.

Students who are dropped from a repeat course under the credit recovery format prior to the 23rd instructional hour will not have that course appear on their transcripts. However, if after the 23rd instructional hour a student no longer attends a course and is dropped due to extensive absences, a zero will be recorded for any assignments not completed during the remainder of the course, and the resulting grade will be recorded for the semester/year-long course grade.

Expunging the Grade(s) of High School Courses Taken in Middle School

In accordance with the current *Regulations Establishing Standards for Accrediting Public Schools in Virginia*, parents of a middle school student enrolled in a high school credit course may request that the grade earned in that course be expunged, or omitted, from their child's transcript. Under these guidelines, the grades earned in such classes are not included in the high school GPA, nor will the student receive a credit toward graduation for this course. This policy on expunging grades is only applicable for a high school credit course taken in middle school.

The school counseling department will send home an expunge form with the final report card. At that time, to have the course removed from the transcript, a completed form will need to be returned for each course to be removed, and that form must be returned to the middle school counseling department by June 30th or to the school counseling department of the high school the student will attend (rising 9th graders) on or before August 1st of the year in which the student completes the 8th grade.

Please be aware that when a middle school student receives a grade of "F" in a high school credit-bearing course, that grade and course will automatically be expunged from their transcript. Students who elect to expunge the grades from their high school records must understand that to receive high school credit for the course, he/she will need to repeat that course in the future in order to receive credit toward meeting state diploma requirements.

If a student is struggling in the first semester of a course, the parent may instead request for the student to be switched out of a high school credit class prior to the end of the first semester. The course the student switched out of will be on the student's report card but no credit will be given to the student for the course. In this instance, there is no need to expunge the grade. When a student remains in the course for most of the school year, that student will take any associated state Standards of Learning test, and that test score will be maintained in the student's scholastic record.

Should you have any questions regarding the expunging grades policy, please do not hesitate to contact your middle school counseling department.A copy of the expunge form can be found in Appendix A of the LCS Program of Studies.

Promotion and Retention/Policy IGBEZ

A. Generally

The School Board recognizes that the promotion and retention of students are important school decisions based on the academic progress of the student.

The following criteria are established for the elementary, middle and high school levels.

B. Definitions

1. **Promotion:** Student successfully completes current year academic requirements and advances to the next grade level.
2. **Retention:** Student fails to complete the current year academic requirements and remains in the current grade level.

C. Elementary School

1. Process for Retention and Promotion

a. Early in the second semester, parents of students who are not making satisfactory progress in major content areas (reading/math) will be informed by the classroom teacher that if significant progress is not made by May, the recommendation may be to retain the student.
b. Teachers will work very closely with the principal when retention is being considered. A joint conference between the principal, teacher and parent will be held prior to recommending the final decisions regarding retention of the child.
c. All final retention and placement decisions shall be made by a committee consisting of the principal and staff from the Department of Curriculum and Instruction.
d. The principal shall inform the parents of the decision of the division committee. Parents may appeal the decision to the director of instruction.
e. Students who have demonstrated marginal knowledge and skills as indicated by the Achievement Record/Promotion Guidelines, may attend summer school. If they meet specific attendance guidelines, pass end-of-summer-school tests, and demonstrate adequate academic progress, these factors will be considered in the final promotion/retention decision.
f. The Individualized Education Program (IEP) Committee will make decisions regarding promotion, retention, and age-appropriate placement for students with an IEP while considering all LCS promotion and retention practices. After a student with a disability meets the LCS criteria for summer school programs, the student's IEP committee will determine any supplemental aids and services needed for participation in summer school programs. Participation in the summer programs referenced in this policy is distinctly different from, and more common than, participation in Extended School Year services.
g. Students in grades three through five who do not pass any of the Standards of Learning assessments administered in their grade level shall be required to attend a summer school program or to participate in another form of remediation.

2. Criteria for Determining Retention or Promotion

The following criteria will be considered in the promotion and retention decision:

a. Academic achievement and growth
b. Attendance
c. Previous retention and age
d. Parent input

D. Middle School

1. Process for Determining Retention or Summer School and/or Summer Remediation

a. Students in middle school are expected to pass all courses and especially each of the four core courses: English, history, math, and science.
b. If a student has a failing grade at the end of any quarter during the year, the school should communicate with the parent and establish strategies for the student to make progress and minimize the possibility of a failing grade for

the course. The strategies may include support during and/or after the school day. The school may also require the student to attend tutoring and support in order to participate in afterschool sports or activities.

c. If a student is not passing one or more core courses at the end of the school year, the student should be considered for summer school and/or summer remediation. In any case in which a student fails a course but passes the corresponding SOL test, the student should not be considered to have failed the course with respect to summer school and/or summer remediation requirements.

2. Guidelines for Summer School and/or Summer Remediation Requirements and Retention

The following guidelines should be used for considering whether attendance in summer school and/or summer remediation is required or recommended and if the student should be promoted. If summer school and/or summer remediation is required and the student does not attend at least 80% of the program, the student will not be promoted to the next grade level, unless an exception is made by the principal.

a. If a student fails one core course, the principal will decide whether summer school and/or summer remediation is required or recommended.
b. If a student fails two core courses, summer school and/or summer remediation is required.
c. If a student fails three core courses, the principal will decide whether summer school and/or summer remediation is required or if the student shall be retained (if the student is retained, summer school and/or summer remediation is also recommended).
d. If a student fails four core courses, the student shall be retained or considered for an alternative school placement (summer school and/or summer remediation is also recommended).

