

Lynchburg City Schools

# PARENT/STUDENT HANDBOOK

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

*Revised August 2024*

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# LETTER FROM THE SUPERINTENDENT

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Greetings LCS Students and Families,

The health, safety and well-being of our students, families and staff members is always my top priority. As Superintendent of Lynchburg City Schools, it is my honor to welcome our students, families and staff back for what will be a year of leading with care, growth, learning and resiliency. A special welcome to the students and families who are new to the Lynchburg City Schools Division. We are happy to serve you and your child(ren). It is our mission that we will help every child, by name and by need to graduation and beyond. Regardless of whether you choose in person or virtual learning, my commitment to you is that all instruction will be meaningful, relevant and interactive. Education is one of the most valuable keys to a student's success. I would like to encourage each of our students to take advantage of all the opportunities available to make this the most successful year possible.

The Lynchburg City School Parent/Student Handbook serves as a communication tool. It outlines procedures, student expectations, and guidelines. All students and parents are encouraged to read the handbook and reference this document throughout the school year. A copy of the handbook is available online.

On behalf of the Lynchburg City School Board and all of our Lynchburg City Schools employees, I look forward to the year ahead and wish you and your child(ren) a safe, happy, rewarding school year. We are not a division of schools, but a school division. A family, working together creating paths for students to grow, and be successful.

Sincerely,

Crystal M. Edwards, Ed.D.

Superintendent

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All Lynchburg City Schools policies can be found on BoardDocs at <https://go.boarddocs.com/va/lynchburg/Board.nsf/Public>

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](mailto:prsnlcompliance@lcsedu.net)

**STUDENTS**  
Title IX Coordinator  
434-515-5141  
[stdntcompliance@lcsedu.net](mailto:stdntcompliance@lcsedu.net)

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# SCHOOL BOARD

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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 first Tuesday of each month at 5 p.m in the Board Room of the School Administration Building (915 Court Street). School Board work sessions are held on the third Thursday at the same time and location. 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 televised live over cable WLCS Channel 17 and via live video streaming at [www.lcsedu.net](http://www.lcsedu.net) (high-speed internet connection recommended). Board meetings are re-broadcast daily at 10 a.m. and 7 p.m.

## 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  
P.O.Box 2497  
915 Court Street  
Lynchburg, Virginia 24505-2497

## 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
- Thomas C. Miller Elementary School for Innovation

### District 3

- Heritage Elementary
- Heritage High
- Hutcherson Early Learning Program
- Sheffield Elementary
- William Marvin Bass Elementary

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# SCHOOL DIRECTORY

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## School Administration Building

### SUPERINTENDENT

Dr. Crystal M. Edwards  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5070 | FAX: 846-1500

### DEPUTY SUPERINTENDENT FOR INSTRUCTION

Mrs. Amy Pugh  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5070 | FAX: 846-1500

### DEPUTY SUPERINTENDENT FOR OPERATIONS & STRATEGIC PLANNING

Dr. Reid Wodicka  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5070 | FAX: 846-1500

### CHIEF FINANCIAL OFFICER

Ms. Sonia Jammes  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5010 | FAX: 522-3774

### CHIEF ACADEMIC & STUDENT SERVICES OFFICER

Dr. Derrick Brown  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5035 | FAX: 455-0979

### CHIEF HUMAN RESOURCES OFFICER

Mrs. Sherry Sheppard  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5050 | FAX: 522-2365

### DIRECTOR OF INSTRUCTION & PROGRAMS

Ms. Jennifer Crews  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5035 | FAX: 455-0979

### DIRECTOR OF SPECIAL EDUCATION

Dr. Jannene Daniels-Bosher  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5031 | FAX: 455-0979

### DIRECTOR OF INFORMATION TECHNOLOGY

Mr. John Collins  
3550 Young Place  
P.O. Box 2497  
Lynchburg, VA 24501  
OFFICE: 515-5500 | FAX: 455-4035

