

Section 1-3.1. Employee Involvement Encouraged; Superintendent official representative; discrimination against any employee because of membership in an employee organization or participation in any lawful activities of the organization prohibited. —

A. In compliance with the Standards of Quality for Public Schools in Virginia, the School Board encourages employees to contribute their ideas for the betterment of the school division and to participate in the decision-making process of Suffolk Public Schools. However, nothing in this policy, or in any regulation promulgated pursuant to this policy is to be construed in such a way to limit the authority of the School Board to make final decisions on all matters of school policy, nor restrict communication between the administration and other employees in administrative and supervisory matters delegated by the School Board to the superintendent and staff.

B. All reports and recommendations to the School Board from any officer or employee under the direction and supervision of the superintendent shall be made through the office of the Superintendent, except when otherwise specifically directed by the School Board. All School Board actions requiring or authorizing the doing of anything by an officer or employee or requiring any report shall be directed to the superintendent, it being the intent of this section that the School Board and its members shall deal only with the superintendent in respect to all matters for which the superintendent is responsible.

C. The superintendent has the responsibility of making accessible School Board policies, rules, and regulations to all employees and to the community that pertains to them. The superintendent will also see that lines of communication are kept open between employees of Suffolk Public Schools.

D. The superintendent is the official representative of Suffolk Public Schools and serves in its relations and communications with its employees.

E. School Board does not discriminate against any employee because of membership in an employee organization, or participation in any lawful activities of the organization.

(Adopted: November 10, 1994; Revised October 10, 2019; Ordinance Number 19/20-9; Effective Date: October 10, 2019)

Legal Authority - Virginia Code §22.1-253.13:7 (1950), as amended.

Section 1-5.1. Policy Statement Generally. — A. The School Board is committed to non-discrimination with regard to sex, gender, race, color, ethnic or national origin, disability, religion, ancestry, age, marital status, sexual orientation, gender identity, military status, genetic information, pregnancy, childbirth or related medical conditions, or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. (Adopted: November 10, 1994; Revised April 14, 2016; Ordinance Number 15/16-7; Effective Date: July 1, 2016; Revised July 12, 2018; Ordinance Number 18/19-1; Effective Date: July 12, 2018; Revised April 15, 2021; Ordinance Number 20/21-11; Ordinance Number 22/23-1, Revised/Effective November 10, 2022)

Legal Authority - 20 U.S.C. §§ 1681-1688, 29 U.S.C. § 794, 42 U.S.C. §§ 2000d-2000d-7, 2000e-2000e-17, 2000ff-1, 34 C.F.R. 106.9, Constitution of Virginia, Article I, Section 11, §§ 2.2-3900, 2.2-3901, 2.2-3902, 2.2-3904, 2.2-3905, 2.2-3905.1, 22.1-23.3, 22.1-26.2, 22.1-295.2. (1950), as amended.

Section 1-8.7. Comprehensive Plan Required; when Literacy Plan required and posting requirements; Report presented to School Board. — A. The School Board adopts biennially a division-wide comprehensive unified, long-range plan based on data collection, an analysis of the data, and how the data will be utilized to improve classroom instruction and student achievement. The plan is developed with staff and community involvement and includes, or is consistent with, all other division-wide plans required by state and federal laws and regulations. Prior to the adoption of any division-wide comprehensive plan, the School Board posts the plan or revisions on the division's Internet website if practicable and makes the plan available for public inspection and copying and conducts at least one public hearing to solicit public comment on the division-wide comprehensive plan. The superintendent of schools shall prepare the biennial plan for presentation to the School Board. The division-wide comprehensive plan includes:

- a) the objectives of Suffolk Public Schools, including strategies for first improving student achievement, particularly the achievement of educationally at-risk students, then maintaining high levels of student achievement;
- b) an assessment of the extent to which these objectives are being achieved;
- c) a forecast of enrollment changes;
- d) a plan for managing enrollment changes, including consideration for the consolidation of schools and/or the construction of new schools to provide for comprehensive and effective delivery of instructional services to students and economies in school operations;
- e) an evaluation of the appropriateness of providing certain regional services in cooperation with neighboring school divisions;
- f) a plan for implementing such regional services when appropriate; a technology component consistent with the technology plan for Virginia adopted by the Board of Education,
- g) a technology plan designed to integrate educational technology into the instructional programs of the school division, including the division's career and technical education programs, consistent with or as part of the comprehensive technology plan for Virginia adopted by the Board of Education;
- h) an assessment of the needs of Suffolk Public Schools and evidence of community participation, including parental participation, in the development of the comprehensive plan.
- i) any corrective action plan required pursuant to Va. Code § 22.1-253.13:3; and

j) a plan for parent and family involvement to include building successful school and parent partnerships that will be developed with staff and community involvement, including participation by parents.

B. Effective with the 2024-2025 school year, the division-wide comprehensive plan will also includes a division-wide literacy plan for pre-kindergarten through grade eight in accordance with Virginia law and the Standards of Quality, and the School Board will post, maintain, and update as necessary on its website a copy of its division-wide literacy plan and the job description and contact information for any reading specialist employed by the division pursuant to subsection G of Va. Code § 22.1-253.13:2 and for any dyslexia specialist it employs.

C. A report shall be presented by the School Board to the public by November 1 of each odd-numbered year on the extent to which the objectives of the division-wide comprehensive plan have been met during the previous two school years.

D. Each school prepares a comprehensive, unified, long-range plan, which the school board considers in the development of the division-wide comprehensive plan. (Adopted: November 10, 1994; Revised October 10, 2019; Ordinance Number 19/20-11; Effective Date: October 10, 2019; Ordinance 23/34-17, Revised/Effective: November 9, 2023)

Legal Authority – Virginia Code § 22.1-253.13:6 (1950), as amended.

Section 1-8.8. Literacy Plan. — A. The Suffolk City School Board adopts a divisionwide literacy plan for grade levels pre-kindergarten through grade eight as part of its divisionwide comprehensive plan as required by Board Policy Section 1-8.7. The School Board uses programs from the lists developed by the Virginia Department of Education (the Department) or seeks approval from the Department for the use of alternative programs that consist of evidence-based literacy instruction and align with science-based reading research.

B. The School Board posts, maintains, and updates as necessary on the School Board's website a copy of its divisionwide literacy plan and the job description and contact information for any reading specialist employed by the division pursuant to Virginia Code § 22.1-253.13:2(G) and for any dyslexia specialist employed by such school division. The School Board submits its divisionwide literacy plan to the Department. The divisionwide literacy plan includes:

- a) a program of literacy instruction that is aligned with science-based reading research and provides evidenced-based literacy instruction to students in kindergarten through grade eight;
- b) the School Board's alignment with (a) literacy professional development, (b) core reading and literacy curriculum for students in kindergarten through grade five, and (c) screening, supplemental instruction, and interventions for students through grade eight with evidence-based literacy instruction practices aligned with science-based reading research;
- c) how the School Board supports parents in their support of the literacy development of their children;
- d) reading intervention services provided to students in kindergarten through grade eight who demonstrate substantial deficiencies based on their individual performance on the Standards of Learning reading assessment or a literacy screener provided by the Department; and
- e) identification of which core literacy curricula, supplemental instructional practices and programs, and intervention programs from the list developed by the Department or alternative programs approved by the Department that consist of evidence-based literacy instruction and align with science-based reading research are used in each grade level, kindergarten through 12, at each of the schools within the division.

Legal Authority – Virginia Code §§ 22.1-1, 22.1-253.13:1, 22.1-253.13:2, and 22.1-253.13:6 (1950), as amended.

Section 2-2.1:1 School superintendent responsible for day-to-day school operations; quarterly visits by full School Board or individual members of the School Board on selected days of the week; purpose stated; no transaction of public business allowed. — A. The school superintendent is responsible for the day-to-day operations of Suffolk Public Schools. “Day-to-Day” operations refer to those regular activities and tasks of the school superintendent to ensure the smooth functioning and ongoing success of Suffolk Public Schools. Day-to-Day operations include all duties and responsibilities assigned to the school superintendent by Virginia Code, regulations of the Virginia Department of Education, policies of the School Board, and the superintendent’s contract of employment.

B. On selected days of the week during the months of February, April, October, and December, members of the School Board and/or the full School Board are permitted to visit school facilities owned or utilized by Suffolk Public Schools for school operations.