3. Exceptions

Any exceptions to the guidelines for a particular student circumstance shall have the approval of both the principal and the Superintendent's designee.

E. High School

1. Credit Required for Promotion

Credits required for promotion are as follows:

9th to 10th	4
10th to 11th	9
11th to 12th	15

Refer to the LCS Program of Studies for graduation requirements from the Commonwealth of Virginia.

2. Determining Grades for a Student who Drops a Course Before the End of the Semester

All requests for a student to be withdrawn from a course shall be made in writing, signed by a parent/guardian, and turned in to the counselor by the end of the 10th school day of the course. Any course from which a student is withdrawn within that time period will not be recorded on the student's report card or transcript. In rare cases, extenuating circumstances may justify a withdrawal from a course after the 10th day. In such a case, the student's transcript may reflect the course and a grade of withdrawal passing (WP) or withdrawal failing (WF) for the course. These designations (WP and WF) are not considered in Grade Point Average calculations. A parent/guardian must file a written request for such consideration with the building principal, and that request must clearly indicate the extenuating circumstances to justify a withdrawal. If the request is to change the level of a course rather than withdraw from a course, that request must be made no later than five days after the first quarter report card has been distributed.

3. Scheduling Students for More Than One Required Course in the Same Subject Area

Sequential courses within a subject area (i.e., math, English, social studies, etc.) are normally to be taken one at a time and in the order presented in the "Program of Studies." An advanced student may, upon approval from the school principal, however, take two courses within the same subject area concurrently each year after successfully completing his program of studies in grade nine. The advanced student will be limited to one subject area each year from which the two courses may be selected unless the Superintendent or the Superintendent's designee grants a waiver to this stipulation. A student who has failed a required subject will be permitted, pending the principal's approval, to repeat the course at the same time he is taking a second course in the same subject area.

4. Grades, Class Rank, and Credits Related to Repeating Courses Already Passed

Students shall be allowed to repeat a course already passed only upon approval by the school principal.

For all repeated courses, the grade earned shall be averaged with all grades (whether passing or failing) in determining the student's grade point average and class rank. All grades will also appear on the student's transcript. No additional core content or elective credit toward graduation will be awarded for repeated courses unless specifically noted in the current Lynchburg City Schools Program of Studies.

5. Exceptions

The decision of whether a student who has an Individualized Education Program (IEP) is retained will be made by the Individualized Education Program (IEP) committee in conjunction with general retention practices.

Acceleration

Graduation from high school in fewer than the normal four years is permitted. To graduate, the student must meet all the graduation requirements established by the local school board in accordance with the code of Virginia. The Superintendent or Superintendent's designee shall approve the acceleration of students through the LCS Program of Studies.

Online Course Offerings

A variety of online high school courses are available for students. For more information contact the school counseling office or the LCS Program of Studies at http://www.lcsedu.net/departments/curriculum/program-of-studies

Programs for Gifted Students/Policy IGBB

The Lynchburg City School Board approves a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The development process for the plan includes opportunities for public review of the school plan. The plan for the education of gifted students is accessible through the division's website and printed copies of the plan are available to citizens who do not have online access.

The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude.

The school division provides written notification to and seeks written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and to provide services for an identified gifted student in the division's gifted education program.

The School Board may establish a local advisory committee composed of parents, school personnel, and other community members appointed by the School Board. The committee will reflect the ethnic and geographical composition of the school division. If established, the committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the Superintendent and the School Board.

For more information on gifted education please see the Lynchburg City Schools Local Plan for the Education of the Gifted.

Central Virginia Governor's School for Science & Technology

The Lynchburg City Schools partners with the Central Virginia Governor's School for Science and Technology (CVGS) to provide opportunities beyond the scope of normal high school curricula to gifted students interested in mathematics, science and technology. CVGS students pursue an innovative curriculum, which allows them to cultivate their special talents in mathematics and science through an individual research program, in-depth laboratory experiences and extensive integration of technology into all courses. Instruction is designed to meet the needs of learners in a challenging independent learning environment that stimulates critical thinking and creative problem solving and emphasizes the development of time management and collaboration skills. www.cvgs.k12.va.us

Differences Between Grade Level, Advanced, Advanced Placement, & Dual-Enrollment Courses

Courses are offered at different levels of difficulty beyond the grade level content in order to provide students opportunities for challenging their learning and growing at a more rapid pace. The following provide general differences between the course types. In some cases, additional information is provided in the specific course descriptions. All course descriptions can be found in the LCS Programs of Studies found at http://www.lcsedu.net/departments/curriculum/program-of-studies.