### DIRECTOR OF FACILITIES

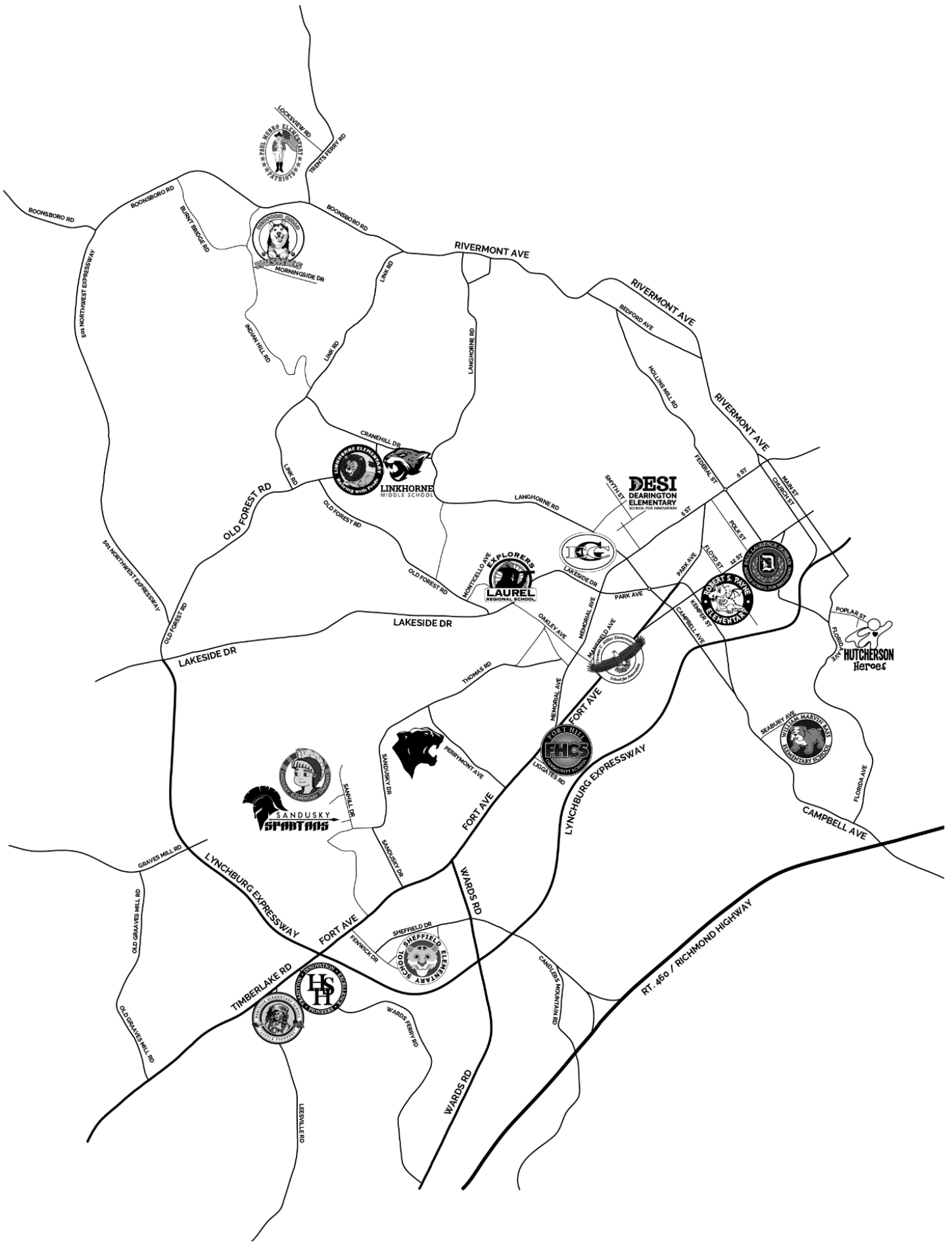
Mr. Don Floyd  
3525 John Capron Road  
Lynchburg, VA 24501  
OFFICE: 515-5120 | FAX: 522-3785

### DIRECTOR OF TRANSPORTATION

Ms. Hope Watts  
3525 John Capron Road  
Lynchburg, VA 24501  
OFFICE: 515-5100 | FAX: 522-3785

### DIRECTOR OF SCHOOL NUTRITION

Ms. Beth Morris  
915 Court Street  
P.O. Box 2497  
Lynchburg, VA 24505  
OFFICE: 515-5062



## High Schools

### E. C. Glass High School

PRINCIPAL: Dr. Daniel J. Rule  
2111 Memorial Avenue  
Lynchburg, VA 24501  
OFFICE: 515-5370 | FAX: 522-3741

### Heritage High School

PRINCIPAL: Mr. 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: Dr. Kellie S. Baldwin  
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: 477-5959 or 515-5350 | FAX: 582-1183

## Elementary Schools

### William Marvin Bass Elementary School

PRINCIPAL: Ms. Monica H. Hendricks  
1730 Seabury Avenue  
Lynchburg, VA 24501  
OFFICE: 515-5200 | FAX: 522-2374

### Bedford Hills Elementary School

PRINCIPAL: Ms. Sherri L. Steele  
4330 Morningside Drive  
Lynchburg, VA 24503  
OFFICE: 515-5210 | FAX: 384-1703

### Dearington Elementary School for Innovation

PRINCIPAL: Mr. Jason C. Giambone  
210 Smyth Street  
Lynchburg, VA 24501  
OFFICE: 515-5220 | FAX: 522-2351

### Heritage Elementary School

PRINCIPAL: Ms. Sharon J. Anderson  
501 Leesville Road  
Lynchburg, VA 24502  
OFFICE: 515-5230 | FAX: 582-1175