C. Members of the School Board or the full School Board are allowed to determine the days and times for each school visit in consultation with the school superintendent. The purpose of all visits is to enable members of the School Board to receive as full information as possible about the conduct of the public schools as provided for by Virginia Code § 22.1-79 (2).

C. During any group visit by the full School Board of buildings owned or utilized by Suffolk Public Schools for school operations, members of the School Board are prohibited from discussing or transacting any public business. All visits must comply with School Board Policy Sections 2-2.6:1(A)(5), 2-2.6:1(B)(5), 2-2.6:1(B)(12), 2-2.6:1(B)(13), and 2-2.6:1(B)(14).

Legal Authority — Virginia Code Sections 22.1-79.A.2 and 22.1-78 (1950), as amended.

Section 2-2.5. Removal from office; filling vacancies. — A. Any School Board member may be removed from office in accordance with the provisions of Virginia Code Sections 24.2-230 through 24.2-237.

B. When a vacancy occurs on the School Board, the remaining members, within forty-five (45) days of the office becoming vacant, shall fill the vacancy. If the majority of the remaining members of the School Board cannot agree, or do not act, the judges of the circuit court of the City of Suffolk shall make the appointment. The persons so appointed shall hold office until the qualified voters fill the vacancy by special election as provided for by law and the person so elected has qualified. (Adopted June 8, 1995; Revised November 11, 1999)

Legal Authority - Virginia Code ~~§§24.2-228~~, §§ 24.2-230, 24.2-231, 24.2-232, 24.2-233, 24.2-234, 24.2-234.1, 24.2-235, 24.2-236, 24.2-237, 24.2-238 and 22.1-57.3 (1950), as amended.

Section 2-3.2. Regular Meetings; Special Meetings; Quorum; reports by school superintendent — A. The School Board transacts all business at School Board meetings. The School Board does not vote by secret or written ballot. However, nothing prohibits separately contacting the membership, or any part thereof, of the School Board for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting under the Virginia Freedom of Information Act.

B. All meetings of the School Board are open to the public, except as otherwise permitted by law. No meeting is conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in Board Policy § 2-4.2 regarding Electronic Participation in Meetings from Remote Locations.

C. The School Board gives notice of its meetings in accordance with School Board Policy 2-4.1.

D. At least one copy of all agenda packets will be made available to members of the School Board at least seven (7) calendar days in advance of the scheduled meeting of the School Board and, unless exempt, all materials furnished to the members of the School Board for a meeting are made available for public inspection at the same time such documents are furnished to the members of the School Board as provided for in School Board Policy § 2-5.1.

E. If any member of the School Board is interested in having an item placed on the School Board agenda for an approaching School Board meeting, the school board member must submit the request in writing and the request must be received by the school board chair, with a copy sent to the school superintendent, at least fourteen (14) calendar days prior to the scheduled meeting of the School Board. If a request is not received within fourteen (14) calendar days, the item will be considered for placement on the agenda at a subsequent meeting of the School Board. When a school board member requests placement of an item on the agenda, the Chair will poll members of the School Board separately within twenty-four (24) of hours of receiving the request pursuant to Virginia Code Section 2.2-3710(B) for the purpose of ascertaining a member's position with respect to placing the item on the agenda. If any member of the School Board objects, the matter must be placed before members of the School Board at the upcoming meeting and there must be an affirmative vote of the School Board to add the item to the agenda.

F. Any person may photograph, film, record or otherwise reproduce any portion of an open meeting. The School Board may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but does not prohibit or otherwise prevent any person from photographing, filming, recording or otherwise reproducing any portion of an open meeting. The School Board does not conduct any open meeting in any building or facility where such recording devices are prohibited.

G. The School Board holds special and continued meetings when necessary. Special meetings are held when called by the chairman or when requested by three or more members with the agreement of the chairman. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each

member. Business that does not come within the purposes set forth in the call of the meeting is not transacted at any special meeting of the School Board unless the members present unanimously agree to consider additional items of business. Notice, reasonable under the circumstances, of special or continued meetings is given contemporaneously with the notice provided to members of the School Board.

H. At any meeting of the School Board, a majority of the members of the School Board shall constitute a quorum.

I. Minutes of all regular School Board meetings are recorded in accordance with School Board Policy § 2-7.1.

J. Under the agenda topic Reports by the Superintendent only matters specifically listed on the agenda by the superintendent can be addressed by the superintendent during the open meeting. (Adopted June 8, 1995; Revised April 14, 2016; Ordinance Number 15/16-18; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance Number 17/18-3; Effective Date: October 12, 2017; Revised February 14, 2019; Ordinance Number 18/19-60; Effective Date: February 14, 2019; Ordinance 19/20-47; Revised/Effective Date: December 12, 2019; Revised/Effective Date: June 11, 2020, Ordinance 19/20-67; Ordinance 20/21-9; Revised: January 14, 2021)

Legal Authority - Virginia Code §§ 22.1-78, 2.2.3707, 22.1-72.

Section 2-4.2. Meeting Participation by Electronic Communication; meeting minutes; attendance at closed meetings; definitions; when remote participation allowed; minute requirements when remote participation approved; when remote participation not approved; Quorum Required; when all virtual meetings allowed.

— A. Except as provided hereafter, or as otherwise permitted by law, the School Board shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled. This policy is applied strictly and uniformly, without exception, to the entire membership of the School Board and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

- B. The minutes of meetings conducted in accordance with this policy, if any, include
- (i) the identity of the members of the committee who participated in the meeting through electronic communication means,
 - (ii) the identity of the committee members who were physically assembled at one physical location, and
 - (iii) the identity of the members of the committee who were not present at the location identified in
 - (ii) but who monitored such meeting through electronic communication means.

C. Members of the School Board are permitted to attend any closed meeting held by any committee of the School Board or any committee created to advise the School Board. The minutes of the committee, if any, include the identity of any School Board member who attends a closed meeting of the committee.

D. For purpose of this policy the following definitions apply:

“All-virtual public meeting” means a public meeting (i) conducted by the School Board using electronic communication means, (ii) during which all members of the School Board who participate do so remotely rather than being assembled in one location, and (iii) to which public access is provided through electronic communication means.

“Caregiver” means an adult who provides care for a person with a disability as defined in Va. Code § 51.5-40.1. A caregiver must be either related by blood, marriage, or adoption to or the legally appointed guardian of the person with a disability for whom the caregiver is caring.

“Committee” means a committee, subcommittee, or other entity however designated of the School Board created to perform delegated functions of the School Board or to advise the School Board. It does not exclude any such committee, subcommittee, or entity because it has private sector or citizen members.

“Electronic communication” means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Remote participation" means participation by an individual member of the committee by electronic communication means in a public meeting where a quorum of the committee is otherwise physically assembled.

E. Members of the School Board or of any committee appointed by the School Board may use remote participation instead of attending a meeting in person if, in advance of the meeting, each committee member seeking to use remote participation notifies the committee chair that:

- (i) the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a person with a disability as defined in Va. Code § 51.5-40.1 and uses remote participation counts toward the quorum as if the member was physically present;
- (ii) a family member has a medical condition that of a member of the member's family requires the School Board member to provide care that prevents the School Board member's physical attendance; or the member is a caregiver who must provide care for a person with a disability at the time the meeting is being held thereby preventing the member's physical attendance; for purposes of determining whether a quorum is physically assembled, a member of the School Board who is a caregiver for a person with a disability and uses remote participation counts toward the quorum as if the member was physically present;
- (iii) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
- (iv) that such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter and the remote location from which the member plans to participate. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year up to the next whole number, whichever is greater. A member of the School Board may only use remote participation for meeting of the School Board due to personal matters is limited each calendar year to two meetings of the School Board.
- (v) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

F. ~~The chair reports such requests, if any, to the Board at the beginning of each meeting. Those members of the Board assembled at the primary meeting location must consider the requests for remote participation from each member seeking to use remote participation prior to the member participating in the meeting. The requests, as reported by the chair, and the votes on each member's request are recorded in the minutes.~~

Individual participation from a remote location will be approved unless such participation would violate this policy or the Virginia Freedom of Information Act, Va. Code § 2.2-3700 et seq. If a member's participation from a remote location is challenged, the School Board will vote whether to allow such participation. If the School Board votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity.