Alternative & Adult Education Program Information

Lynchburg City Schools offers a variety of alternative programs available to students on an individual basis. These programs include the Fort Hill Community School, the Restorative Academies (Secondary and Elementary), the homebound, home based and home educational programs, RODEO (Reach Out to Develop Educational Opportunities) and other pre-General Educational Development (GED) certificate programs. Students in an alternative program completing requirements for a diploma will have the opportunity to participate in Fort Hill's graduation ceremony if in good standing but may be permitted to participate in the graduation ceremony at their base school on a case by case basis.

Homeless Students

The Lynchburg City School Division will serve each homeless student according to the student's best interest and will

- continue the student's education in the school of origin for the duration of homelessness;
- if the student becomes homeless between academic years or during an academic year; or
- for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non-homeless students who live in the attendance area in which the student is actually living are eligible to attend.

Policy JECA - Admission of Homeless Children

For more information please contact the division homeless liaison at 515-5043.

Special Education

Special education programs and services are available to students, ages two to 21, with disabilities. The special education services are provided based on an individualized education plan (IEP) which is developed by a student's parent(s) and a school-based instructional team. When a parent, school employee (such as a teacher or counselor), or the student suspects a disability a referral is processed through the building principal to the school-based child study committee. Upon receipt of a referral, the child study committee meets within 10 working days. If the child study committee suspects the child may have a disability, a comprehensive evaluation is completed after securing parent written permission to evaluate. Placement in a special education program or class is contingent on the results of extensive evaluation as well as the decision of a school-based eligibility committee's review of the assessment results and the eligibility criteria set forth in the Regulations Governing Special Education Programs in Virginia.

Students with disabilities shall be eligible to receive a Standard Diploma, Advanced Studies Diploma or Advanced Studies Diploma with Lynchburg Honors Seal upon earning the units of credit prescribed and by passing the Standards of Learning tests. The Applied Studies Diploma is also an option for students with disabilities. Requirements for these diplomas are described in the LCS Program of Studies at www.lcsedu.net/departments/teaching-learning/resources/program-of-studies.

How does the school conduct screenings?

Screenings can be a part of the identification process. You will receive a general notice about screenings and will be notified if your child fails a screening. Your school will conduct screenings based on its local procedures, which will include timelines. Screenings must be done in the areas of speech, voice, language, and fine and gross motor functions. Your school will also either provide information about scoliosis or do regular screenings of students in grades five through 10 for scoliosis. The vision and hearing for all children in grades three, seven, and 10, must be screened within 60 days of the beginning of the school year. The purpose of these screenings is to determine if a referral for an evaluation for special education and related services is indicated. In some cases when a child fails a screening, the school may not suspect a disability. A referral may be made to a team established by your child's school to review your child's records and to make recommendations regarding your child's educational and behavioral needs. For more information please contact the principal at your child's school.

What happens if the screening suggests a disability?

If the results of the screening suggest that your child should be evaluated for special education and related services

- your child will be referred to the special education administrator or designee;
- you will be notified; and
- the school will maintain screening information in a confidential manner.

Timeline

The vision and hearing for all children must be screened within 60 days of the start of the school year in grades three, seven, and 10. School divisions must have procedures that include a timeline for completing additional screenings to determine if a referral for an evaluation for special education and related services is indicated.

Section 504, Eligibility, & Accommodation Plans

Lynchburg City Schools are committed to providing full educational opportunity to all eligible students with disabilities under Section 504. A wide variety of accommodations, modifications, and services are available to support children with special needs. These services are provided in the least restrictive environment and at no cost to the parents. Alternative education programs are developed to meet the specific needs of each eligible child to provide a free, appropriate public education. Referrals are accepted from any source either within or outside the school division. A committee composed of professionals in the school division will screen all referrals to determine whether evaluation is needed. If so, the referral process will begin and testing will follow in accordance with federal and state guidelines.

To be found eligible for services under Section 504, children must undergo an assessment. The assessment report shall include the child's educational performance including instructional strengths and weaknesses. This report will also include a summary of standardized test data, attendance information and samples of classroom performance. Other information such as: medicals, psychologicals, speech/language, PT/OT, audiological, developmentals, vision reports, etc., should be utilized where appropriate and/or necessary. All of these are provided by the school division at no cost to the parent. After these have been completed, a committee will meet to determine whether the student is eligible for accommodations and/or modifications. If so, a Section 504 Plan will be developed with the participation of the parent(s).

Qualified handicapped individual under 504 is any person who has a physical or mental impairment which substantially limits one or more major life activities; has a record of such an impairment; and is regarded as having such an impairment.

Appropriate education under section 504 is the provision of education designed to meet the individual educational needs of handicapped persons as adequately as the needs of non-handicapped persons are met. "Major Life Activity" is to be defined as: bending, caring for oneself, eating, learning, performing manual tasks, sleeping, standing, walking, breathing, concentrating, hearing, lifting, seeing, speaking, thinking, and working. "Substantially Limits" is defined as those conditions,

situations, or impairments that adversely affect educational performance that require modification or accommodation to the regular environment or program. Many different types of accommodations, modifications and services are available throughout the school division. They include, but are not limited to, modification of curricular content, adaptive equipment, accommodations for accessibility and related services as speech/language therapy, physical therapy and occupational therapy services. Each program is designed to meet the student's specific needs as identified in his/her accommodation plan. Each student's progress is reviewed annually by school staff and the student's parent(s). If you suspect a child has a disability that requires accommodations under Section 504 of the Rehabilitation Act, please do not hesitate to contact the principal of your school to initiate the referral and evaluation process.