### Linkhorne Elementary School

PRINCIPAL: Dr. Lillian C. Guzowski  
2501 Linkhorne Drive  
Lynchburg, VA 24503  
OFFICE: 515-5240 | FAX: 384-9620

### Paul Munro Elementary School

PRINCIPAL: Ms. Donna D. Baer  
4641 Locksview Road  
Lynchburg, VA 24503  
OFFICE: 515-5260 | FAX: 386-3067

### Robert S. Payne Elementary School

PRINCIPAL: Ms. Lori L. McVicar  
1201 Floyd Street  
Lynchburg, VA 24501  
OFFICE: 515-5270 | FAX: 522-3791

### Perrymont Elementary School

PRINCIPAL: Mrs. Dominique C. Foster  
409 Perrymont Avenue  
Lynchburg, VA 24502  
OFFICE: 515-5250 | FAX: 582-1108

### Sandusky Elementary School

PRINCIPAL: Mr. Derrick E. Womack  
5828 Apache Lane  
Lynchburg, VA 24502  
OFFICE: 515-5280 | FAX: 582-1184

### Sheffield Elementary School

PRINCIPAL: Mrs. Lisa P. Lee  
115 Kenwood Place  
Lynchburg, VA 24502  
OFFICE: 515-5290 | FAX: 582-1174

### Thomas C. Miller Elementary School for Innovation

PRINCIPAL: Mrs. Christen J. Rhodes  
600 Mansfield Avenue  
Lynchburg, VA 24501  
OFFICE: 515-5300 | FAX: 522-2301

### The Gifted Opportunity (GO) Center (Grades 3-5)

PRINCIPAL: Ms. Lori L. McVicar  
1201 Floyd Street  
Lynchburg, VA 24501  
OFFICE: 515-5270 | FAX: 522-3791

## Regional Programs

### Central Virginia Governor's School For Science & Technology

DIRECTOR: Dr. Stephen C. Smith  
3020 Wards Ferry Road  
Lynchburg, VA 24502  
OFFICE: 477-5980 | FAX: 239-4140

### LAUREL Regional School\* (Ages 2-21)

DIRECTOR: Dr. Donna D. Lewis  
401 Monticello Avenue  
Lynchburg, VA 24501  
OFFICE: 522-3716 | FAX: 522-2330

*\*provides services for students w/low incidence disabilities ages 2-21*

### XLR8: Lynchburg Regional Governor's STEM Academy

DIRECTOR: Mrs. Susan W. Cash  
3506 Wards Road  
Lynchburg, VA 24502  
OFFICE: 832-7731

## Early Learning

### Carl B. Hutcherson Early Learning Center (Ages 2-4)

**Project REACH**  
PRINCIPAL: Ms. Polly P. Smith  
2401 High Street  
Lynchburg, VA 24501  
OFFICE: 515-5180 | FAX: 522-2323

## Alternative Education Programs

### Transition Classes

#### Elementary Alternative Education Program Grades K-5

COORDINATOR: Ms. Tina Cooley  
1730 Seabury Avenue  
Lynchburg, VA 24501  
OFFICE: 515-5290 | FAX: 582-1174

### Fort Hill Community School

#### Secondary Alternative Education Program Grades 6-12, Homebound/Home-based Alternative Education

DIRECTOR: Dr. Chris Glover  
1350 Liggates Road  
Lynchburg, VA 24502  
OFFICE: 515-5150 | FAX: 522-2322

### Restorative Academy - Elementary Elementary Alternative Education Program

COORDINATOR: Mrs. Kim Scott  
600 Mansfield Avenue  
Lynchburg, VA 24501  
OFFICE: 515-5300 | FAX: 522-2301

### Restorative Academy - Secondary Secondary Alternative Education Program

COORDINATOR: TBD  
1200-1208 Polk Street  
Lynchburg, VA 24504  
OFFICE: 515-5310 | FAX: 455-0321

### R.O.D.E.O. (ISAEP Program)

#### Ages 16+ Secondary Alternative Education Program

**Amelia Pride Center**  
CONTACT: Ms. 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

PRINCIPAL: Ms. Lauren A. Calloway  
1400 Florida Avenue  
Lynchburg, Virginia 24501  
OFFICE: 455-7897 | FAX: 455-4193



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## VISITORS/VOLUNTEERS & SCHOOL HOURS

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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 [IICB/IICC Community Resource Persons/School Volunteer](#) and regulation [IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers](#).

### SCHOOL HOURS FOR STUDENTS

High & 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.

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## SCHOOL CLOSINGS

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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 SchoolMessenger: 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

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## WELLNESS

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### 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 ([www.lcsedu.net/sites/default/files/pdfs/student-services/parent-guide-medication-and-action-plans.pdf](http://www.lcsedu.net/sites/default/files/pdfs/student-services/parent-guide-medication-and-action-plans.pdf)) 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). This form is available online at [www.lcsedu.net/sites/default/files/pdfs/student-services/Multiple\\_Med\\_Authorization\\_Form.pdf](http://www.lcsedu.net/sites/default/files/pdfs/student-services/Multiple_Med_Authorization_Form.pdf). 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/student-services/eating\\_disorders\\_info.pdf](http://www.lcsedu.net/sites/default/files/pdfs/student-services/eating_disorders_info.pdf) or contact a school nurse or your family doctor.