G. If participation in a public meeting by a member of the School Board or by a member of a committee appointed by the School Board is through electronic communication means is approved pursuant to subsection E above, the School Board or committee of the School Board records in its minutes

- (i) the identity of the member or members of the School Board or committee of the School Board who participated in the meeting through electronic communication means;
- (ii) the identity School Board members who were physically assembled at one physical location; and
- (iii) the remote location from which the member participated. However, the remote location need not be open to the public and may be identified in the minutes, if any, by a general description.

H. If participation is approved due to a temporary or permanent disability or other medical condition, or medical condition of a family member, the School Board or committee of the School Board also includes in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance or the medical condition of a family member. If participation is approved due to a personal matter, the School Board or committee of the School Board also includes in its minutes the specific nature of the personal matter cited by the member. If participation is approved because the member's principal residence is more than 60 miles from the meeting location, the School Board includes in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location.

I. If a member's participation from a remote location is disapproved, such disapproval is recorded in the minutes with specificity.

J. A school board member or member of any committee appointed by the School Board may participate in a meeting by electronic means pursuant to subsection E above only when:

- (1) a quorum of the School Board is physically assembled at one primary or central meeting location; and

- (2) the School Board will arrange for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

K. The School Board may ~~hold an all-virtual meeting~~ meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, or the locality in which the School Board is located has declared a local state of emergency pursuant to Va. Code § 44-146.21, provided:

- (a) the catastrophic nature of the declared emergency makes it impractical or unsafe to assemble a quorum in a single location, and
- (b) the purpose of the meeting is to address the emergency. provide for the continuity of operations of the School Board or the discharge of its lawful purposes, duties, and responsibilities. If it holds a meeting pursuant to this section, the School Board shall:
- (i) gives public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board; and
 - (ii) make arrangements for public access to the meeting through electronic communications means, including videoconferencing if already used by the School Board;
 - (iii) provides the public with the opportunity to comment at those meetings when public comment is customarily received; and
 - (iv) otherwise complies with the provisions of the Virginia Freedom of Information Act.

For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held, ~~shall be~~ are stated in the minutes of the meeting. The provisions of this section are applicable only for the duration of the declared emergency.

(Adopted March 12, 2009; Ordinance Number 08/09-28; Effective Date: July 1, 2009; Revised April 14, 2016; Ordinance Number 15/16-20; Effective Date: July 1, 2016; Revised October 12, 2017; Ordinance 17/18-6; Effective Date: October 12, 2017; Revised Date: February 14, 2019; Ordinance 18/19-61; Effective Date: February 14, 2019; Ordinance 22/23-79, Revised/Effective: May 11, 2023; Ordinance 23/24-20, Revised/Effective: November 9, 2023)

Legal Authority - Virginia Code §§ 2.2-3701, 2.2-3707, 2.2-3708.3, ~~2.2-3711, 2.2-3712~~ as amended. Acts 2020, c. 1283, 2.2-3710, and 51.5-40.1. (1950), as amended.

Section 2-4.2:1 When all-virtual public meetings allowed by committees of the School Board; when closed meeting held; limit on number of all virtual meetings by committees. — A. Committees of the School Board and committees appointed to advise the School Board may conduct all-virtual public meetings when:

- (1) the required notice of the meeting indicates whether the meeting will be in-person or all-virtual along with a statement notifying the public that the method by which the committee chooses to meet will not be changed unless the committee provides a new meeting notice in accordance with the provisions of Va. Code § 2.2-3707;
- (2) public access to the all-virtual public meeting is provided via electronic communication means;
- (3) the electronic communication means used allows the public to hear all members of the committee participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the committee; when audio-visual technology is available, a committee member shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- (4) a phone number or other live contact information is provided to alert the committee if the audio or video transmission of the meeting provided by the committee fails, the committee monitors such designated means of communication during the meeting, and the committee takes a recess until public access is restored if the transmission fails for the public;
- (5) a copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of the committee for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the committee;
- (6) the public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received; and
- (7) no more than two members of the committee are together in any one remote location unless that remote location is open to the public to physically access it.

B. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the committee votes to certify the closed meeting as required by subsection D of Va. Code § 2.2-3712.

C. The committee does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting.

Legal Authority — Virginia Code § 2.2-3708.3 (D) (1950), as amended.

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Section 3-1.4. Compensation and benefits for superintendent; when renegotiation of superintendent's contract not permitted; notice requirement; severance benefits

— A. The superintendent's contract shall be negotiated as provided by law and local School Board policy. The contract shall also set forth the superintendent's compensation and benefit package.

B. The School Board shall not renegotiate a superintendent's contract during the period following the election or appointment of new members to the School Board and the date such members are qualified and assume office.

C. When the superintendent's contract is being renegotiated, each member of the School Board will be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contract unless the members agree unanimously to take the vote without the 30 day notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

D. Any severance benefits provided to a departing superintendent will be publicly announced prior to the superintendent's departure. (Adopted June 8, 1995; Revised: July 10, 2003; Ordinance Number 02/03-24; Effective: July 1, 2004; Revised: July 12, 2018; Ordinance Number: 18/19-5; Effective: July 12, 2018)

Legal Authority - Virginia Code §§ 2.2-3705.1, 22.1-60, and 15.2-1510.1 (1950), as amended.

Section 3-1.9. Certain acts to be reported to the Superintendent and Principal; authority of principal to receive reports; principal to report acts of violence and substance abuse; when report by principal to law enforcement required. — A. Reports are made to the superintendent and the principal or principal's designee on all incidents involving

1. alcohol, marijuana, a controlled substance, an imitation controlled substance, or anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
2. the assault and battery that results in bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
3. the sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or § 18.2-48, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
4. any written threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
5. the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
6. any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
7. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
8. the arrest of any student for an incident occurring on a school bus, on school property, or at a school-sponsored activity, including the charge therefor; or
9. any illegal possession of weapons, alcohol, drugs or tobacco products

The principal of each school collects and maintains information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

B. The superintendent and the principal or principal's designee receive reports from law-enforcement authorities relative to offenses, wherever committed, when committed by students enrolled at the school, if the offense:

- (1) would be a felony if committed by an adult or,
- (2) would be in violation of the Drug Control Act having occurred on a school bus, on school property, or at a school-sponsored activity or

- (3) would be an adult misdemeanor involving any of the incidents listed in subparts 1-8 of subsection A above.

The report should also indicate whether the student is released to the custody of the student's parent or, if 18 years of age or more, is released on bond. The superintendent may request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court. When the division superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to state law, the superintendent will report such information to the principal of the school in which the juvenile is enrolled.

C. Except as may otherwise be required by federal law, regulation, or jurisprudence, each principal:

- (1) immediately reports to the local law-enforcement agency any incident described in clause A.1 of this policy that may constitute a felony offense;
- (2) immediately reports to the local law-enforcement agency any incident described in clauses A.3 through 7 of this policy except that a principal is not required to but may report to the local law-enforcement agency any incident described in clause A.4 committed by a student who has a disability;
- (3) may report to the local law-enforcement agency any other incident described in clauses A.1 through 8 of this policy that is not required to be reported by the previous two bullets; and
- (4) immediately reports any act enumerated in clauses A.1 through 5 of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. The principal also reports whether the incident has been reported to local law enforcement pursuant to this policy and, if the incident has been so reported, that the parents may contact local law enforcement for further information.

D. The principal or principal's designee will report all incidents required to be reported pursuant to section of this policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that are provided by the Department and makes such information available to the public.

In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to this policy.

E. The principal or principal's designee notifies the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student's involvement and does not include information regarding other students.

F. Whenever any student commits any reportable incident as set forth in this policy, such student is required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent designee. Prevention and intervention activities are identified in the division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-- Safe and Drug-Free Schools and Communities Act).

The School Board develops, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which include ~~prevention of~~ research-based hazing prevention. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

G. The purpose of reporting acts of violence and substance abuse is to develop a program of prevention activities to provide a safe environment conducive to learning. (Adopted June 8, 1995; Revised November 16, 1995; Revised November 11, 1999; Revised October 9, 2003; Ordinance Number 03/04-03; Effective: July 1, 2004; Revised February 14, 2008, Ordinance Number 07/08-1; Effective: February 14, 2008; Revised March 14, 2013; Ordinance Number 12/13-18; Effective Date: July 1, 2013; Revised April 14, 2016; Ordinance Number 15/16-26; Effective Date: July 1, 2016; Revised October 11, 2018, Ordinance Number 18/19-24, Effective Date: October 11, 2018; Revised April 15, 2021; Ordinance 20/21-19; Ordinance 22/23-83, Revised/Effective: May 11, 2023)

Legal Authority - Virginia Code §§ 8.01-47, 22.1-279.3:1, 22.1-279.9, 8 VAC 20-560-10 (1950), as amended.