Parent Rights & Procedural Safeguards/Free Appropriate Education

You have the right to a free and appropriate public education in the least restrictive environment for your child.

1. Your child is to be educated with non-disabled, age appropriate children to the maximum extent appropriate.
2. All assessments needed for evaluation are to be provided at no cost to you.
3. Information. You have the right to be fully informed about your child. This means:
    a. You must be informed of the nature of tests and evaluation utilized by the school to assess your child. These tests and evaluations must not be either culturally or racially discriminatory.
    b. You must receive written notice when the school proposes or refuses to evaluate your child or to change the educational placement of your child.
    c. You must receive a copy of your child's Section 504 Accommodation Plan at no cost.
4. Your child's educational records, evaluations, and reports must be treated in a confidential manner and must be made available for you to inspect and review upon request. The school must grant your request immediately, if possible, but in no case more than five administrative working days after the date of your request. If the school determines that it is not feasible to provide the requested records or to determine whether they are available within the five administrative working days, you must be informed and then the school will have an additional seven working days to provide the requested records.

Consent

You have the right to give written permission before:

1. Your child is given individual tests or evaluations.
2. A significant change in your child's educational placement is made. This does not apply to expulsion or graduation.
3. Any confidential information is released to another agency.

Participation

You have the right to the opportunity to participate in conferences regarding the development of your child's Section 504 Accommodation Plan.

Parent/School Disagreement

You have the right to disagree on matters relating to the identification, evaluation, or educational placement of your child or the provision of a free appropriate public education. Both you and the school may request informal mediation and/or an impartial due process hearing to appeal refusals for evaluation or the provision of services. **To request mediation or a due process hearing, write to the director of special education/section 504 coordinator at the address below.**

Director of Special Education, Lynchburg City Schools
915 Court Street,
Lynchburg, VA 24504
(434) 515-5030

NOTE: Release of academic records will be implemented as per the management of student scholastic records.

ACCEPTABLE COMPUTER SYSTEM USE/POLICY IIBEA/GAB

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

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

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

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

The Guidelines include:

1. a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
    a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C.§ 2256;
    b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
    c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords.
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of internet safety for students that is integrated in the Division's instructional program that includes instruction on key modern digital safety topics, including online scams, misinformation, and content generated by artificial intelligence.

Use of the school division's computer system shall be consistent with the educational or instructional mission or

administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the Superintendent or Superintendent's designee.

No employee or agent of the School Board or person or entity contracting with the School Board may download or use any application, including TikTok or WeChat, or access any website developed by ByteDance Ltd. or Tencent Holdings Ltd. (i) on any device or equipment issued, owned, or leased by the School Board, including mobile phones, desktop computers, laptop computers, tablets, or other devices capable of connecting to the internet.

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

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board reviews and amends, if necessary, this policy every two years.

STANDARDS OF **STUDENT CONDUCT** & **RESPONSIBILITY**

Student Conduct/Policy JFC

Generally

The Lynchburg City School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the Superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all Lynchburg City school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts and/or threatens the learning environment.

The School Board and Superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Each parent of a student enrolled in Lynchburg City Schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student

Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal or principal's designee may notify the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the Superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the Superintendent or Superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

Bullying/Cyberbullying

Bullying is prohibited. Cyberbullying, including cyberbullying incidents that may occur outside of school property but between students enrolled in the school division, is prohibited.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyberbullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

"Cyberbullying" means bullying that occurs through the use of technology, including through cell phones and other

electronic devices or technology capable of accessing the internet.

The principal or their designee shall notify the school board disciplinary committee and the parent of any student involved in an alleged incident of bullying of the status of any investigation within 24 hours of the allegation of bullying. Such notifications shall be communicated to the school board disciplinary committee via the superintendent or designee by the next meeting of that committee.

Any student who is a victim of cyberbullying or a witness to an instance of cyberbullying will be provided protections designed to ensure that such student is not deterred from reporting or seeking support for fear of retaliation, social alienation or rejection, or other negative treatment.

Any student who is a victim of cyberbullying is provided with a list of support services and resources available through the student's school relating to reporting and seeking after experiencing cyberbullying.

Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing

Hazing is prohibited and is a Class 1 misdemeanor as cited in Virginia Code § 18.2-56.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Intentional Injury of Others

Students are prohibited from intentionally injuring others.

Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats: Intimidation

Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

Trespassing

Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property.

Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco

Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct

Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism

Students are prohibited from vandalizing school property and the property of any School Board staff member or any other person.

The School Board may recover damages sustained because of the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism.

Student Conduct on School Buses/Policy JFCC

Students are required to conduct themselves on school buses in a manner consistent with established standards for student behavior in school and at school activities.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who constitute or cause disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Standards of Student Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely.