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## SCHOOL NUTRITION

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### 2024-25 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](http://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](http://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.

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# ENROLLMENT

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## 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](http://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)
- 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 ensure that the children arrive and depart at the scheduled hours. If a bus serving the student's base school stops at the child care facility, the student must attend the base school 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, 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 Department of Student Services.
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 base school.
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 truancy; including, but not limited to, excessive absences, tardiness, or early dismissals, and repeated late pick-ups from school. The child/children may be required to attend the school serving the legal residence of the parent/guardian.
10. Parents/guardians must notify the Department of Student Services 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 Department of Student Services 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 Department of Student Services by November 30 of each 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 after November 30.
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 his or her residence.

The full regulation is available at <https://go.boarddocs.com/va/lynchburg/Board.nsf/goto?open&id=CKDKKP52245A>

## **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.

The full policy is available at <https://go.boarddocs.com/va/lynchburg/Board.nsf/goto?open&id=BP6VCP80206A>

# GRADUATION REQUIREMENTS & STANDARDS

**NOTE:** Full descriptions of graduation requirements and courses can be found in the High School Program of Studies found at <https://www.lcsedu.net/departments/curriculum/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 High School Program of Studies found at <http://www.lcsedu.net/departments/curriculum/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 program of studies at <http://www.lcsedu.net/departments/curriculum/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 <https://www.doe.virginia.gov/teaching-learning-assessment/student-assessment/virginia-sol-assessment-program>.

Additional information regarding specific grade level course curriculum can be found in the Lynchburg City Schools Learning Outcome Goals (LOGS) at <https://sites.google.com/lcsedu.net/lcs-logs-for-parents/home>.

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# COURSE POLICIES, SERVICES, & PROGRAMS

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## Student Course Load/[Policy IC/ID-RZ](#)

- A. Students in grades 9-11 must carry the equivalent of seven (7) credit bearing courses.
- 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 shall be responsible for the grading and evaluation of his/her 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 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 High School 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% weight to each of the two quarters and 20% 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 course.

#### **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 and courses taken at Central Virginia Community College (CVCC) or another college), the exams are taken according to the procedures of that course.
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 continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

#### **F. Advanced Placement and Standards of Learning Exam Option**

A student in an 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 than the 5.0 quality point.

To meet high school graduation requirements, all students must take SOLs in the following areas in high school: English Writing, English Reading, Math, Biology, History.

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, 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 guidance department by the end of the 10th 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 10th day of the course. If a student is withdrawn after the 10th 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). 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 High School 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 Carnegie 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 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 Middle School 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.

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 High School 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 High School 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 High School 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 High School 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 at <https://www.lcsedu.net/sites/default/files/pdfs/schoolboard/agendas/local-gifted-plan-2018-2023.pdf>

### **Central Virginia Governor's School for Science and 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](http://www.cvgs.k12.va.us)

## **Differences Between Grade Level, Advanced, Advanced Placement, and 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 Programs of Studies found at <http://www.lcsedu.net/departments/curriculum/program-of-studies>.

## **Alternative and 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.

For more information please contact the division homeless liaison at 515-5043. To view the full policy please visit <https://go.boarddocs.com/va/lynchburg/Board.nsf/goto?open&id=BP6VCP80206A>

## **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 which is developed by a student's parent(s) and a school-based instructional team. When a parent, teacher, or counselor suspects a student is disabled, 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 diagnostic testing and assessment 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 High School Program of Studies at <http://www.lcsedu.net/departments/curriculum/program-of-studies>.

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# CHILD FIND

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## 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 of the Rehabilitation Act Child Find, Eligibility, and Accommodation Plans

Lynchburg City Schools are committed to providing full educational opportunity to all qualified handicapped students under Section 504. A wide variety of accommodations, modifications, and services are available to 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 shortly.

To be found eligible for services under Section 504, children must be assessed. 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, an accommodation plan will be developed with the parents' participation.

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 parents. If you suspect a child has a disability that requires intervention under Section 504 of the Rehabilitation Act, please do not hesitate to contact the principal of your school.

## **Parent Rights and 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 determined that it is practically impossible 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 for Special Education, Lynchburg City Schools  
PO Box 2497  
Lynchburg, VA 24505-2497  
(434) 515-5030

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

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# ACCEPTABLE COMPUTER SYSTEM USE/POLICY IIBEA/GAB

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The School Board provides a computer system, including 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.

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.