Section 4-6.1. Statement of Policy; contractual authority of school superintendent; contracts not requiring sealed bids or competitive negotiation. — A. The School Board is of the opinion that Suffolk Public Schools should seek to obtain a high quality of goods and services and that goods and services should be obtained at a reasonable cost. Furthermore, the School Board is of the opinion that the procurement of goods and services should be conducted in a fair and impartial manner with avoidance of any impropriety or the appearance of impropriety, and that all qualified vendors should have access to public business and that no offeror should be arbitrarily or capriciously excluded.

B. The school superintendent or his/her duly authorized designees shall execute all contracts, including cooperative procurement agreements, on behalf of the School Board subject to the federal and state codes and school board policies. All public contracts entered into by the school superintendent with non-governmental contractors, for the purchase or lease of any such good and/or service, shall be in accordance with the Virginia Public Procurement Act (hereinafter "Act"). In addition, prior to awarding a contract for the provision of services that require the contractor or its employees to be in the presence of students during regular school hours or during school-sponsored activities, the school superintendent will require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification:

- (1) that they have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and
- (2) that they have not been convicted of a crime of moral turpitude.

C. Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the school superintendent may enter into single or term contracts for goods and services, if the aggregate or the sum of all phases is not expected to exceed \$200,000, other than professional services and non-transportation related construction if the aggregate or sum of all phases is not expected to exceed ~~\$400,000~~ \$300,000 and transportation-related construction if the aggregate amount is not expected to exceed \$25,000; however, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$80,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code. (Adopted September 14, 2000; Ordinance #00/01-02; Revised: February 14, 2008; Ordinance Number 07/08-6; Effective Date: February 14, 2008; Revised: May 12, 2016; Ordinance Number 15/16-32; Effective Date: July 1, 2016; Revised: October 11, 2018, Ordinance Number 18/19-26, Effective Date: October 11, 2018; Ordinance 20/21-1, Effective Date: October 8, 2020).

Legal Authority - Virginia Code §§ 2.2-4303, 22.1-68, 22.1-78 ~~2.2-4300 et seq.~~ (1950), as amended.

Section 4-6.2. Appointment of Purchasing Manager and duties of the school superintendent; spot purchases by employees; department purchases; full and open competition required. —

A. The superintendent, with the School Board's approval, will designate a qualified employee to serve as the purchasing manager for Suffolk Public Schools. In this capacity, the manager will prepare requests for proposals, bids, certain responses, analyze and tabulate proposals and bids for the superintendent to enter into contracts and/or make bid awards. Any contract entered into and/or bid awarded by the superintendent must not exceed funds available in the School Board's Adopted Budget in any fund or category. The procurement process will be in accordance with the Virginia Public Procurement Act and policies of the School Board. Once the superintendent approves a contract and/or bid, the purchasing manager will then purchase the required supplies, materials, equipment and contracted services subject to federal and state laws and School Board policies.

B. Individuals whose work requires frequent small purchases may be authorized to make spot purchases of supplies and equipment in accordance with established procedures. All personnel of Suffolk Public Schools who desire to purchase equipment and supplies must follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or superintendent's designee for approval and processing.

C. All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or superintendent's designee for approval and processing.

D. School Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended. (Adopted July 13, 1995; Revised/Effective Date: June 9, 2022; Ordinance 21/22-39)

Legal Authority - Virginia Code §§ 22.1-78, 22.1-70 and 2.2-4300 (1950), as amended.

Section 4-7.1. Petty cash funds established by resolution; appointment of agent; responsibility of clerk; bond requirement. — A. ~~The School Board may by resolution establish one or more petty cash funds in accordance with state law. for the payment of properly itemized bills for materials, services, or supplies furnished to the school division under conditions calling for immediate payment to the vendor upon delivery. Such funds shall not exceed \$2,000 each. Petty cash funds will be available at locations recommended by the superintendent and approved by the School Board. The person designated by the superintendent to be responsible for the petty cash funds may pay claims without prior approval by the School Board. Reimbursement of the petty cash fund will be subject to the normal disbursement procedures.~~

B. If the School Board establishes any petty cash funds, the School Board will appoint an agent or other person authorized only to approve payment of claims arising from commitments made pursuant to provisions of law from such petty cash funds. Any agent or person into whose hands any such fund is placed may pay such claims therefrom without necessity of prior receipt and audit of the claims by the School Board and without approval and issuance of the warrant of the School Board.

C. The clerk of the School Board shall report payments from petty cash funds to the School Board or to any appointed agent of the School Board for approval and reimbursement promptly after any claim has been paid.

~~B. D. A bond in an amount required by state law of \$4,000 will be procured~~ required for each person distributing petty cash funds, ~~provided that~~ but no additional bond shall will not be required of any agent or person already bonded in the required amount.

C. These funds are subject to audit and all records must conform with state law. (Adopted July 13, 1995)

Legal Authority - Virginia Code §22.1-123 (1950), as amended.

Section 4-9.1. Bill list required; role of the School Board; appointment of fiscal agent; disbursements between meetings. — A. The School Board will receive each month from Suffolk Public Schools, one or more lists of bills for payment. The list(s) will be certified as correct and approved for payment by the School Board at its regularly scheduled monthly meeting.

B. The School Board examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization is made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

C. The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or deputy agent shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. The warrant shall be signed by such agent or deputy agent and countersigned by the clerk or deputy clerk of the School Board.

However, (1) when the agent is the superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or is deputy agent by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

B. D. The superintendent may prepare and disburse bill payments where such payment is necessary to continue responsible business practice and/or to take advantage of vendor discounts; however, all such payments must be subsequently approved by the School Board at its next regular meeting. (Adopted July 1995; Revised May 8, 2008, Ordinance 07/08-12; Effective May 8, 2008)

Legal Authority – Virginia Code §§22.1-122, 22.1-122.1, 22.1-123 (1950), as amended.

Section 4-13.1:1 When buildings unsuitable for present use; viewpoints from community; other uses considered. — A. School division buildings may become unsuitable for their present use but may be used to benefit the school division or public in other ways. The superintendent reviews division schools and facilities on a continuing basis. The superintendent may recommend to the School Board that a particular school building should be retired, closed, or its use changed. In determining whether a school building is to be retired, the School Board may consider the following factors, among others:

1. the adaptability of the building for continued use for its present purpose
2. the suitability of the site of the building
3. the maintenance and upkeep costs of the building and site
4. the historic value of the building to the community

B. The School Board may invite the viewpoints of community residents and staff in making its decision to retire a school building.

C. If the School Board determines to retire or close a school building permanently, it will first consider other uses that the school division might make of the building prior to considering relinquishing possession of the building.

Legal Authority — Virginia Code §§ 22.1-79, 22.1-129, 22.1-135, 22.1-136, and 22.1-138 (1950), as amended.

Section 4-13.3. A system of inventory required; reporting loss of or damage to school property. — A. The superintendent is responsible for implementing a system of inventory of school property to identify items for the purpose of insurance and to control the loss of property. The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

B. All loss of or damage to school property shall be promptly reported to the superintendent or superintendent's designee.

Legal Authority — Virginia Code § 22.1-78 (1950), as amended.

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Section 5-2.1. Written school crisis and emergency plan required; safety audits required. — A. Each school shall develop a written school crisis, emergency management and medical emergency plan as defined in this Article. The School Board includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. The School Board and the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, annually reviews each school's plan. The Department of Education and the Virginia Center for School and Campus Safety (VCSCS) will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the VCSCS. Suffolk Public Schools has designated the Chief of Administrative Services as emergency manager.

B. Each school annually conducts school safety audits as defined herein and in collaboration with the chief law-enforcement officer of the locality or with that officer's designee. The results of such school safety audits will be made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or his designee.

Each school maintains a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and shall make a copy of such report available for review upon request.

C. Each school submits a copy of its school safety audit to the superintendent. The superintendent collates and submits all such school safety audits, in the prescribed format and manner of submission, to the VCSCS and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits for the officer's review and recommendation. The superintendent includes the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address, and a current functional fax number, with the school safety audits when they are submitted to VCSCS.

D. The superintendent establishes a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards and judicial and public safety personnel. The school safety audit committee reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

E. "School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes or other severe weather; loss or disruption of power, water,

communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel or facilities. The plan includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Va. Code § 19.2-11.01, as well as current contact information for both.

“School safety audit” means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses include recommendations for structural adjustments, changes in school safety procedures and revisions to the Standards of Student Conduct. The audit is consistent with a list of items by the VCSCS to be reviewed and evaluated. As part of each audit, the School Board creates a detailed and accurate floor plan for each school building or certifies that the existing floor plan is sufficiently detailed and accurate.

F. Each school has contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

G. In addition, the school administration ensures that the school has:

- a. written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy 9-20.11: Administering Medicine to Students. The plan is outlined in the student handbook and discussed with staff and students during the first week of each school year;
- b. space for the proper care of students who become ill;
- c. a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
- d. written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility. Each school building evacuation plan includes provisions that seek to maximize the opportunity for students with mobility impairments to evacuate the school building alongside their non-mobility-impaired peers.

(Adopted October 14, 2004; Ordinance Number 04/05-8; Effective Date: July 1, 2005; Revised May 12, 2016; Ordinance Number 15/16-35; Effective Date: July 1, 2016; Revised October 10, 2019; Ordinance Number 19/20-20; Effective Date: October 10, 2019; Revised April 15, 2021; Ordinance Number 20/21-21; Revised May 11, 2023, Ordinance 22/23-85; Ordinance 23/24-39, Revised/Effective Date: January 11, 2024).

Legal Authority - Virginia Code §§ 2.2-3705.2, 22.1-137.4, 22.1-279.8, and 8 VAC 20-131-260 (1950), as amended.

Section 5-2.5. Fire drills required; Lock-Down Drills; School Bus Emergency Drills; Tornado Drills. — A. All Suffolk Public Schools shall ~~holds a fire drills~~ at least twice during the first 20 school days of each session. holds fire drills during school session in accordance with the requirements of the Statewide Fire Prevention Code (Virginia Code § 27-94, et seq.) All Suffolk Public Schools shall hold at least two additional fire drills for the remainder of the school year. Evacuation routes for students shall be posted in each room. Written results of each fire drill shall be submitted to the appropriate department. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

B. All Suffolk Public Schools shall have a lockdown drill at least once during the first 20 school days of each school year. Each school shall hold at least one additional lock-down drill after the first 60 days of the school year. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten student participates in each lock-down drill after the first 60 days of each school session.

C. All Suffolk Public Schools shall hold a drill in leaving school buses under emergency circumstances at least once during the first 90 calendar days of each school year and more often if necessary.

D. All Suffolk Public Schools shall have at least three tornado drills every school year.

E. In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property. (Adopted: August 10, 1995; Revised: February 14, 2008; Ordinance Number 07/08-4; Effective February 14, 2008; Revised May 12, 2016; Ordinance Number 15/16-40; Effective Date: July 1, 2016; Revised October 13, 2016; Ordinance Number 16/17-8; Effective Date: July 1, 2017; Revised: August 16, 2018; Ordinance Number 18/19-9; Effective Date: August 16, 2018; Ordinance Number 19/20-23; Revised/Effective Date: November 14, 2019; Revised Effective April 12, 2021; Ordinance Number 20/21-23; Ordinance 22/23-41, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 27-94 through 27-101, 22.1-137, 22.1-137.1 through 22.1-137.3, 22.1-184 and Acts 2006, c.164, 8 VAC 20-131-260 (1950), as amended.

Section 5-2.6. Emergency closings; notification thereof; parental involvement. —

A. The superintendent or superintendent's designee may order the closing, the delay in opening or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff. When any or all schools are ordered to be closed for in-person instruction, the superintendent or superintendent's designee may declare an unscheduled remote learning day consistent with applicable laws and policies. In the event that an emergency arises making it impossible to open school, announcements will be made through the mass media as soon as possible. During adverse weather or emergency conditions, employees follow guidelines from the superintendent school division policy and regulations related to work schedules. The superintendent may establish any regulations necessary regarding employee work schedules during school closings. The guidelines may be reviewed by the School Board.

B. Should hazardous weather or conditions within a school building develop during the day, which would require closing school before the regular dismissal time, announcements will be made to the mass media as soon as possible. Parents will be encouraged to assure that in such emergencies, arrangements have been made for their children and that their children are aware of the arrangements.

C. Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy. (Adopted August 10, 1995; Ordinance Number 19/20-24, Revised/Effective Date: November 14, 2019)

Legal Authority - Virginia Code §§ 22.1-70 & 22.1-78, and 22.1-98 (1950), as amended.

Section 6-4.1. Detailed education specifications provided by superintendent; consultation with local building official and state or local fire marshal. — A. To ensure that all new and remodeled facilities are designed to best implement the educational program, the superintendent will provide for the development of detailed educational specifications to apply to the design and construction of new buildings. Educational specifications are detailed descriptions of:

- (1) all activities that will take place in the building;
- (2) the curriculum to be housed in the building;
- (3) specific architectural characteristics desired; and
- (4) the facilities needed, their equipment requirements and their space relationship to other facility elements.

B. When educational specifications are prepared, an introductory section will also be included which will be devoted to a brief description of the community and the educational philosophy of Suffolk Public Schools. ~~The preparation of educational specifications serves a two-fold purpose: (1) to clarify and consolidate the thinking of the administration, the School Board, and the community on the needs, desires, and objectives of the educational program to be conducted within the proposed new building; and (2) to organize this important information in a manner that can be easily and clearly interpreted by an architect.~~ Consultants may be used in the development of educational specifications when deemed necessary by the superintendent and approved by the School Board.

C. The School Board consults with the local building official and the state or local fire marshal to develop a procurement plan to ensure that all security enhancements to public school buildings are in compliance with the Uniform Statewide Building Code and Statewide Fire Prevention Code. (Adopted February 9, 1995)

Legal Authority - Virginia Code §§ 22.1-70, 22.1-79, 22.1-138, 22.1-140 (1950), as amended (1950), as amended.

Article 6 - Accommodations For ~~The Disabled~~ INDIVIDUALS WITH DISABILITIES

Section 6-6.1. Building must be accessible to the disabled. — Plans for new and remodeled buildings must offer such design, construction, and accommodations as to make them accessible to and usable by individuals with disabilities ~~disabled persons~~ as required by law. The School Board will review construction plans to ensure that new and remodeled buildings will be made fully accessible. (Adopted February 9, 1995)

Legal Authority - ~~Rehabilitation Act of 1973, Section 304, & Americans with Disabilities Act of 1990.~~ 29 U.S.C. § 794, 42 U.S.C. §§ 12182, 12183 (1950), as amended.

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Section 7-8.1. Personnel files required; Access allowed; Unfounded information; dispute resolution; Teacher Performance Indicators; Written release required except in limited situations. — A. The superintendent or superintendent's designee is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format. References, transcripts, placements folders, and other materials, which are received on the basis of pledged confidentiality as a part of pre-employment routine shall not be considered as part of the file material for purposes of the sections which follow.

B. Present and past employees shall have access to their personnel information maintained by the Department of Human Resources. When employment verification of a former employee of Suffolk Public Schools is requested by another school district, Suffolk Public Schools will respond within 10 working days of receiving such request. "Working days" applicable to this paragraph means every day except Saturdays, Sundays, and legal state and federal holidays.

C. Teacher performance indicators, or other data collected by or for the Department of Education or the School Board or made available to and able to be used to judge the performance or quality of a teacher, maintained in a teacher's personnel file or otherwise, is confidential but may be disclosed, in a form that does not personally identify any student or other teacher, (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release of or limits the availability of non-identifying, aggregate teacher performance indicators or other data.

D. Information determined to be unfounded after reasonable administrative review shall not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration, if such information alleges civil or criminal offenses.

E. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file or in a separate sealed file, notwithstanding the provisions of the Privacy Protection Act, shall be settled through the employee grievance procedure.

F. If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information is required, except to comply with a judicial order, lawfully issued subpoena or the Virginia Freedom of Information Act (Va. Code § 2.2-3700 et seq.), or other law or court order. The employee will be notified of the request for records. (Adopted August 10, 1995; Revised and Adopted: March 10, 2005; Ordinance Number 04/05-18; Effective: July 1, 2005; Revised June 9, 2016; Ordinance Number 15/16-55; Effective Date: July 1, 2016; Revised October 13, 2016; Ordinance Number 16/17-14; Effective Date: July 1, 2017; Ordinance 22/23-46, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 2.2-3705.1, 2.2-3800 et seq., and 22.1-295.1 (1950), as amended.