The bus driver and/or bus assistant is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

NOTE: *For safety reasons, LCS buses may be equipped with video cameras. When registering for school, parents and students are required to sign the Lynchburg City Schools Code of Student Conduct, Responsibility and Attendance Statement which acknowledges receipt of this information.*

For more information please contact the Director of Transportation at 515-5100.

Offenses Reported According to Va. Code §16.1–260(G)

Upon notification of a petition or warrant involving a student involved in an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260; the Superintendent or their designee may require the student attend an alternative placement program. Parents/guardians have the right to request an appeal of the reassignment to an alternative educational setting. Contact Student Services at 515-5035 for appeal information.

Prosecution of Juveniles as Adults

Information on this can be obtained through the Lynchburg City School Student Services department.

Use of Personal Electronic Devices/JFCZ

A. Definitions

"Bell-To-Bell" means from arrival at the start of the school day until the dismissal bell rings at the end of the school academic day. This includes lunch and time between classes.

"Personal electronic communication device" is for purposes of this policy understood to mean any device that can send, receive or play messages, audio, photos or videos or record audio or video. This includes cell phones as well as smart watches, earbuds, and headphones (regardless of the mode of connectivity), but excepting any devices provided by LCS.

B. Generally

Students bring personal electronic communication devices on school property at students' own risk. The Lynchburg City Schools is not responsible for any damaged, missing, or stolen electronic devices. If a student's electronic device becomes damaged or stolen, the school division will investigate the incident; however, the school division will not take any financial responsibility for the loss or damage of the student's electronic device or his/her electronic device charges.

LCS shall not in any way require or make its instruction programs dependent on the possession of a personal electronic communication device. Students who do not possess such a device shall in no way be disadvantaged relative to other students.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, practice known as sexting, and recording/videotaping will result in confiscation of the device; further consequences may include suspension from school and possible referral to appropriate authorities.

C. Personal Electronic Communication Devices at the Elementary, Middle and High School Level

For students K-12 the use of personal electronic communication devices is prohibited during the bell-to-bell school day. A student's device must be turned off (not just silenced) and out of sight (e.g. in a book bag or locker, not on the student's person). An exception is allowed for the use of privately owned wired headphones at the direction of the teacher as part of a lesson.

D. Elementary Students on School Buses

Elementary students may not use personal communication devices while on school buses, unless approved by the bus driver.

E. Personal Electronic Communication Devices in Alternative Education Settings

In alternative education settings, the school administrator may establish, and adjust as necessary, additional restrictions on the use of personal electronic communication devices across the school. These shall be communicated in writing to students and parent(s)/guardian(s).

F. Additional Procedures and Restrictions

If a middle school or high school student travels to a different campus during the school day, they must adhere to that school building's policy and procedures for cell phones and personal electronic communication devices.

The principal may authorize additional restrictions on the use of personal electronic communication devices that are in accordance with the Virginia Department of Education Guidelines for Cell Phone-Free Education any may authorize restrictions that exceed those in this policy. Their enhanced policy shall be communicated in writing to the student and parent(s)/guardian(s). The principal may authorize individual exceptions to the policy based on documented medical needs of a student or while a student is present in the school office.

The principal or their designee may confiscate a student's personal electronic communication device if needed, and then determine to either return the device to the student at the end of the day or require the student's parent to make an appointment with the principal to retrieve the device. A student who refuses to surrender their phone when asked shall be suspended for 3 days.

Violations of the policy regarding personal electronic communication devices on school property may result in progressive disciplinary action as set forth by procedures outlined in LCS Board Policy JGD/JGE Student Suspension/Expulsion.

STUDENT **ATTENDANCE**

Student Absences/Excuses/Dismissals Policy JEDZ

Student Attendance Policy

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Students must attend school for a fully day unless excused by the principal or the principal's designee.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the Superintendent to seek immediate compliance with the compulsory school attendance law.

Excused Absences

If circumstances permit, parents should provide the school administration with the reason for the nonattendance prior to the absence. Otherwise, parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the reasons found in regulation JED-RZ.

The Superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

High school students may participate in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The Superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

Unexcused Absences

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer, or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents takes place for repeated unexcused absences as designated in the Superintendent's regulations.

The Superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

An attendance officer, or the Superintendent or designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Attendance Reporting

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the Superintendent the number of pupils by grade level for whom a conference was scheduled to address unexcused absences. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the student. Students are released only on request and authorization of a parent or guardian. The Superintendent establishes procedures for release of students who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Pre-Kindergarten Student Attendance

Lynchburg City Schools (LCS) believes that regular school attendance is directly related to academic achievement and to the development of good habits as a student moves on to each grade level. Given that there are a limited number of Pre-Kindergarten slots available in LCS, daily attendance at the preschool level is mandatory. School attendance is the responsibility of the parent(s) or guardian(s) of the preschool student and is documented daily by the school. Following the attendance protocols in Policy JED will ensure that your child's attendance is accurate and in accordance with the Pre-K attendance expectations. To maximize opportunities for all LCS families, not adhering to the policy may result in forfeiting continued participation in the LCS Pre-K instructional program.