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## **STANDARDS OF STUDENT CONDUCT AND RESPONSIBILITY**

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### **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 and Use of Electronic Means for Bullying**

Bullying 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 cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

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.

#### **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 classroom behavior.

The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of 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 or at [http://www.doe.virginia.gov/administrators/superintendents\\_memos/2012/057-12a.pdf](http://www.doe.virginia.gov/administrators/superintendents_memos/2012/057-12a.pdf).



## **Use of Personal Electronic Devices/JFCZ**

### **A. Definitions**

"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, including smart watches, ear buds and headphones, 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 High School Level**

Students enrolled in grades 9-12 may have personal electronic communication devices in their possession before, during, or after the regular hours of operation of the school day. The device may be used only during a student's lunch period. At all other times a student's device must be turned off (not just silenced) and out of sight (e.g. in a book bag or locker).

### **D. Personal Electronic Communication Devices at the Middle School Level**

Students enrolled in middle schools may have personal electronic communication devices in their possession. However, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a book bag or locker) throughout the regular school day.

### **E. Personal Electronic Communication Devices at the Elementary School Level**

Students enrolled in elementary schools may have personal electronic communication devices in their possession. However, the devices must be turned off (not just silenced) and remain out of sight (e.g. in a book bag or locker) throughout the regular school day.

### **F. 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).

### **G. Additional Procedures and Restrictions**

The principal may authorize restrictions on the use of personal electronic communication devices 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 Lynchburg City School Board Policy JGD/JGE Student Suspension/Expulsion.

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# STUDENT ATTENDANCE

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## Student Absences/Excuses/Dismissals [Policy JED](#)

### I. 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.

Parents of students who are absent must inform the school in writing of the reason for the absence no later than two school days following the student's return to school. Absences are excused for the reasons found in regulation JED-RZ.

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.

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.

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

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.

An attendance officer, or a division Superintendent or the Superintendent's 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.

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

### II. Compulsory Attendance Procedures

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, or the parent provides a reason for the absence that is unacceptable to the school administration, the school principal or designee, attendance officer, or other school personnel or volunteer will notify the parent by phone or email or any other electronic means to obtain an explanation. The school staff shall record the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

#### A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

#### B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent

approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to VA. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

### **III. 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.

### **IV. 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 pursuant to Part II (B) above. The Superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

### **V. 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 pupil. Students are released only on request and authorization of a parent or guardian. The Superintendent establishes procedures for release of pupils 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.

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# FEES

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## 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.

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## NOTIFICATIONS & RIGHTS

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### 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/studentervices/ferpa\\_notice.pdf](http://www.lcsedu.net/sites/default/files/pdfs/studentervices/ferpa_notice.pdf).



# Administration of Surveys and Questionnaires/ [Policy JOB](#)

## I. 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

1. political affiliations or beliefs of the student or the student's parent,
2. mental or psychological problems of the student or the student's family,
3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationships,
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. religious practices, affiliations, or beliefs of the student or student's parent, or
8. 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 Sexual 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 shall 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 I.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.

## II. Physical Examinations and 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.

## III. 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.

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.

## IV. 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 I.B. above; or
- 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 I.B. above; or
- 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.

## V. Definitions

**Instructional material:** the term "instructional material" means 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:** the term "invasive physical examination" means 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.

**Survey:** the term “survey” includes an evaluation.

## **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 division registers 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 he or she is barred from being present at school or at school functions 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 he or she does not come into contact with any children other than the parent's own children.

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

Principals consider requests to be present at school or at school-sponsored activities from all persons 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.

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 Records/**[Policy JO](#)

### **Generally**

The Lynchburg City School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws.

The Superintendent and/or Superintendent's designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The Superintendent 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.

### **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** - information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, 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. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

**Early childhood education program** – a Head Start program or an Early Head Start program, a state licensed or regulated child care

program, or a program that serves children from birth through age six that addresses the children's cognitive, social, emotional, and physical development and is a state prekindergarten program, a program under section 619 or Part C of the Individuals with Disabilities Education Act, or a program operated by a local educational agency.

**Education program** - any program that is principally engaged in the provision of education, including, but not limited to, early childhood education, elementary and secondary education, postsecondary education, special education, job training, career and technical education, and adult education, and any program that is administered by an educational agency or institution.

**Education records** - any information recorded in any way including handwriting, print, computer media, video or audiotape, film, microfilm, and microfiche maintained by the Lynchburg City School Board or an agent of the school division which contains information directly related to a student, except

- records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to another person except a temporary substitute for the maker of the record;
- records created and maintained for law enforcement purposes by the Lynchburg City School Board's law enforcement unit, if any. A law enforcement unit is any individual, office, department, or division of the school division that is authorized to enforce any local, state, or federal law, refer enforcement matters to appropriate authorities or maintain the physical security and safety of the school division;
- in the case of persons who are employed by the Lynchburg City School Board but who are not in attendance at a school in the division, records made and maintained in the normal course of business which relate exclusively to the person in his capacity as an employee;
- records created or received after an individual is no longer 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; and
- any electronic information, such as email, even if it contains personally identifiable information regarding a student, unless a printed copy of the electronic information is placed in the student's file or is stored electronically under an individual student's name on a permanent and secure basis for the purpose of being maintained as an educational record. For purposes of this policy, electronic information that exists on a back-up server, a temporary archiving system, or on a temporary basis on a computer is not an education record and is not considered as being maintained.