Section 7-14.1. Licensure Requirements; Provisional License; Non-Renewable License; Local License; Definitions; Employment categories; Days and hours employed specified in contract. — A. ~~The State School Board of Education shall, by regulation, prescribe the requirements for licensure of teachers and other school personnel required to hold a license. No teacher shall be regularly employed by a School Board or paid from public funds, unless such teacher:~~

- (i) holds a license or provisional license issued by the State Board of Education;
- (ii) holds a local eligibility license as defined in Va. Code § 22.1-298.1
- (ii) holds a three-year license to teach high school career and technical education courses in specified subject areas; or
- (iii) is hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education.

The Board of Education prescribes, by regulation, the requirements for the licensure for teachers and other school personnel required to hold a license.

~~Requirements for classroom teachers, special education, vocational education, guidance counsellors, reading specialists, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State School Board of Education and effective July 1, 1993.~~

B. If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof during which the teacher is activated or deployed. The additional year shall be granted the year following the return of the teacher from deployment or activation.

The superintendent may request that the Board of Education extend the three-year provisional license of a teacher for at least one year but no more than two additional years. The request must be accompanied by the superintendent's recommendation for such extension and satisfactory performance evaluations for the teacher for each year during the original three-year provisional license that such teacher was actually employed and received a filed performance evaluation. As specified in Va. Code § 22.1-298.1, the division's superintendent may issue a provisional teacher license to any individual the School Board seeks to employ as a career and technical education teacher who is also seeking initial licensure in Virginia with an endorsement in the area of career and technical education to allow the teacher time to attain the required credentials. Upon an individual's completion of a local eligibility license, the School Board may issue a provisional license to such individual upon receiving from the superintendent (i) a recommendation for such license, and (ii) a satisfactory performance evaluation for such individual for the local eligibility licensure period.

C. In accordance with Va. Code § 22.1-298.1(M) and the Board of Education's regulations, a one-year nonrenewable local eligibility license may be issued to an individual who needs to take additional coursework but otherwise meets certain conditions for licensure and who may be employed by the School Board with the intention of such individual, upon satisfaction of the applicable requirements set forth in Board regulations, receiving full licensure with a renewable license.

D. The superintendent or School Board may recommend for a local eligibility license any individual who received a baccalaureate degree from a regionally accredited institution of higher education and who has experience or training in a subject or content area as the School Board or the superintendent deems appropriate for the applicable teaching position or endorsement area.

Each local eligibility license is subject to regulations developed by the Board of Education and criteria established by law, including, but not limited to, the following:

- (a) the School Board ensures that the number of its employed teachers who hold local eligibility licenses do not exceed five percent of the teachers employed by the School Board during the preceding school year;
- (b) local eligibility licenses are not issued to any individual who is (i) seeking to provide instruction in special education or (ii) eligible for a collegiate professional license or postgraduate professional license;
- (c) any individual issued a local eligibility license is required to complete, within the one-year of such licensure, all training requirements prescribed by law, the School Board and the superintendent;
- (d) local eligibility licenses are only valid within the issuing school division;
- (e) any individual issued a one-year local eligibility license is considered a probationary teacher and subject to the probationary terms of employment pursuant to Virginia law and School Board policies;
- (f) when appropriate, before or by the expiration of such local eligibility license period held by an individual, the superintendent and School Board provide a recommendation to the Board of Education for such individual to be issued a collegiate professional or postgraduate professional license; and
- (g) within a month of issuance to an individual, each local eligibility license is reviewed by the Department of Education's Office of Licensure to ensure compliance with all Board of Education regulations.

G. E. The following definitions shall apply in this policy:

- (a) "Professional staff" shall include the following personnel:
 - (1) Licensed personnel by state education authorities: classroom teachers, speech/therapists, guidance, psychologists, assistant principals, principals, superintendent
 - (2) Support personnel (who need not hold a certificate issued by state education authorities in order to obtain their positions): public relations, coordinators, assistant superintendents, directors.
- (b) "Classified/Support personnel" are those employees who need not hold a license issued by the State School Board of Education in order to obtain their positions and shall include: non-certified administrative positions, clerical, maintenance, transportation, food service, teacher assistants, nurses, and print shop employees.

D. F. Employees may be placed into categories as follows:

- (a) "Full-time" means full-time employment for six (6) hours or more daily under a contract as established by the School Board.
- (b) "Part-time" means part-time employment for any period of time less than six (6) hours daily.
- (c) "Temporary" means temporary employment for a specific short period of time or for programs of short or uncertain duration.

G. The number of days/hours employed shall be as specified in each contract and/or school calendar. Scheduled hours of employment shall be approved by the superintendent. (Adopted August 10, 1995; Revised October 13, 2016; Ordinance Number 16/17-12; Effective Date: July 1, 2017; Revised October 11, 2018, Ordinance Number 18/19-28, Effective Date: October 11, 2018; Ordinance 23/24-42, Revised/Effective: January 11, 2024)

Legal Authority - Virginia Code §§ 22.1-298.1, 22.1-299, 22.1- 299.5 and 22.1-299.6. (1950) as amended.

Section 7-31.4. Dismissal of Teachers generally; Dismissal of Teacher Required When Subject to Founded Complaint of Child Abuse and Neglect; Report to State Board of Education Required in Certain Situations; When Copy of Criminal History Record Required; Regulations Required for Dismissal and Placing on Probation. —

A. Teachers may be dismissed for incompetency, immorality, noncompliance with school laws and regulations, disability when in compliance with state and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause.

B. A teacher shall be dismissed if such teacher is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to Va. Code § 63.2-1505, and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke such person's license to teach.

C. In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within 10 business days of such dismissal or the acceptance of such resignation.

D. If a current employee is dismissed because of information appearing on his/her the employee's criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee.

E. With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications. "Health-related services" means those activities which, when performed in a healthcare facility, must be delivered by or under the supervision of a licensed or certified professional.

F. Regulations shall be developed by Suffolk Public Schools for the dismissal of placing on probation of continuing contract teachers and probationary teachers during the school year. No teacher shall be dismissed or placed on probation solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board. (Adopted August 10, 1995; Revised September 8, 2011; Ordinance Number 11/12-5; Effective Date: September 9, 2011; Revised April 10, 2013; Ordinance Number 12/13-55; Effective Date: July 1, 2013; Revised June 9, 2016; Ordinance Number 15/16-68; Effective Date: July 1, 2016; Revised November 9, 2017; Ordinance Number 17/18-20; Effective Date: November 9, 2017; Ordinance 21/22-3; Revised August 12, 2021)

Legal Authority - Virginia Code §§22.1-307, 18.2-251, 22.1-274, 22.1-296.2, 22.1-313, 22.1-315 (1950), as amended.

Section 9-5.2:1. Notice of Violation committed by students in alternative setting; plan for correcting behavior. — A. The School Board requires written notification of an offense to the parent, guardian or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when (1) a pupil commits an offense in violation of School Board policies and school officials determine the offense was committed without the willful intent to violate such policies, or (2) the offense did not endanger the health and safety of the individual or other persons.

B. The notification identifying the nature of the offense shall be made no later than two school days following the incident. The School Board requires the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Legal Authority — Virginia Code § 22.1-209.1:2 (1950), as amended.

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Section 9-15.1. Search and seizure generally; unauthorized item subject to seizure defined; refusal grounds for disciplinary action. — A. A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

B. As used in this policy the term "unauthorized" means any item dangerous to the health or safety of students or school personnel or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

C. The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

G.D. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. (Adopted August 14, 1997)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Section 9-15.4. Reasonable suspicion requirements; same sex requirement. — A. All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be: (1) justified at its inception and (2) reasonably related in scope to the circumstances justifying the search. An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. A personal search may include requiring a student to be scanned with a metal detector.

B. If the school official has reasonable suspicion to believe that a student has in his or her person an item imminently dangerous to the student or to others a more inclusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness of the same sex present and only upon the prior approval of the superintendent or his designee unless the health or safety of students will be endangered by the delay. (Adopted August 14, 1997)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Section 9-15.5. Locker searches; students responsible for contents. — Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers will be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. (Adopted August 14, 1997)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

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Section 9-15.5:1. Computer Searches; responsibility for contents; Superintendent to develop regulations. — A. The school computer system, as defined in Policy regarding Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of Suffolk Public Schools and in accordance with Acceptable Computer System Use Policy. Periodic general inspections of school computers, software, and other similar educational technology, including school Internet access records, may be searched by school officials for any reason and at any time without notice, without consent and without a search warrant.

B. Students and all school personnel are expected to assume full responsibility for material stored in their computers.

C. The superintendent shall develop regulations deemed necessary for the effective implementation of this policy. (Adopted June 8, 2000)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

Section 9-15.6. Automobile searches. — Students are permitted to park on school premises as a matter of privilege not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without notice, without student consent and without a search warrant. (Adopted August 14, 1997)

Legal Authority - Virginia Code §22.1-78 (1950), as amended.

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Section 9-15.11 Consent for search — If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

Legal Authority — Virginia Code § 22.1-78 (1950), as amended.

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Section 9-20.11:3 Administering naloxone or other opioid antagonist. Pursuant to an oral, written, or standing order issued by (1) a prescriber within the course of his professional practice; or (2) the Commissioner of Health or his designee in accordance with protocols developed by the Board of Pharmacy in consultation with the Board of Medicine and the Department of Health, the following individuals after having completed a training program may possess and administer naloxone or other opioid antagonist to any person believed to be experiencing or about to experience a life-threatening opioid overdose:

- (i) school nurses;
- (ii) local health department employees that are assigned to a Suffolk Public School pursuant to an agreement between the local health department and the School Board;
- (iii) other school board employees; or
- (iv) individuals contracted by the School Board to provide school health services.

Legal Authority - Virginia Code §§ 22.1-78 and 54.1-3408 (X) (1950), as amended.

Section 9-25.2. School Meals; goals of the division; participation in the National School Lunch Program and others; alternate nutrition-related programs; unflavored water made available — A. Suffolk Public Schools is committed to serving healthy meals to children that meet the nutritional requirements in accordance with all USDA standards along with prescribed nutrient levels, calorie requirements for ages/grade levels served, as specified in 7 CFR 210.10 or 220 as applicable.

B. The goals of the school division's school meal programs are to improve the diet and health of school children, to help mitigate childhood obesity, to model healthy eating habits, to support the development of lifelong healthy eating patterns, and to support healthy choices while also accommodating cultural food preferences and special dietary needs. Meals should also be appealing and attractive and every effort is made to serve in a clean and pleasant environment. All Suffolk schools have closed campuses and students should remain at school during their meal period.

C. All schools within the school division participate in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). In addition, the school division participates in the Fresh Fruit & Vegetable Program (FFVP) for schools that apply and qualify for this program, and the Seamless Summer Feeding Program Summer Food Service Program (SFSP).

D. In addition, the school division operates other nutrition-related programs and activities including alternative breakfast models. Further, individual schools may sponsor promotions or special events, such as food tastings, that highlight nutritious foods.

E. Water is recognized as an essential nutrient. To encourage and further support water consumption free, safe, unflavored drinking water will be available to all students on every school campus and high traffic areas before, during, and after the school day. All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. The school division will make drinking water available where school meals are served during mealtimes by providing cups upon request and by permitting students to go to drinking fountains. In addition, students will be allowed to bring and carry water bottles filled with only water with them throughout the day. Teachers and Staff are encouraged to role model health drinking behaviors.

Legal Authority - 42 U.S.C. § 1758b.; 7 C.F.R. 210.31; Code of Virginia, 1950, as amended, § 22.1-207.4; 8 VAC 20-740-30; 8 VAC 20-740-40

Section 9-25.3. Competitive Foods and Beverages; nutrition education; nutrition promotion; fundraisers. — A. The School Board supports the notion that all foods and beverages offered to students on the school campus during the school day support healthy eating. Therefore, all foods and Suffolk Public Schools' beverages sold outside of the reimbursable school meal programs, including a la carte items and vending options must meet the USDA Smart Snacks in School nutritional standards, available at www.healthiergeneration.org/smartsnacks.

All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day must meet or exceed the USDA Smart Snacks nutritional standards. These standards apply in all locations where foods and beverages are sold, which may include, but are not limited to school stores, fundraisers, and snack or food carts. Additionally, no food or beverage outside of what is sold by Food and Nutrition Services should be sold during breakfast or lunch service.

B. The primary goal of nutrition education is to influence lifelong eating behaviors in a positive manner. Nutrition education teaches behavior-focused skills and may be offered as a part of a comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote their health and to make positive choices regarding food and nutrition.

Nutrition education will be taught by health and physical education teachers at the middle and high school levels, and by physical education teachers at the elementary level. The school division will include in its health and physical education curriculum essential topics on nutrition and healthy eating – for elementary students, where practicable, and for middle and high school students as required in the curriculum. Nutrition education and topics may also be integrated into other classrooms and other school settings, when applicable.

The school division will commit to periodically posting information related to health and wellness on its website for families and the broader community. Among other things, menus for the federal lunch program, as well as nutritional information, will be posted on the school division's website. Individual schools' websites will at a minimum contain a link to the school division's website.

C. Like nutrition education, the primary goal of nutrition promotion is to influence lifelong eating behaviors in a positive manner through creating positive food environments that encourage healthy nutrition choices and encouraging participation in school meals programs, as research indicates that school meals are more healthful than other alternatives. ~~Among other things, applications for free and reduced priced meals will be made available at the beginning of each school year, will be placed on the school division's website, and will be provided to a parent or guardian upon request. The School Board and Suffolk Public Schools is committed to protecting the privacy of students and families that qualify and apply for free or reduced meals and will take steps to ensure the process is confidential.~~

Suffolk Public Schools Food and Nutrition Services department will also host periodic food-tasting opportunities for the purpose of gaining feedback on new food choices that could be offered as a part of the school breakfast and lunch programs.

D. When sponsoring fundraisers involving food and beverage sales, schools and school staff members are encouraged to offer healthy foods and non-food products, as well as various physical activities that promote a healthy lifestyle, such as 5K and 10K

ances. In addition, principals and School Wellness Councils will encourage PTA/PTOs and other parent organizations to sponsor fundraisers that involve the sale of healthy foods and non-food products. Food and beverage fundraisers during the school day must meet the Smart Snacks. Additionally, no fundraisers or sales of food or beverages of any kind should be conducted during the breakfast and lunch service. Fundraisers outside of school hours, including restaurant nights are acceptable; however, flyers and other marketing material in schools must promote and portray healthy food product options that meet the Smart Snacks standards. Schools are permitted to allow 30 school-sponsored fundraisers per site during the school day to be exempt from Smart Snack Standards. These exempt fundraisers are tracked and monitored by the school principal and records are kept on file in the Main Office.

Legal Authority - 42 U.S.C. § 1758b.; 7 C.F.R. 210.31; Code of Virginia, 1950, as amended, § 22.1-207.4; 8 VAC 20-740-30; 8 VAC 20-740-40

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Section 9-25.4. Food given to students and classroom celebrations; food and beverage marketing in schools; physical activity; recess (elementary); health and physical education. — A. Schools should strive to offer foods and beverages on the school campus during the school day that meet or exceed the USDA Smart Snacks nutritional standards. As a result, teachers and other school staff are encouraged to give students only healthy snacks during the school day. “Healthy snacks” are defined as any food or beverage that meets the requirements of Smart Snacks.

Likewise, teachers, other school staff, parents, and PTA/PTOs and other parent organizations shall encourage healthy food choices during classroom celebrations and parties, and are to be aware of and collaborate with the school registered nurse or school staff to address the needs of students with food and other allergies, as well as other serious health conditions. Further, while it is impossible to prevent all food-sharing by students during lunch, classroom celebrations and other classroom events, to the extent practicable, teachers and other school staff shall take precautions to limit the amount of food-sharing that occurs between and among students. In addition, parents should advise their children about the potentially life-threatening consequences of sharing their food with other students who may have food allergies and/or other serious health conditions. Teachers are also encouraged to provide non-food treats and rewards to students, including in class treasure boxes and other incentive systems.

B. The school division strives to encourage a school environment that provides opportunities for all students to practice healthy eating habits throughout the school day. Further, the school division strives to teach students how to make informed nutritional choices. However, such efforts may be negatively impacted if students hear or see advertising on school division property that is inconsistent with information the school division has emphasized during its nutrition education and health promotion efforts. For purposes of this section, “food advertising and marketing” is defined as any oral, written, or graphic statement made for the purpose of promoting the sale of a food or beverage product, where any such statement is made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

The school division will promote student’s health by permitting only the advertising and marketing of foods and beverages that are permitted to be sold on the school campus, which includes those items maintaining the nutritional standards of Smart Snacks, serving to promote student health, preventing childhood obesity, and combating problems associated with poor nutrition and physical inactivity. However, this restriction shall not apply to advertisements on students’ clothing; on the packages of food brought from home by students or staff for personal consumption; the use by a teacher of an advertisement as a part of a media or other lesson; scoreboards, marquees, and other fixtures where a logo already appears. As the Division, School Nutrition Services, Athletic Departments, and PTAs/PTOs consider new contracts, equipment and product purchasing (and replacement), decisions should reflect the applicable marketing guidelines established by this policy.

C. Research continues to show that students who are more physically active are more successful students and more productive future professionals. Considering the nature of the traditional learning environment, it is imperative that we integrate physical activity into all areas of the school building as well as before, during, and after the school day. To accomplish this, the school division is committed to creating a school environment that

promotes active movement outside of the traditional opportunities to engage in physical activity. Not only does the school division encourage daily active recess and a comprehensive physical education program, but schools are highly encouraged to integrate physical activity into field trips as well as the core subject classrooms through kinesthetic learning, active lessons, brain boosters, and physical activity breaks. Core subjects include science, mathematics, language arts, and social studies.

The school division is committed to providing professional development and support for teachers and staff to build skills and knowledge around implementing these practices through the expansion of the wellness integration model across the division. Teachers will strive to serve as role models by being physically active alongside their students whenever feasible.

Additionally, the school division offers opportunities for students to participate in physical activity either before and/or after the school day through a variety of methods and activities. Such methods and activities include, but are not limited to, intramurals, middle school sports, and varsity sports.

The school division also supports active transport to and from school, to include activities such as walking or biking where such activities may be conducted in a safe manner. The goal of this comprehensive plan around physical activity is to encourage at least 60 minutes a day of physical activity for all students in addition to other physical activity outside of the school environment and to support the learning environment as evidenced by research and best practice. The school division will provide a program of physical activity for elementary students consisting of at least 30 minutes each day of physical activity – or an average of 150 minutes in Suffolk Public Schools per week – during the regular school year. The goal for secondary schools (grades 6 through 12) is to strive for at least 150 minutes per week on average during the regular school year. Such physical activity will be provided by, but is not limited to, physical education, recess, classroom-based physical activity (including active academics and active brain boosters), before- and after school activities, and other programs and physical activities deemed appropriate by the School Board.

D. All elementary schools shall offer at least 30 minutes of recess (to include transition time) on most days during the school year. For example, elementary schools will not be required to offer recess on early-release days or on days where school begins later than the regular start time. Barring inclement weather, each such recess period will be held outside. Recess monitors or teachers will encourage students to be active. Schools are encouraged to limit the number of times recess is affected during the school year and should not eliminate recess for an extended period of time for alternative instruction or programming.

Taking away recess as a means for punishment for an individual student or a whole class is prohibited. Additionally, physical activity (running laps, push-ups, etc.) shall not be imposed as a consequence for misbehavior. In the event recess must be conducted inside – due to inclement weather, for example – teachers and other staff shall, to the extent possible, promote physical activity through games, stations and cooperative play. Furthermore, to the extent practicable, the school division will ensure that its playgrounds and other facilities are safe and that playground and other equipment is available for students to be active. The school division will see to it that necessary inspections and

repairs are conducted on all such equipment, and will strive to make playground equipment accessible to students with physical and mental disabilities.

E. The school division will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health and nutrition standards.

Physical education will be taught by licensed and qualified health and physical education teachers who are required to complete annual professional development training.

All elementary students should receive physical education for at least 45 minutes per week throughout the school year. However, a number of factors may prevent an elementary school from providing 45 minutes of physical education each week for all students including, but not limited to, scheduling; assemblies and instructional activities; early, late and all-day closures due to inclement weather; and the length of the school day.

Middle school students in sixth and seventh grades are required to take a year-long health and physical education class. High school students in ninth and tenth grades are required to take a year-long health and physical education class in order to earn two full credits toward graduation. Both middle and high school physical education instruction should consist of an average of 110 minutes per week.

Legal Authority - 42 U.S.C. § 1758b.; 7 C.F.R. 210.31; Code of Virginia, 1950, as amended, § 22.1-207.4; 8 VAC 20-740-30; 8 VAC 20-740-40

Section 9-26.1. Statement of Policy; limited use of physical restraint. — A. The School Board believes that every child is valued as a contributor in the education process and school staff must ensure that children are treated with dignity, respect, and special care. When there is a need to manage aggressive or violent behavior of students in emergency situations, there must be a balance between maintaining an effective and safe learning environment for students and school staff and safeguarding the rights and protections of students and staff. This balance should be reflected in policies that include processes and procedures ensuring that physical restraint and seclusion should only be used in emergency situations when other less intrusive alternatives have failed. The use of corporal punishment and abusive interventions, and mechanical restraint are not authorized, permitted, or condoned in the public schools of Virginia or in Suffolk Public Schools.

B. Physical restraint and seclusion may only be used by employees of Suffolk Public Schools for the purpose of behavioral intervention in accordance with this policy and the Virginia Board of Education Regulations Governing the Use of Seclusion and Restraint in Public Elementary and Secondary Schools in Virginia. The School Board encourages the use of positive behavioral interventions and supports to reduce and prevent the need for the use of physical restraint and seclusion. (Adopted March 14, 2013; Ordinance Number 12/13-32; Revised: June 13, 2013; Ordinance Number 12/13-149; Effective Date: July 1, 2013)

Legal Authority – Virginia Code § 22.1-78 (1950), as amended.

Section 10-5.1. Public Appearances before the School Board; time limits for public comments; public participation at special or call meetings. — A. Members of the community, including students enrolled in the division, are invited and encouraged to attend meetings of the Suffolk City School Board to observe its deliberations. Any member of the community may appear in person at any regularly scheduled meeting of the School Board with any Suffolk Public Schools' related question, request or item he may wish to discuss. Persons wishing to appear before the School Board under the Agenda Topic "Early Appearances" must complete the online Request to Speak form and forward to the Clerk of the School Board after the release of the regular meeting agenda to the public, but no later than 12:00 noon on Wednesday preceding the day of the regular School Board meeting. Persons wishing to appear before the School Board to speak on non-agenda topics under the Agenda Topic "Late Appearances" must notify the Clerk of the Board no later than 12 noon on the day of the Board meeting. Speakers may provide copies of their remarks or other information for board members.

B. A maximum of forty-five (45) minutes will be allowed at the beginning of each regularly scheduled meeting for members of the community to present their concerns regarding agenda topics to the School Board. Each person will be allowed no more than five (5) minutes and no less than three (3) minutes to speak before the School Board. If more than fifteen (15) persons would like to address the School Board, the Clerk of the School Board will notify all who gave notice to speak at the Early Appearance that the first fifteen (15) persons who provided notice as required by subsection A, will be given three (3) minutes each to make their presentation. When fifteen (15) speakers have spoken or when the forty-five (45) minutes allotted for Early Appearances has expired, any remaining speakers who expressed an interest in speaking under the agenda item entitled "Early Appearances" will be allowed to speak under the agenda item entitled "Late Appearances" or given the opportunity to submit their comments in writing to the School Board to be read during Late Appearances.

The Chair is responsible for the orderly conduct of the meeting and rules on such matters as the appropriateness of the subject being presented and suitability of the time for such presentation. Upon recognition by the chair, the speaker shall address the Chair and if, at the conclusion of the speaker's remarks, any member of the School Board desires further information, the member addresses the speaker only with the permission of the Chair. The School Board as a whole will have the final decision in determining the appropriateness of all such rulings. Audio visual equipment used by the School Board during any public meeting of the School Board is not available for use by persons when appearing before the School Board under the Agenda topic of Early Appearances or Late Appearances.

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

D. Public participation of any special call meeting of the School Board will be determined by the School Board upon recommendation of the Chair. (Adopted January 12, 1995; Ordinance 20/21-8; Revised: January 14, 2021; Ordinance 22/23, February 9, 2023; Ordinance 23/24-26, Revised/Effective: November 9, 2023)

Legal Authority - Virginia Code §§ 22.1-78, 22.1-79, and 22.1-253.13:7 (1950), as amended.

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