LCS Attendance Plan for Cumulative Absences/Excessive Tardies:

5 Day Meeting: A Pre-K child with 5 excused/unexcused absences is considered truant, and the school-based attendance clerk will send a letter to the parent/guardian regarding the absences and a meeting will be conducted with the attendance clerk to develop an attendance plan to support the Pre-K student's regular attendance.

10 Day Meeting: A Pre-K child with 10 excused/unexcused absences is considered excessively absent and the school-based attendance clerk will notify the parent/guardian to attend a meeting with the school based attendance team to develop an attendance plan to support the Pre-K student's regular attendance.

12 Day Meeting: If a Pre-K child accumulates 12 excused/unexcused absences, the parent/guardian will be asked to participate in a family meeting at the school administration building. The team will work to develop a truancy plan to ensure the student improves their attendance on a regular basis.

15 Day Notification: If a child reaches 15 absences and the parent/guardian does not show effort to support the success plan, the parent/guardian will be notified that the child's enrollment in the LCS Pre-K/VPI instructional program will be forfeited. Students who are dismissed from the program will need to reapply through the application process.

15 Day Unenrollment: If a child obtains 15 consecutive absences and notification has not been received by the school, the child will be unenrolled from the program. Students who are unenrolled from the program will need to reapply through the application process.

FEES

Student Fees, Fines, and Charges/Policy JN

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following types of fees may be charged.

1. optional services such as parking or locker rental;
2. student-selected extracurricular activities;
3. class dues;
4. field trips or educationally-related programs that are not required instructional activities;
5. fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
6. distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
7. summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
8. overdue or lost or damaged library books;
9. lost or damaged textbooks;
10. lost or damaged 1:1 mobile devices (i.e. chromebooks, iPads, etc.)
11. consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student;
12. the behind-the-wheel portion of the driver's education program;
13. a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
14. the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged

1. as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction;
2. for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H;
3. for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged;
4. for chromebooks or chromebook deposits; however, a reasonable fee or charge for lost or damaged chromebook may be charged and optional insurance is available at a minimum cost;
5. for pupil transportation to and from school; or
6. for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee and other consequences as noted in JNZ-R.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the Superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Student Fees, Fines, Charges, and Tuition/Regulation JNZ-R

I. Purpose

The purpose of this regulation is to detail the ways in which fees, fines, and tuition are assessed, fee adjustments are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

II. Fees

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, they will be provided by that school to the students and parents.

III. Fee Adjustments

An application is available for a parent or guardian to request an adjustment to a fee. The fee adjustment may be available for conditions that may include:

A. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.

B. Foster families

C. Families that are homeless

D. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

Information on the fee adjustment is available on the division website and notice of the availability of fee adjustments will be provided each time a fee is assessed.

Fee adjustments may include a modification of the fee amount and/or the payment schedule.

IV. Payment

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

A. Parking
B. Extra-curricular activities
C. Field trips that are not part of the required instructional activities
D. Musical instrument fees in which the instrument is not part of the required curriculum
E. Distance learning classes not required for a diploma
F. Summer school classes that are not required for remediation
G. Materials fees for courses not required for graduation

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies for a fee adjustment and a reduced fee is determined, then the fee is due two weeks from notification of the review of the fee adjustment request.

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

In some situations, the fee or fine will be offered to be paid in regular installments. Payment by the due date is required.

V. Consequences of Non-Payment

For the Optional Activities noted in Section IV, payment for those activities must be made (or approval of a fee adjustment occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there is an outstanding charge due, a student is also not permitted to participate in activities at the school that are not considered to be core components of the instructional program, such as designated parties or events, until the charge is cleared. These activities may include prom, the graduation ceremony, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed $100, the parent will be notified by the school that the legal process for collections may be started.

VI. Consequences of a Lost Library Book

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines shall be used. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided a two week notice of the charge for the book, as noted in Section IV. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been repaid, the student will be restricted to only one book to check out until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is then returned in good condition.

VII. Consequences of a Lost or Damaged Textbook, Chromebook, Calculator, or Other Learning Device

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

VIII. Collection Efforts

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when there is a fine or charge. For

any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a fee adjustment request to the school, the request shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the fee adjustment request is confidential and should also be communicated with confidentiality to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a fee adjustment request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

IX. Collection Efforts of Prior Obligations When Policy and Regulation are Initially Approved

For the first school year in which this regulation is approved, the parent shall be provided until the end of the school year to clear all prior charges. The school will provide an itemized list of charges from the prior year(s) through multiple communication methods to each family. The principal or designee will arrange times to meet with the parent or guardian to review questions and options for any prior charges. Consequences of prior debt will not be put into place until the beginning of the fall 2018 semester.

Fee and Tuition Schedule

All fees, fines and tuition charges can be found on the Lynchburg City Schools website at https://www.lcsedu.net/departments/finance/fee-tuition-schedules.

Tuition

The Lynchburg City School Board annually sets a tuition rate for non-resident students to attend the Lynchburg City Schools. The Board has approved an annual tuition fee base rate of $3,400. The tuition rate is approximately the amount spent from local tax funds for the education of one student for one year.

Tuition can be paid annually at the beginning of the school year, semiannually at the beginning of each semester, quarterly at the beginning of each quarter, or monthly at the beginning of each month. Parents who enroll their children as tuition students are expected to pay as agreed at the appropriate times.