**Eligible student** - a student who has reached age 18.

**Parent** - a parent of a student, including a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

**Student** - any person who is or has been in attendance at Lynchburg City Schools regarding whom the school division maintains education records or personally identifiable information.

## **Dissemination and Maintenance of Records About Court Proceedings**

### **Adjudications**

The Superintendent shall disseminate the notice or information regarding an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G. contained in a notice received pursuant to Va. Code § 16.1-305.1 to school personnel responsible for the management of student records and to other relevant school personnel, including, but not limited to, the principal of the school in which the student is enrolled. The principal shall further disseminate such information to licensed instructional personnel and other school personnel who (1) provide direct educational and support services to the student and (2) have a legitimate educational interest in such information.

A parent, guardian, or other person having control or charge of a student, and, with consent of a parent or in compliance with a court order, the court in which the disposition was rendered, shall be notified in writing of any disciplinary action taken with regard to any incident upon which the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 was based and the reasons therefor. The parent or guardian shall also be notified of his or her right to review, and to request an amendment of, the student's scholastic record.

Every notice of adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260 received by a superintendent, and information contained in the notice, which is not a disciplinary record as defined in Board of Education regulations, shall be maintained by him and by any others to whom he disseminates it, separately from all other records concerning the student. However, if the school administrators or the School Board takes disciplinary action against a student based upon an incident which formed the basis for the adjudication of delinquency or conviction for an offense listed in subsection G of Va. Code § 16.1-260, the notice shall become a part of the student's disciplinary record.

## **Petitions and Reports**

The Superintendent shall not disclose information contained in or derived from a notice of petition received pursuant to Va. Code § 16.1-260 or report received pursuant to Va. Code § 66-25.2:1 except as follows:

- If the juvenile is not enrolled as a student in a public school in the division to which the notice or report was given, the superintendent shall promptly so notify the intake officer of the juvenile court in which the petition was filed or the Director of the Department which sent the report and may forward the notice of petition or report to the Superintendent of the division in which the juvenile is enrolled, if known.
- Prior to receipt of the notice of disposition in accordance with Va. Code § 16.1-305.1 the Superintendent may disclose the fact of the filing of the petition and the nature of the offense to the principal of the school in which the student is enrolled if the Superintendent believes that disclosure to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel within the division. The principal may further disseminate the information regarding a petition, after the student has been taken into custody, whether or not the child has been released, only to those students and school personnel having direct contact with the student and need of the information to ensure physical safety or the appropriate educational placement or other educational services.
- If the Superintendent believes that disclosure of information regarding a report received pursuant to Va. Code § 66-25.2:1 to school personnel is necessary to ensure the physical safety of the student, other students, or school personnel, he may disclose the information to the principal of the school in which the student is enrolled. The principal may further disseminate the information regarding such report only to school personnel as necessary to protect the student, the subject or subjects of the danger, other students, or school personnel.

## **Protective Orders and Orders Prohibiting Contact with a Child**

Any school principal 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, notifies 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.

## **Annual Notification**

The school division annually notifies parents and eligible students of their rights under the *Family Educational Rights and Privacy Act* (FERPA) including

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other 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;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

## **Procedure to Inspect Education Records**

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

### Copies of Education Records

The Lynchburg City Schools will not provide a parent or eligible student a copy of the student's education record unless failure to do so would effectively prevent the parent or eligible student from exercising the right to inspect and review the records.

### Fees for Copies of Records

The fee for official transcripts is \$8 each. There is a \$2 fee for each copy of information from student records for purposes of proof of identity for the DMV and Social Security. Graduation verifications for employment are \$22 and a copy of the immunization record is \$7. For other than the above, the actual cost of copying time and postage will be charged. The Lynchburg City Schools does charge for search and retrieval of the records. The Lynchburg City Schools does not charge a fee for copying an Individualized Education Plan (IEP) or for a copy of the verbatim record of a hearing conducted in accordance with the State Board of Education's Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

### Types, Locations, and Custodians of Education Records

The school maintains a scholastic record for each enrolled student, which is stored in a secure central location under the supervision of the principal of the school at which the student is enrolled, during enrollment and for up to one year after leaving the division. Records for students no longer enrolled are forwarded to the registrar in the School Administration Building.

The following is a list of the types of records that the Lynchburg City Schools maintain, their locations, and their custodians.