A Non-Resident Student Application is required each school year from all new and returning students.

Non-resident students who require special services are admitted only on a space available basis due to the special regulations governing those programs. Additional tuition fees for special services will be based on the required services. In addition, students who have been suspended from their former schools or who have poor attendance or disciplinary records are not accepted. Tuition students who become disciplinary problems after enrollment are subject to immediate removal from the school system. On the other hand, the school system is glad to accept serious students who wish to pursue a sound education.

For more information contact the Lynchburg City Schools Department of Finance at 515-5002.

Tuition Regulations/Regulation JECY-R

The following regulations govern when a family moves out of the city:

1. Tuition charges commence on the date that the family establishes residence outside of the city. When a move is discovered after the fact, tuition is due from the beginning of the school year or from the date of the move. The family must provide documentation of the date of the move.
2. If a family moves from the city and seeks to transfer custody to a person living in the city, the family is responsible for filing a copy of the court petition document in the Superintendent's office. When a determination is made by the Juvenile and Domestic Relations Court, the family must file a copy of the decision in the Superintendent's office. If the petition is denied the family must either pay the back tuition and remain in the city school or transfer the student to the appropriate school system.
3. If a student establishes residence in the city and does not live with a parent or legal guardian, the student or family of the student must pay tuition until the student reaches age eighteen (18).

Check Acceptance and Return Policy

Lynchburg City Schools strives to be efficient and effective in our fiscal policies and has an obligation to the taxpayers to be fiscally responsible and accountable. Therefore, Lynchburg City Schools will gladly accept checks as payment as long as the check has the check writer's name, complete address (no post office boxes), and two phone numbers.

By submitting a check as payment, the check writer authorizes us to process the check electronically or as a check bank transaction. If the check is returned for any reason, Lynchburg City Schools may charge a collection fee, which may be collected electronically, for any item returned unpaid.

Since receipt of non-sufficient fund (NSF) checks can be costly, Lynchburg City Schools partners with Envision Payment Solutions to process and recover NSF checks. Envision Payment Solutions utilizes federal and state law to recover the cost of the NSF checks and any associated fees for the Lynchburg City School system. The process is done electronically and completed promptly upon receipt of the NSF check.

NOTIFICATIONS & RIGHTS

FERPA Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Lynchburg City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Lynchburg City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the school division to the contrary in accordance with school division procedures. The primary purpose of directory information is to allow the Lynchburg City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also 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 the following information—names, addresses and telephone listings—unless parents

have advised the LEA that they do not want their student's information disclosed without their prior written consent*.

If you do not want Lynchburg City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school principal in writing within fifteen (15) days of receiving this notice. Lynchburg City Schools has designated the following information as directory information:

- Student's name
- Names of student's parents or guardians
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Classroom assignments and teachers

NOTE: Reviewing this information is also a required component of the online registration process. The link to the online registration letter can be found at http://www.lcsedu.net/sites/default/files/pdfs/studentservices/ferpa_notice.pdf.

Administration of Surveys and Questionnaires/Policy JOB

I. Purpose

The purpose of this policy is to safeguard student privacy and ensure parental rights in connection with instructional materials, surveys, evaluations, and certain physical examinations conducted within the school division, particularly those associated with federally funded programs. This policy establishes procedures for parental access to instructional materials, requires informed consent for student participation in activities involving sensitive information, and provides transparency regarding the collection, use, and protection of student data. It also affirms the right of parents and eligible students to opt out of specified activities and ensures compliance with applicable federal and state laws governing student privacy and rights.

II. Definitions

For purposes of this policy, the following terms are used as defined in 20 U.S.C. § 1232h.

- "Instructional material": instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- "Invasive physical examination": any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- "Parent": the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- "Personal information": the term ""personal information"" means individually identifiable information including:
- a student or parent's first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.
- "Student": any elementary school or secondary school student.
- "Survey": the term "survey" includes an evaluation.

III. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program are available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Public Records.

B. Participation in Surveys and Evaluations

No student is required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or the student's parent,
- mental or psychological problems of the student or the student's family,
- sex behavior or attitudes,
- illegal, anti-social, self-incriminating, or demeaning behavior,
- critical appraisals of other individuals with whom respondents have close family relationships,
- legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
- religious practices, affiliations, or beliefs of the student or student's parent, or
- income (other than required by law to determine eligibility in a program or for receiving financial assistance under such program).

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sensitive Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board notifies the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration.

The notice informs the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents.

The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent’s child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey do not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information will be administered to any student in kindergarten through grade six.

D. Additional Protections

In the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection III.B. above, the privacy of students to whom the survey is administered is protected. Participating students complete the survey on-line at their school’s computer labs. Survey administration standards and procedures were established, and administration standards were designed to protect the confidentiality of participants and the quality of the data collected.

IV. IDEA Surveys and Physical Examinations or Screenings

If the Lynchburg City School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

V. Commercial Use of Information

Questionnaires and surveys are not administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student. The Lynchburg City School Division does not sell personal information.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- book clubs, magazines, and programs providing access to low-cost literary products;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities; and
- student recognition programs.

VI. Notification

Notification of Policies

The Board provides notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board also offers an opportunity for the parent (or emancipated student) to opt the student out of participation in:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection III.B. above; and
- any nonemergency, invasive physical examination or screening that is
    - required as a condition of attendance;
    - administered by the school and scheduled by the school in advance; and
    - not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events

The Board directly notifies the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection III.B. above; and
- any nonemergency, invasive physical examination or screening that is
    - required as a condition of attendance;
    - administered by the school and scheduled by the school in advance; and
    - not necessary to protect the immediate health and safety of the student, or of other students.

Parental Right to Refuse Testing

While Lynchburg City Schools does not have a local opt-out policy, parents have the right to have their child(ren) opt-out of state or division testing. Parents must notify the school in writing if they wish to opt-out of testing.

The Virginia Board of Education does not have a state opt-out policy. The Virginia Department of Education requires that students enrolled in Virginia public schools complete all applicable Virginia tests. If, however, parents refuse to have their student participate in one or more of the required Virginia assessments, the following procedures will be followed within the school division:

- The parents should be informed that their student's score report will reflect a score of "0" for any test that is refused.
- A written statement from parents indicating the specific test(s) the parents refuse to have their student complete. The document should be maintained in the student's file as a record of the decision.
- To account for the student, a test record for the refused test(s) is to be submitted for scoring with a Testing Status 51 coded to indicate the refusal was requested by the parent.
- The parent and student should be made aware of any potential impact that not earning a verified credit may have on the student's attempt to graduate or meet specific diploma requirements.

Counseling Services

Each school has highly qualified professional school counselors who provide a comprehensive academic, career, personal, and social counseling program for students. Parents who do not want their child(ren) to participate in personal/social counseling services can choose the opt-out provision. This is available by obtaining an opt-out form from the school or online at http://www.lcsedu.net/parents/forms.

Asbestos Notification

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed, asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis. The *Asbestos Hazard Emergency Response Act of 1986* (AHERA) was enacted by Congress to identify and monitor asbestos containing materials found within public and private K-12 schools. Each year, as a requirement under federal law, the Lynchburg City Schools must notify you of the amount and location of asbestos in each of its facilities. Lynchburg City Schools facilities were inspected in September, 2012 by Hurt & Proffitt, Inc. using a licensed asbestos inspector. The inspections determined the physical condition and potential exposure hazard of each material known, or assumed, to contain asbestos. The results of that inspection are filed with the asbestos management plans for each site. The management plans are also on file at the School Administration Building, 915 Court Street, Lynchburg, Virginia, 24504. The management plans are available for review during regular hours. If you would like further detail regarding this process, please contact Dr. Reid Wodicka, the designated Lead Educational Agent (LEA) for Lynchburg City Schools, at 515-5070.

Sex Offender and Crimes Against Minors Registry Information/Policy KN

Generally

Each school in the Lynchburg City Schools division must register with the Department of State Police to receive electronic notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The Superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

The Superintendent notifies the parent of each student enrolled in the school division of the availability of information in the Registry and the location of the website.

Visitors to Schools

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in VA. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that the parent is barred from being present on school property or at school-sponsored activities without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that the parent does not come into contact with any children other than the parent's own children.

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

Principals consider requests to be present at school or at school-sponsored activities from all individuals who are required to register with the Registry but have not been convicted of a Tier III offense as defined in VA. Code § 9.1-902 in accordance with procedures established by the Superintendent.

Visitors to Schools - Conviction of Tier III Offenses

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;
- the person is a student enrolled at the school; or
- the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, has obtained the permission of the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

Student Education Records/Policy JO

Generally

The Lynchburg City 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 School Division Policy GAE - Child Abuse and Neglect Reporting.

Definitions

For the purposes of this policy, the Lynchburg City Schools uses the following definitions:

Authorized representative – any entity or individual designated by a state or local educational authority or an agency headed by an official listed in 34 CFR § 99.31(a)(3) to conduct, with respect to federal- or state-supported education programs, any audit or evaluation, or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

"Directory information" - means information contained in an education record of a studentthat would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include 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 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.

"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:
    a. The disclosure is initiated by the parent or eligible student; or
    b. 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
    c. 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.

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—

- 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;
- 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
- 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 - Home Instruction 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.

Cost Per Pupil

Each year the Virginia Department of Education posts the state and local per pupil expenditures for each school division and school. This information is available at http://schoolquality.virginia.gov/

School Emergency Procedures

Each school is required to have a Crisis Management Plan which includes written procedures to follow in an emergency such as fire, injury, illness, and violent or threatening behavior. For the safety of our students specific plan details are not released. For more information please contact the school principal.

RESOURCES

Virginia Department of Education
www.doe.virginia.gov

School Quality Profiles
https://schoolquality.virginia.gov/

Lynchburg City Schools Website
www.lcsedu.net

Lynchburg City Schools Policy Manual
https://lcsedu.community.diligentoneplatform.com/Portal/Policy.aspx

Lynchburg City Schools Program of Studies
www.lcsedu.net/departments/teaching-learning/resources/program-of-studies


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