Types	Location	Custodian
Directory Information	Individual School	Principal/Designee
Health Information	Individual School	Principal/Designee
Academic History/Standardized Test Scores	Individual School	Principal/Designee
Student Discipline Information	Individual School	Principal/Designee
Attendance	Individual School	Principal/Designee
Special Education	Individual School	Principal/Designee

### Disclosure of Education Records

The Lynchburg City Schools discloses education records or personally identifiable information contained therein only with the written consent of the parent or eligible student except as authorized by law. Exceptions which permit the school division to disclose education record information without consent include the following:

1. To school officials who have a legitimate educational interest in the records.

A school official is a person employed by the division such as a teacher, teacher's aide, administrator, school nurse, counselor or support staff; a person serving on the School Board; a guidance counselor intern or psychologist intern; a student teacher; a person, organization or company with whom the division has contracted to perform an institutional service or function such as an attorney, auditor, consultant or therapist; or a third party website operator who has contracted with the division or its agent to provide online programs for the benefit of students.

A school official has a legitimate educational interest if the official needs to review the student's education record in order to fulfill the school official's professional responsibility on behalf of the division.

2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
3. To certain officials of the U.S. Department of Education, the United States Attorney General, the Comptroller General, and state educational authorities, in connection with certain state or federally supported education programs and in accordance with

applicable federal regulations.

4. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
5. For the purpose of furthering the ability of the juvenile justice system to effectively serve the pupil prior to adjudication. The principal or his designee may disclose identifying information from a pupil's scholastic record to state or local law-enforcement or correctional personnel, including a law-enforcement officer, probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of his duties; an officer or employee of a county or city agency responsible for protective services to children, as to a pupil referred to that agency as a minor requiring investigation or supervision by that agency; attorneys for the Commonwealth, court services units, juvenile detention centers or group homes, mental and medical health agencies, state and local children and family service agencies, and the Department of Juvenile Justice and to the staff of such agencies. Prior to disclosure of any such scholastic records, the persons to whom the records are to be disclosed shall certify in writing to the principal or his designee that the information will not be disclosed to any other party, except as provided under state law, without the prior written consent of the parent of the pupil or by such pupil if the pupil is eighteen years of age or older.
6. To organizations conducting studies for, or on behalf of, educational agencies or institutions to develop, validate or administer predictive tests; administer student aid programs; or improve instruction. The studies must be conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization that have legitimate interests in the information. The information must be destroyed when it is no longer needed for the purposes for which the study was conducted. The School Board must enter into a written agreement with the organization conducting the study which
  - o specifies the purpose, scope, and duration of the study or studies and the information to be disclosed;
  - o requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study stated in the written agreement;
  - o requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and
  - o requires the organization to destroy all personally identifiable information when the information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.
7. To accrediting organizations to carry out their functions.
8. To parents of an eligible student who claim the student as a dependent for income tax purposes.
9. To the entities or persons designated in judicial orders or subpoenas as specified in FERPA.
10. To appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. If the school division releases information in connection with an emergency, it will record the following information:
  - o the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
  - o the parties to whom the division disclosed the information.
11. To an agency caseworker or other representative of a state or local child welfare agency or tribal organization who has the right to access a student's case plan when such agency or organization is legally responsible for the care and protection of the student.
12. Directory information so designated by the school division.
13. When the disclosure concerns sex offenders and other individuals required to register under section 170101 of the *Violent Crime Control and Law Enforcement Act of 1994*, 42 U.S.C. § 14071, and the information was provided to the division under 42 U.S.C. § 14071 and applicable federal guidelines.

The school division discloses or makes available to a guardian ad litem, on request, any information, records, or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Va. Code § 64.2-2003.

The school division will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other parties to whom it discloses personally identifiable information from education records.

### **Unauthorized Disclosure of Electronic Records**

In cases in which electronic records containing personally 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 Va. 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.



## **Disclosure to Federal Agencies**

Notwithstanding any other provision of law or policy, no member or employee of the Lynchburg City 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.

## **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 subdivision B 1 of Va. Code § 22.1-254. 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.

## **Audit or Evaluation of Education Programs**

Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the federal Secretary of Education, and state and local educational authorities may have access to education records in connection with an audit or evaluation of federal- or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs.

Any authorized representative other than an employee must be designated by a written agreement which

- designates the individual or entity as an authorized representative;
- specifies the personally identifiable information to be disclosed, specifies that the purposes for which the personally identifiable information is disclosed to the authorized representative is to carry out an audit or evaluation of federal- or state-supported education programs, or to enforce or comply with federal legal requirements that relate to those programs; and specifies a description of the activity with sufficient specificity to make clear that the work falls within the exception of 34 CFR § 99.31(a)(3) including a description of how the personally identifiable information will be used;
- requires the authorized representative to destroy personally identifiable information when the information is no longer needed for the purpose specified;
- specifies the time period in which the information must be destroyed; and
- establishes policies and procedures, consistent with FERPA and other federal and state confidentiality and privacy provisions, to protect personally identifiable information from further disclosure and unauthorized use, including limiting use of personally identifiable information to only authorized representatives with legitimate interests in the audit or evaluation of a federal- or state-supported education program or for compliance or enforcement of federal legal requirements related to such programs.

## **Military Recruiters and Institutions of Higher Learning**

The Lynchburg City Schools provides, on request made by military recruiters or an institution of higher education, 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.

The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

## **Record of Disclosure**

The Lynchburg City Schools maintains a record, kept with the education records of each student, indicating all individuals (except school officials who have a legitimate educational interest in the records), agencies, or organizations which request or obtain access to a student's education 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, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations which audit the operation of the system.

The requirements related to records of disclosure stated above do not apply to disclosures made pursuant to an ex parte order issued by a court at the request of the United States Attorney General (or any federal officer or employee, in a position not lower than an Assistant Attorney General, designated by the Attorney General) seeking to collect education records relevant to an authorized investigation or prosecution of international terrorism as defined in 18 U.S.C. § 2331 or other acts listed in 18 U.S.C. § 2332b(g)(5)(B).

Personal information will only be transferred to a third party on the condition that such party will not permit any other party to have access to such information without the written consent of the parents of the student. If a third party permits access to information, or fails

to destroy information, the division will not permit access to information from education records to that third party for a period of at least five years.

## **Directory Information**

The Lynchburg City School Board notifies parents and eligible students at the beginning of each school year what information, if any, it has designated as directory information, the right to refuse to let the division designate any or all of such information as directory information, and the period of time to notify the division, in writing, that he or she does not want any or all of those types of information designated as directory information. The notice may specify that disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the School Board specifies that disclosure of directory information will be so limited, the disclosures of directory information will be limited to those specified in the public notice.

No school discloses the address, telephone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act unless the parent or eligible student affirmatively consents 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.

Student directory information is defined to include the following:

- 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

## **Correction of Education Records**

The procedures for the amendment of records that a parent or eligible student believes to be inaccurate are as follows.

1. Parents or the eligible student must request in writing that the Lynchburg City Schools amend a record. In so doing, they should identify the part of the record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.
2. Lynchburg City Schools shall decide whether to amend the record in accordance with the request within a reasonable period of time. If it decides not to comply, the school division shall notify the parents or eligible student of the decision and advise them of their right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, Lynchburg City Schools shall arrange for a hearing, and notify the parents or eligible student, reasonably in advance, of the date, place, and time of the hearing. The hearing shall be held within a reasonable period of time after the request.
4. The parent or eligible student may, at his or her own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.
5. The hearing shall be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the school division. The parents or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records in accordance with FERPA.
6. Lynchburg City Schools shall prepare a written decision which will include a summary of the evidence presented and the reasons for the decision within a reasonable period of time after the hearing. The decision will be based solely on the evidence presented at the hearing.
7. If Lynchburg City Schools decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it shall amend (including expungement) the record and notify the parents or eligible student, in writing, that the record has been amended.
8. If Lynchburg City Schools decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the parents or eligible student that they have a right to place in the record a statement commenting

on the challenged information and/or a statement setting forth reasons for disagreeing with the decision. The statement will be maintained as part of the student's education records as long as the contested portion is maintained and disclosed whenever the school division discloses the portion of the record to which the statement relates.

### **Confidentiality of HIV and Drug and Alcohol Treatment Records**

The Lynchburg City Schools complies with the confidentiality requirements of Va. Code § 32.1-36.1 providing for the confidentiality of records related to any test for Human Immunodeficiency Virus (HIV). In addition, the school division maintains confidentiality of drug and alcohol treatment records as required by federal and state law.

### **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.

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## **RESOURCES**

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#### **VIRGINIA DEPARTMENT OF EDUCATION**

[www.doe.virginia.gov](http://www.doe.virginia.gov)

#### **DIVISION AND SCHOOL REPORTS CARDS AND SCHOOL QUALITY PROFILES**

<https://schoolquality.virginia.gov/>

#### **LYNCHBURG CITY SCHOOL WEBSITE**

[www.lcsedu.net](http://www.lcsedu.net)

#### **LYNCHBURG CITY SCHOOLS POLICY MANUAL**

<https://go.boarddocs.com/va/lynchburg/Board.nsf/Public>

#### **LYNCHBURG CITY SCHOOLS HIGH SCHOOL PROGRAM OF STUDIES**

[www.lcsedu.net/departments/curriculum/program-of-studies](http://www.lcsedu.net/departments/curriculum/program-of-studies)

#### **LYNCHBURG CITY SCHOOLS MIDDLE SCHOOL PROGRAM OF STUDIES**

[www.lcsedu.net/departments/curriculum/program-of-studies](http://www.lcsedu.net/departments/curriculum/program-of-studies)

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS