

A TRADITION OF EXCELLENCE FOR ALL



LYNCHBURG CITY SCHOOLS

Lynchburg City School Board

to

Virginia School Board
Association

Policy Conversion

Section 3

Lynchburg City Schools
Lynchburg, Virginia

Policy Manual - Section 3

This manual contains Section 3 – Administration Policies of the Lynchburg City School Board Policies and Regulations Manual and the correlating Virginia School Board Association (VSBA) policies. Adopting the VSBA format allows the Lynchburg City School Board to keep up with the latest changes in Virginia legislation as it relates to education. Several VSBA policies have been “personalized” to reflect the policy and practice of the Lynchburg City Schools.

Policy	Title	Page(s)	Change
P 3-3	Consultants	3	Deletion recommended of LCS policy
P 3-6	Superintendent: Recruitment and Selection Procedures	11	Deletion recommended of LCS policy
P 3-12	Lines of Responsibility	23	Deletion recommended of LCS policy
BG-R	Board-Staff Communications	28	Approved by school board on 8/20/13; however, necessary for conversion of LCS Policy 3-15
BGZ-R	Superintendent’s Personnel Advisory Committee	30	Regulation created from the LCS practice for selection of committee members and procedures to follow
P 3-20	Review of Administrative Decisions	35	Deletion recommended of LCS policy
P 3-39	Conditions of Employment	41	Deletion recommended of LCS policy
P 3-41	Appointment	43	Deletion recommended of LCS policy; covered by VSBA policy GCI found on page 44 of this manual

For ease of understanding and navigation while reviewing the manual we have adopted the following layout and formatting:

- The current Lynchburg City School Board policy appears on the left side
- The correlating VSBA policy will appear on the right, where possible, for ease of comparison

- Italicized sentences or words indicate wording added to the VSBA policy
- Strikethrough sentences or words indicate wording that will be removed from the VSBA policy
- There are several 'Notes' in the manual to help you understand where items are still required or where a decision is needed from the board.
- A table of contents is included

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ADMINISTRATION

Administration Goals P 3-1

Effective administration of the school division is vital to a successful educational program. The primary purposes of the administrative staff shall be to facilitate and supervise, under the policies of the school board, the development and operation of a positive learning environment in order to attain a quality educational program.

The administrative staff shall:

1. Effectively and efficiently manage the programs and facilities of the school division in accordance with school board policies.
2. Provide educational leadership to the staff and community.
3. Develop procedures and regulations which facilitate the implementation of the educational goals of the community.
4. Recognize that an efficient, economical, and well-ordered school operation is not an end in itself, but a process which causes a sound educational environment.

Adopted by School Board: June 5, 1973

Amended by School Board: July 2, 1991

ADMINISTRATION GOALS

The Lynchburg City School Board places the primary responsibility and authority for the administration of the school division in the Superintendent. The Superintendent is responsible for the direction, leadership, and coordination of students and staff in their efforts to reach educational goals adopted by the School Board.

The School Board expects the division superintendent to provide leadership in:

1. Decision-making.
2. Communication
3. Planning, organizing, implementing, and evaluating educational programs.
4. Developing and maintaining close working relationships and channels of communication within the school system and community.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, and 22.1-253.13:7.

Cross Refs.: CBA Qualifications and Duties of the Superintendent
 CBG Evaluation of the Superintendent

ADMINISTRATION

Consultants P 3-3A. Paid Consultants

The board may engage the services of paid consultants when, in their judgment, such services are not available within the present staff; substantial savings to the school division are evident; and/or such employment will be to the advantage of the school division in some other way.

B. Unpaid Consultants

The board encourages the use of consultants from the State Department of Education and other organizations when no fee or obligation is required. These people must be approved by the superintendent.

Adopted by School Board: June 5, 1973

Revised by School Board: September 17, 1974

LCS Policy 3-3 is no longer required.

Recommend deletion.

ADMINISTRATION

Superintendent: Qualifications P 3-5

The superintendent of schools shall:

1. Have qualifications as required by the State Board of Education,
2. Such other qualifications of academic, professional and personal excellence as the board may specify.

Legal Reference:

Code of Va. § 22.1-58. Division superintendent required.--"For each school division there shall be a division superintendent of schools." (1980)

Code of Va., § 22.1-59. Qualifications of division superintendent.--"That Board of Education shall prescribe by regulation the minimum qualifications for the position of division superintendent of schools and a copy of such regulations shall be furnished to all applicants." (1980)

Code of Va., § 22.1-63. Certain officers ineligible for or to hold office of superintendent.-
-"A. No member of the governing body of a county, city or town and no member of a school board shall be eligible for the office of division superintendent of schools in the school division in which he serves.

B. No federal officer or employee, no state officer, except an officer appointed by the Governor, no state employee, no deputy of such officers, no officer or employee or the deputy of an officer of a city, county or town, no member of the governing body of a county, city or town, no member of a school board and no chairman of any political party shall be eligible to hold the office of division superintendent of schools." (1980)

State Department of Education Regulations, "Governing the Licensure of School Personnel" at Part VIII, § 8.1. (July, 1993)

Adopted by School Board: June 5, 1973

Revised by School Board: December 17, 1974

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

I. QUALIFICATIONS

1. The candidate for superintendent shall meet the qualifications as set forth in State Board of Education Regulations Governing Licensure of School Personnel.
2. Preference shall be given to those applicants whose experience and education demonstrate a balance between instruction and business administration.
3. Eligibility shall be limited to individuals whose records indicate they possess the following attributes:
 - a. Good character
 - b. Management talent
 - c. Leadership
 - d. Knowledge of school law
 - e. Understanding of special education
 - f. Outstanding ability in career and technical and academic education.

The position of superintendent is a performance-based position with remuneration directly dependent on the achievement of the performance goals and standards established by the School Board and the School Board's evaluation of the superintendent.

II. MAJOR DUTIES

1. Serves as chief executive officer of the School Board.
 - A. Attends School Board meetings.
 - B. Implements policies of the School Board.
 - C. Reports to the School Board about the status of programs, personnel and operations of the schools.
 - D. Recommends actions to the School Board.
 - E. Communicates as liaison between the School Board and school personnel.
 - F. Assists the chairman in developing and distributing notices and agenda of meetings of the School Board.
2. Acts as the educational leader of the schools.
 - A. Supervises the principals and assistant superintendents.
 - B. Oversees planning and evaluation of curriculum and instruction.
 - C. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.

- D. Visits schools on a regular basis.
 - E. Maintains a current knowledge of developments in curriculum and instruction.
3. Enforces school laws and regulations.
- A. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
 - B. Makes reports to the Superintendent of Public Instruction whenever required.
 - C. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
 - D. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
 - E. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement School Board policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.
4. Oversees staff personnel management.
- A. Organizes recruitment of personnel.
 - B. Reassigns personnel to schools and offices.
 - C. Insures administration of personnel policies and programs.
 - D. Supervises evaluation of personnel.
 - E. Provides for maintenance of up-to-date job descriptions for all personnel.
5. Oversees facility management.
- A. Prepares long and short-range plans for facilities and sites.
 - B. Insures the maintenance of school property and safety of personnel and property.
 - C. Inspects school property on a regular basis.
 - D. Approves the utilization of school property.
 - E. Monitors any construction, renovation and demolition of school facilities.

- F. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
 - G. Closes public school buildings which appear to him to be unfit for occupancy.
6. Oversees financial management.
- A. Prepares budget for School Board approval.
 - B. Insures that expenditures are within the limits approved by the School Board.
 - C. Reports to the School Board on financial condition of the schools.
 - D. Establishes procedures for procurement of equipment and supplies.
 - E. Ensures that an accurate record of all receipts and disbursements of school funds is kept.
7. Directs community relations activities.
- A. Articulates educational programs and needs to the community.
 - B. Responds to concerns expressed in the community.
 - C. Maintains contact with the news media.
 - D. Participates in community affairs.
 - E. Involves the community in planning and problem solving for the schools.
8. Oversees pupil personnel services.
- A. Monitors pupil personnel services.
 - B. Insures adequate pupil record system.
 - C. Implements policies and programs relating to behavior and discipline of pupils.
 - D. Maintains programs for health and safety of pupils.
 - E. Communicates as liaison between schools and community social agencies.

Adopted:

Legal Ref.: Constitution of Virginia, article VIII, § 5c.

Code of Virginia, 1950, as amended, §§ 22.1-58, 22.1-59, 22.1-68, 22.1-69, 22.1-136.

8 VAC 20-390-10.

8 VAC 20-390-40.

8 VAC 20-390-60.

8 VAC 20-390-70.

8 VAC 20-390-80.

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ADMINISTRATION

Superintendent: Recruitment and Selection Procedures P 3-6

The board shall, by such means as it desires, make an active search to find the person who it feels can most effectively translate the policies of the board and the aspirations of our community into action.

Legal Reference:

Code of Va., § 2.1-344. Executive or closed meetings.--"A. Public bodies are not required to conduct executive or closed meetings. However, should a public body determine that an executive or closed meeting is desirable, such meeting shall be held only for the following purposes:

1. Discussion or consideration of or interviews of prospective candidates for employment, . . ." (1992)

Editor's Note See also school board bylaw # 1-36.

Adopted by School Board: June 5, 1973

LCS Policy 3-6 is no longer required.

Recommend deletion.

ADMINISTRATION

Superintendent: Appointment/Term of Office/Oath/Compensation P 3-7

The school board shall employ and enter into a contract with a qualified person for the position of superintendent of schools upon the vote of a majority of the board members present at a board meeting for which due notice was given of the intended action. Such person shall agree to a contract period not to exceed four [4] years at a salary to be determined by the board.

A. Appointment

The school board shall, within sixty [60] days before March 1st in the year that the contract of an incumbent superintendent expires, (or within one hundred eighty [180] days after a vacancy occurs other than by expiration of term) appoint a superintendent from eligible candidates licensed by the Virginia Board of Education.

B. Term of Office

The superintendent's term of office is established by Code of Virginia, § 22.1-60 quoted as a legal reference to this policy.

C. Oath

Before taking office the superintendent shall take and subscribe the oath as specified by law.

D. Compensation

The superintendent's salary shall be determined by the board.

Legal Reference:

Code of Va., § 22.1-60. Appointment and term of superintendent.--"The division superintendent of schools shall be appointed by the school board of the division from the entire list of eligibles certified by the State Board. All contract terms for superintendents shall expire on June 30. The division superintendent shall serve for an initial term of not less than two (2) years nor more than four (4) years. At the expiration of the initial term, the division superintendent shall be eligible to hold office for the term specified by the employing school board, not to exceed four (4) years.

The division superintendent shall be appointed by the school board (i) within one hundred eighty (180) days after a vacancy occurs. In the event a school board appoints a division superintendent in accordance with the provisions of this section and the appointee seeks and is granted release from such appointment prior to assuming office, the school board shall be granted a sixty (60)-day period from the time of release within which to make another appointment.

ADMINISTRATION

Superintendent: Appointment/Term of Office/Oath/Compensation (continued)

A school board that has not appointed a superintendent within one hundred twenty (120) days of a vacancy occurring other than by expiration of term shall submit a written report to the Superintendent of Public Instruction demonstrating its timely efforts to make an appointment. (1996)

Code of Va., § 22.1-62. Appointment of same person by two or more school divisions; Approval of part-time superintendent by State Board.--"A. Any two or more school divisions may appoint the same person to be division superintendent.

B. No person may be employed as a part-time division superintendent without the approval of the Board of Education." (1980)

Code of Va., § 22.1-64. Oath of Superintendent.-- "Every division superintendent, before entering upon the duties of office, shall take and subscribe the oath prescribed for an officer of this Commonwealth as provided in Chapter 1 of Title 49 of this Code, and a certificate of the clerk of the court in which the oath is administered setting forth the qualification and its record shall be furnished in the Superintendent of Public Instruction." (1980)

Code of Va., § 22.1-67. Expenses of Superintendents.--"Each school board shall provide for the necessary traveling and office expenses of the division superintendent. Detailed records of all such expenses shall be kept by the division superintendent." (1988)

Adopted by School Board: June 5, 1973
Revised by School Board: June 15, 1993

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APPOINTMENT AND TERM OF THE DIVISION SUPERINTENDENT

The School Board will appoint the division superintendent and determine the term of employment as set forth in State law.

If the School Board fails to appoint a division superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a superintendent for the division. If the School Board has not appointed a superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the School Board does not appoint a superintendent within 180 days of a vacancy, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. Within 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division superintendent.

If the Virginia Board of Education appoints a division superintendent, the contract for the superintendent will be negotiated by the School Board.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-60, 22.1-61.

8 VAC 20-22-600.

~~8 VAC 20-720-100.~~

Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf)

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SUPERINTENDENT'S CONTRACT, COMPENSATION AND BENEFITS

The superintendent's contract shall set forth the superintendent's compensation and benefit package. The superintendent's contract is available to the public pursuant to the Virginia Freedom of Information Act.

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

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 days notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3705.8, 22.1-60.

Cross Ref.: CBB Appointment and Term of the Division Superintendent

ADMINISTRATION

Superintendent: Powers/Duties/Responsibilities P 3-8A. Generally

The superintendent of schools serves as the chief administrative officer of the Lynchburg City Schools. In accordance with this responsibility, he shall perform those duties required by the State Board of Education and the Lynchburg City School Board. The superintendent of schools will provide leadership and direct the management of the school division in accordance with policies adopted by the Lynchburg staff, students, parents and community, area school divisions and colleges, the Virginia State Department of Education, and other appropriate municipal, state, and federal agencies.

B. Performance Responsibilities

The superintendent's performance responsibilities shall be enumerated in a job description for the position.

Legal Reference:

Code of Va., § 22.1-68. Records. "Each division superintendent shall ensure that an accurate record of all receipts and disbursements of school funds and all statistical information which may be required by the State Board is kept." (1980)

Code of Va., § 22.1-69. Superintendent to attend meetings. "The division superintendent or, in his absence or inability to attend, a person designated by him and approved by the school board shall be present at all meetings of the school board except that on affirmative vote of a majority of the members of the school board, attendance of the division superintendent or his designee may be dispensed with at a special meeting of the school board. If matters pertaining to the division superintendent personally are under discussion at any such meeting, he shall remain subject to the call of the school board." (1980)

Code of Va., § 22.1-70. Powers and duties of Superintendent.

"A division superintendent shall perform such other duties as may be prescribed by law, by the school board and by the State Board."

Adopted by School Board: June 5, 1973

Revised by School Board: November 27, 1974

Revised by School Board: December 17, 1974

**See VSBA policy CBA
on page 6 of this manual.**

ADMINISTRATION

Evaluation of the Superintendent P 3-9

The board believes that the evaluation of the management of the division is essential and is a basic requirement of the board. The evaluation of the superintendent by the board shall be based upon his effective leadership and the accomplishment of reasonable objectives outlined in advance. Such evaluation shall be both formal, in that some instrument mutually agreeable shall be used, and informal, in that the personal views of the board members shall be included.

Any such evaluation shall have as its primary goal the improvement of the division and shall be approached on the basis of open cooperation between the board and the superintendent.

Adopted by School Board: June 5, 1973

Revised by School Board: January 21, 1975

EVALUATION OF THE SUPERINTENDENT

It is the responsibility of the School Board to maintain and improve the quality of administration and instruction. One of the primary methods used in carrying out this responsibility is to work with the superintendent in improving his or her effectiveness.

Annually, the superintendent will provide to the School Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the superintendent annually. The School Board shall develop the instrument to evaluate the superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the superintendent. The superintendent's evaluations will include student academic progress as a significant component and an overall summative rating. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria for such appraisals be communicated to the superintendent.

Each Board member will be involved in assessing the superintendent's job performance on a continuing basis and by completing the annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the superintendent by the Board or its designees.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, approved Sept. 27, 2012 to become effective July 1, 2014)

Cross Ref.: CBA Qualifications and Duties for the Superintendent

ADMINISTRATION

Lines of Responsibility P 3-12

The superintendent shall administer the school division in accordance with the approved organizational chart. The chart identifies the lines of authority and communication for school personnel. It should be understood that effective administrative practices require that these lines of authority and communication support those interactions which affect the school division.

All personnel should refer matters requiring administrative action to his/her immediate supervisor in accordance with the organizational chart. All personnel have the right to appeal administrative decisions to the next administrator identified on the organizational chart.

Adopted by School Board: June 5, 1973

LCS Policy 3-12 is no longer required.

Recommend deletion.

ADMINISTRATION

Job Descriptions P 3-13

The superintendent shall develop a job description for each position, defining the limits and responsibilities of such position. The school board shall approve the general scope and establishment of all positions and delegate to the superintendent the responsibility for specific assignments of duties.

Approved by School Board: June 5, 1973

Revised by School Board: October 17, 1978

Revised by School Board: July 2, 1991

**See VSBA policy CBA paragraph 4
on page 7 of this manual.**

ADMINISTRATION

Communications with the Staff P 3-15Staff to Board

The superintendent shall establish a system of communications between the board and its employees in order that the views of all school employees can be received in an orderly and constructive manner.

Cabinets, councils and committees designed to accomplish this objective shall have as one function the recommendation to the board of revisions in board policies. Such recommendations will be invited to the board's attention through the superintendent.

B. Board to Staff

Administrative regulations implementing board policies shall be included in the appropriate staff handbooks.

Monthly extracts of board minutes to include such matters that are of interest to employees or the community at large shall be circulated to the staff.

C. Publications/Directives

The superintendent may issue such administrative bulletins, circulars, memoranda, manuals or booklets as may be deemed necessary for the effective administration of the school division. All regulations or instructions shall be consistent with policies adopted by the school board and shall be binding on all employees.

Legal Reference

Code of Va., § 22.1-253.13:7. Standard 7. Policy manual.--". . . D. Each local school board shall ensure that the policy manual include the following policies, which shall be developed giving consideration to the views of teachers, parents, and other concerned citizens.

1. A system of two-way communication between employees and local school board and its administrative staff where matters of concern can be discussed in an orderly and constructive manner; . . ." (1992)

Adopted by School Board: June 5, 1973

Revised by School Board: January 6, 1981

**NOTE: BG-R adopted by school board
on 8/20/13**

BOARD-STAFF COMMUNICATIONS

The Lynchburg City School Board wishes to maintain open channels of communication between itself and the staff. The goal is to enhance and streamline communications to ensure information flows in both directions, and to ensure any issues are promptly handled and addressed. The basic line of communication will, however, be through the Superintendent.

All effective means of facilitating channels of communication between the Board and staff will be utilized, like the Superintendent's Personnel Advisory and Superintendent's Preview, in order to promote close and cooperative action for the continuing improvement of the educational program and the mutual benefits of the school system and the community.

Staff Communications to the Board

Any employee, acting as an individual or as a representative of any employee group, may request a meeting with the Superintendent or his/her designee(s) to discuss policies or other matters for consideration by the School Board. The Superintendent should inform the Board of such meetings, the matters discussed, and the recommendations of the employee(s) submitted to him/her. The Superintendent may also schedule such meetings and invite employees, including representatives of employee groups, to be present to discuss matters that affect them.

Board members and employees share a common interest in education and in school operation. Employees must remember that individual Board members have no authority or duty except as members of the Board at a legally convened Board meeting or except as may be assigned to them by the School Board as a whole. Therefore employees should not interpret informal remarks of Board members as representing the official position of the Board, or a firm position of the Board member.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will develop appropriate methods to keep the staff fully informed of the Board's concerns and actions.

The success of any school system requires effective communication between the School Board and the staff. Such communication is necessary for the continuing improvement of the educational program and for the proper disposition of personnel problems which may arise. To achieve this end, good Board-staff relations must be maintained in a climate of mutual trust and respect.

In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated.

Adopted by School Board: August 20, 2013

ADMINISTRATION

Personnel Advisory Committee P 3-17

In order to insure effective communication within the division, the superintendent will establish a personnel advisory committee annually. The committee will be broadly representative of all employee groups and will be made up of members selected by the various employee groups.

Adopted by School Board: September 1, 1981

SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

The Superintendent's Personnel Advisory Committee will meet each year to insure effective communication within the division. These meetings are for the purpose of discussing specific interests, concerns, and initiatives which affect the school division. The committee will be tasked with specific projects and problem-solving initiatives.

The selection of members for the Superintendent's Personnel Advisory Committee requires the assistance of the building principals and several other supervisory personnel. Principals and other supervisory personnel will invite their respective staffs or groups to select the representative(s) for the committee. Membership for the Superintendent's Personnel Advisory Committee will include:

one representative from each building/employee group

- elementary school
- secondary school
- transportation - bus driver
- transportation - mechanic
- food services
- custodial staff
- nurses/health assistants
- teacher assistants
- principal - elementary
- principal - secondary
- secretarial staff (from administration building)
- LAUREL Regional School
- Alternative Education Programs

three representatives from

Lynchburg Education Association (determined by LEA president)

Questions associated with improvements to instructional programs, curriculum development, and professional development needs will be discussed during those meetings. Questions or suggestions about ways in which to help employees complete tasks more efficiently or in some way improve the work environment should also be submitted. Those items should be submitted at least one week in advance of the meeting to the Director of Personnel.

Questions and concerns related to school policies, procedures, and operations should be sent to the Clerk of the school board. Answers to those questions and concerns will be provided in the weekly Superintendent's Preview.

Meetings will occur in the Board Room at the School Administration Building beginning at 3:45 p.m. The Superintendent will establish the meeting dates at the beginning of each school year. When scheduling events and activities, principals should ensure that the activities do not coincide with these meetings.

Following each meeting, committee members, school board members, and principals will receive a summary of the discussions that occur at these meetings. In addition, summaries will be transmitted across the wide-area network for public access. Principals and supervisory personnel should post these summaries for employee review following each meeting.

Adopted:



SCHOOL ADMINISTRATION BUILDING

915 Court Street
P. O. Box 2497
Lynchburg, VA 24505-2497
www.lcsedu.net

SUPERINTENDENT'S PERSONNEL ADVISORY COMMITTEE

Representative Form

SCHOOL/GROUP _____

Personnel Advisory Committee Representatives(s):

1. _____
2. _____
3. _____

PLEASE COMPLETE AND RETURN TO THE SUPERINTENDENT'S OFFICE NO LATER THAN _____.

ADMINISTRATION

Administrative Action in Absence of Policy P 3-19

Where administrative action is required in situations for which no guidelines have been provided by the board, the superintendent shall have the power to act. The superintendent shall inform the board promptly of the action, which shall be subject to review by the board at its next regular meeting. The superintendent shall make recommendations for needed policy revisions.

Adopted by School Board: June 5, 1973

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the superintendent shall have the power to act, but his decisions shall be subject to review by the School Board at its next regular meeting. It shall be the duty of the superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

ADMINISTRATION

Review of Administrative Decisions P 3-20

All questions from staff members concerning the operation of the school division shall first be discussed with the appropriate administrators. The board will review only those administrative decisions which have been reported through the office of the superintendent. However, pertinent communications directed to the school board through the superintendent shall be presented to the board. Any employee or group of employees may appeal a decision of the superintendent to the school board.

Adopted by School Board: June 5, 1973

LCS Policy 3-20 is no longer required.

Recommend deletion.

ADMINISTRATION

Title IX Americans with Disabilities Coordinator P 3-26.1

The Lynchburg City Schools does not discriminate on the basis of sex or disability in the education program or activities which it operates. The superintendent shall be responsible for appointing a Title IX/Americans with Disabilities (ADA) Coordinator and for reflecting that responsibility in the appropriate job description.

Legal Reference:

Americans with Disabilities Act of 1990.

Title IX of the Education Amendments of 1972.(Regulation 86.6...) Adoption of grievance procedures (b) Complaint procedure of recipient.

Section 504 of the Rehabilitation Acts of 1973. 34 C.F.R. Sections 104.7 (a) and (b).

Adopted by School Board: November 2, 1982

Revised by School Board: August 4, 1992

NONDISCRIMINATION

The Lynchburg City School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail 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:

Legal Refs.: 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.

Code of Virginia, 1950, as amended, §§ 2.2-3900, 2.2-3901, 2.2-3902.

Cross Refs.: GB/JB Equal Employment Opportunity/Nondiscrimination
 GBA/JFHA Prohibition Against Harassment and Retaliation

ADMINISTRATION

Administrative Responsibility of Building Principal P 3-32

The principal shall assume responsibility for the instructional leadership of the staff and supervision of students in compliance with the policies of the school board. He/she shall supervise the development, implementation, and evaluation of all educational programs within his/her assigned building. The principal shall assume the primary responsibility for the improvement of instruction. The principal shall establish clear lines of communication which set forth the building goals, accomplishments, practices, and procedures in cooperation with staff, students, and parents.

The evaluation of each principal shall focus on his/her instructional leadership ability and his/her ability to provide and maintain a positive learning environment.

Legal Reference:

Code of Va., § 22.1-293. School boards authorized to employ principals and assistant principals; license required; powers and duties.--"A. A school board, upon recommendation of the division superintendent, may employ principals and assistant principals. Persons employed in these positions shall hold licenses as prescribed by the Board of Education.

B. A principal shall provide instructional leadership in, shall be responsible for the administration of and shall supervise the operation and management of the school or schools and property to which he has been assigned in accordance with the rules and regulations of the school board and under the supervision of the division superintendent.

C. A principal may submit recommendations to the division superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

D. A principal shall perform such other duties as may be assigned by the division superintendent pursuant to the rules and regulations of the school board."

Virginia Board of Education Regulations, "Governing the Licensure of School Personnel" at Part VIII § 8.6. (July, 1992)

Adopted by School Board: July 2, 1991

SCHOOL BUILDING ADMINISTRATION

The Lynchburg City School Board, upon recommendation of the superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

A principal provides instructional leadership in, is responsible for the administration of and supervises the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulations of the School Board and under the supervision of the superintendent.

A principal may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals, Virginia Board of Education.

Cross Refs.:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	GCN	Evaluation of Professional Staff

ADMINISTRATION

Conditions of Employment P 3-39

All conditions of employment set forth in "Series 5" (Personnel) of this manual apply to administrative and supervisory personnel unless superseded in this article.

Adopted by School Board: June 5, 1973

Revised by School Board: October 17, 1978

LCS Policy 3-39 is no longer required.

Recommend deletion.

ADMINISTRATION

Appointment P 3-41

All administrative and supervisory personnel shall be appointed by the board upon the recommendation of the superintendent.

Legal Reference:

Code of Va., § 22.1-297. Assignment of teachers, including principals, by superintendent. (1980)

Editor's Note: § 22.1-297 is quoted as a legal reference at # 5-11 of this manual.

Adopted by School Board: June 5, 1973

**LCS Policy 3-41 is no longer required
and is covered under VSBA policy GCI
found on page 46 of this manual.**

Recommend deletion.

ADMINISTRATION

Assignment and Transfer P 3-42A. Assignment

The initial assignment of administrative personnel to individual schools shall be reserved to the board.

B. Transfer

After initial assignment, the subsequent transfer of administrative personnel to any school, or other positions within the division, is the prerogative of the superintendent.

Such transfers shall not affect the salaries of the individuals concerned for that school year.

The superintendent shall submit appropriate reports and explanations upon the request of the board.

Legal Reference:

Code of Va., § 22.1-297. Assignment of teachers, including principals, by superintendent. A division superintendent shall have authority to assign to their respective positions in the school wherein they have been placed by the school board all teachers, principals and assistant principals. If the school board adopts a resolution authorizing the division superintendent to reassign such teachers, principals and assistant principals, the division superintendent may reassign any such teacher, principal or assistant principal for that school year to any school within such division, provided no change or reassignment during a school year shall affect the salary of such teacher, principal or assistant principal for that school year. (1997)

Editor's Note: § 22.1-297 is quoted as a legal reference at # 5-11 of this manual.

Adopted by School Board: January 6, 1981

PROFESSIONAL STAFF ASSIGNMENTS AND TRANSFERS

Principals and other supervisory personnel may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to their supervision.

Upon recommendation of the superintendent, the Lynchburg City School Board shall place all employees within the various schools and facilities located in the school division. The superintendent has the authority to assign such employees to their respective positions within the school or facility wherein they have been placed by the School Board.

The superintendent may also reassign any such employee for that school year to any school or facility within such division, provided no change or reassignment during a school year shall affect the salary of such employee for that school year. However, no one will be employed in or reassigned to a situation where a family member, as defined in Policy GCCB Employment of Family Members, is directly responsible for that employee's supervision.

Any employee seeking a transfer of assignment to another work location for the next school year must make a request in writing to the superintendent or the superintendent's designee, with copies to the current supervisor, not later than April 1. This type of request, if granted, will be considered a voluntary transfer. A change of assignment within an immediate work station is the responsibility of the immediate supervisor.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-293, 22.1-295, 22.1-297.

Cross Ref: GCCB Employment of Family Members

ADMINISTRATION

Probation and Reassignment P 3-43

Probationary terms of service for principals, assistant principals or supervisors and their reassignment to teaching positions shall be as mandated in the Code of Virginia, Title 22.1, Section 294 quoted as a legal reference to this policy.

Legal Reference:

Code of Va., § 22.1-294. Probationary terms of service for principals, assistant principals and supervisors; reassigning principal or supervisor to teaching position. --"A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve three years in such position in the same school division before acquiring continuing contract status as principal, assistant principal or supervisor. Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting a school board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the school board by April fifteenth of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the division superintendent, the division superintendent's designee or the school board. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the division superintendent, the division superintendent's designee or the school board. The school board, division superintendent or the division superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the school board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the division superintendent, his designee or the school board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause as defined in § 22.1-307 for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this section, 'supervisor' means a person who holds a supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education." (1992)

Adopted by School Board: January 6, 1981

Revised by School Board: November 2, 1982

PROFESSIONAL STAFF PROBATIONARY TERM
AND CONTINUING CONTRACT

Teachers

Probationary Term

A probationary term of service of five years in Lynchburg City School Division is required before a teacher is issued a continuing contract. Service under a local teacher license does not count towards satisfying this probationary requirement. A mentor teacher is provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the superintendent. Probationary teachers shall be evaluated at least annually in accordance with policy GCN Evaluation of Professional Staff. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the nonrenewal of such teacher's contract. If a probationary teacher's evaluation is not satisfactory, the School Board shall not reemploy the teacher.

In order to achieve continuing contract status, every teacher must successfully complete training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Lynchburg City School Board provides said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed two years, if made part of the contract.

If a teacher who has not achieved continuing contract status receives notice of re-employment, he must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of nonrenewal of the probationary contract must be given by the Board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his intention with respect to the recommendation.

Continuing Contract

Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice of noncontinuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of decrease in enrollment or abolition of particular subjects.

Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

As soon after June 15 as the school budget is approved by the appropriating body, the School Board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary.

Within two weeks of the approval of the school budget by the appropriating body, but no later than July 1, the School Board will notify any teacher who may be subject to a reduction in force due to a decrease in the School Board's budget as approved by the appropriating body.

Principals, Assistant Principals, and Supervisors

A person employed as a principal, assistant principal or supervisor, including a person who has previously achieved continuing contract status as a teacher, shall serve a probationary term of three years in such position in the same school division before acquiring continuing contract status as a principal, assistant principal or supervisor.

Continuing contract status acquired by a principal, assistant principal or supervisor shall not be construed (i) as prohibiting the School Board from reassigning such principal, assistant principal or supervisor to a teaching position if notice of reassignment is given by the School Board by June 15 of any year or (ii) as entitling any such principal, assistant principal or supervisor to the salary paid him as principal, assistant principal or supervisor in the case of any such reassignment to a teaching position. No such salary reduction and reassignment, however, shall be made without first providing such principal, assistant principal or supervisor with written notice of the reason for such reduction and reassignment and an opportunity to present his or her position at an informal meeting with the Superintendent, the Superintendent's designee or the School Board. Before recommending such reassignment, the Superintendent shall consider, among other things, the performance evaluations for such principal, assistant principal or supervisor. The principal, assistant principal or supervisor shall elect whether such meeting shall be with the Superintendent, the Superintendent's designee or the School Board. The School Board, Superintendent or Superintendent's designee shall determine what processes are to be followed at the meeting. The decision to reassign and reduce salary shall be at the sole discretion of the School Board.

The intent of this section is to provide an opportunity for a principal, assistant principal or supervisor to discuss the reasons for such salary reduction and reassignment with the superintendent, his designee or the School Board, and the provisions of this section are meant to be procedural only. Nothing contained herein shall be taken to require cause for the salary reduction and reassignment of a principal, assistant principal or supervisor.

As used in this policy, "Supervisor" means a person who holds an instructional supervisory position as specified in the regulations of the Board of Education and who is required to hold a license as prescribed by the Board of Education.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-294, 22.1-303, 22.1-304.

Cross Refs.:	GBM	Professional Staff Grievances
	GCA	Local Licenses for Teachers
	GCB	Professional Staff Contracts
	GCE	Part-Time and Substitute Professional Staff Employment
	GCN	Evaluation of Professional Staff
	GCPA	Reduction in Professional Staff Work Force
	GCPB	Resignation of Staff Members
	GCPD	Professional Staff Discipline
	GCPF	Suspension of Staff Members

ADMINISTRATION

Evaluation of Administrators and Supervisors P 3-44

The superintendent shall annually evaluate or cause the evaluation of each administrator's/supervisor's professional performance. The superintendent shall develop an evaluation system for all members of the administrative team utilizing performance-based criteria for such evaluation.

The superintendent shall recommend to the school board the compensation and work assignment for each administrator and supervisor. It will be the responsibility of the school board to act upon the recommendations set forth by the superintendent.

Legal Reference:

Code of Va., § 22.1-253.13:7. Standard 7. Policy manual.--. . . C. Each local school board shall maintain and follow an up-to-date policy manual which shall include, but not be limited to:

2. A cooperatively developed procedure for personnel evaluation appropriate to tasks performed by those being evaluated. . . ." (1992)

Adopted by School Board: January 6, 1981

Revised by School Board: July 2, 1991

EVALUATION OF PROFESSIONAL STAFF

Every employee of the Lynchburg City School Board staff will be evaluated on a regular basis at least as frequently as required by law.

The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The primary purposes of evaluation are:

- to optimize student learning and growth;
- to contribute to the successful achievement of the goals and objectives of the division's educational plan;
- to improve the quality of instruction by ensuring accountability for classroom performance and teacher effectiveness;
- to provide a basis for leadership improvement through productive performance appraisal and professional growth;
- to implement a performance evaluation system that promotes a positive working environment and continuous communication between the employee and the evaluator that promotes continuous professional growth, leadership effectiveness, improvement of overall job performance and improved student outcomes; and
- to promote self-growth, instructional effectiveness, and improvement of overall professional performance.

The procedures will be consistent with the performance objectives included in the Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers and the Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals. Evaluations shall include student academic progress as a significant component and an overall summative rating.

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

If a teacher's performance evaluation during the probationary period is not satisfactory, the School Board shall not reemploy the teacher.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-294, 22.1-295, 22.1-303, 22.1-253.13:5, 22.1-253.13:7 and 22.1-276.2.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers (Virginia Board of Education April 2011) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_teachers.pdf).

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals (Virginia Board of Education February 2012) (http://www.doe.virginia.gov/teaching/performance_evaluation/guidelines_ups_eval_criteria_principals.pdf).

Cross Ref.: CBG Evaluation of the Superintendent
 GCG Professional Staff Probationary Term and Continuing Contract

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ADMINISTRATION

Conventions, Meetings, and Institutes P 3-47A. Generally

The board will annually budget for the attendance of the administrative staff to such conventions, conferences, and institutes as are recommended by the superintendent in accordance with the following:

B. Superintendent

He may attend all conventions or meetings which may prove beneficial to him and the school division.

C. Other Personnel

Staff members may attend conferences and conventions after obtaining approval of the superintendent or his designee.

D. Expenses

Reimbursement of reasonable expenses will be made on the basis of submission of request listing costs incurred.

Adopted by School Board: June 5, 1973

Revised by School Board: September 17, 1974

EXPENSE REIMBURSEMENTS

The School Board encourages attendance and participation of school personnel in professional development activities in order to improve work skills and to maintain high morale.

Requests for reimbursement from School Board funds will be honored only for activities approved in advance by the superintendent or superintendent's designee and for which a statement of travel, with supporting documents, is submitted at the conclusion of the trip.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5, 22.1-296.

Cross Ref.: GCL Professional Staff Development

ADMINISTRATION

Staff Members as Consultants Outside the Division P 3-48

Staff members who are requested to work as consultants to other school divisions or educational institutions may be permitted to do so with the approval of the superintendent.

In general, the board subscribes to the principle that no employee of the board shall be paid twice for the same work period; therefore, the employee may use leave time with pay, leave without pay or such other leave as, in the judgment of the superintendent, is in line with this policy.

Adopted by School Board: June 5, 1973

Revised by School Board: September 17, 1974

NONSCHOOL EMPLOYMENT BY STAFF MEMBERS

Employees may, during the hours not required of them to fulfill their responsibilities to Lynchburg City School Board, engage in other employment as long as such employment does not detract from or interfere with their employment by Lynchburg City School Board.

An employee who is on leave from Lynchburg City School Board, in a paid or unpaid status, may not be employed by the School Board or any other employer in any capacity during the period of leave except with the prior written authorization of the superintendent.

The School Board does not endorse, support, or assume liability for any activity conducted by School Board employees in which division students or employees participate which is not sponsored by the School Board.

Adopted:

Legal Ref.: 29 C.F.R. 825.216(e).

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

Cross Refs.:	BBFA	School Board Members Conflict of Interest
	GAA	Staff Time Schedules
	GCBE	Family and Medical Leave
	GCBEA	Leave Without Pay
	GCBEB	Military Leave and Benefits
	GCQAB	Tutoring for Pay
	GCQB	Staff Research and Publishing

ADMINISTRATION

Professional Development P 3-49

The school division will carry out an on-going program of professional growth and development for administrative personnel. Needs will be assessed periodically and appropriate activities will be developed. Input from all division personnel, as well as from others, will be given serious consideration in designing professional development programs for administrators.

Legal Reference:

Code of Va., § 22.1-253.13:5. Standard 5. Training and professional development.--"D. Each local school board shall require . . . (ii) the division superintendent to participate annually in professional development activities at the local, state or national levels.

E. Each local school board shall provide (i) a program of professional development, as part of the relicensure process to assist teachers and principals in acquiring the skills needed to work with gifted students and handicapped students and to increase student achievement and (ii) a program of professional development in educational technology for all instructional personnel, and (iii) a program of professional development for administrative personnel designed to increase proficiency in instructional leadership and management." (1997)

Adopted by School Board: November 2, 1982

PROFESSIONAL STAFF DEVELOPMENT

The Lynchburg City School Board provides a program of high-quality professional development

- (i) in the use and documentation of performance standards and evaluation criteria based on student academic progress and skills for teachers and administrators to clarify roles and performance expectations and to facilitate the successful implementation of instructional programs that promote student achievement at the school and classroom levels;
- (ii) as part of the license renewal process, to assist teachers and principals in acquiring the skills needed to work with gifted students, students with disabilities, and students who have been identified as having limited English proficiency and to increase student achievement and expand the knowledge and skills students require to meet the standards for academic performance set by the Board of Education;
- (iii) in educational technology for all instructional personnel which is designed to facilitate integration of computer skills and related technology into the curricula,
- (iv) for administrative personnel designed to increase proficiency in instructional leadership and management, including training in the evaluation and documentation of teacher and administrator performance based on student academic progress and the skills and knowledge of such instructional or administrative personnel, and
- (v) designed to educate School Board employees about bullying and the need to create a bully-free environment.

In addition, the Board provides teachers and principals with high-quality professional development programs each year in

- (i) instructional content;
- (ii) the preparation of tests and other assessment measures;
- (iii) methods for assessing the progress of individual students, including Standards of Learning assessment materials or other criterion-referenced tests that match locally developed objectives;
- (iv) instruction and remediation techniques in English, mathematics, science and history and social science;
- (v) interpreting test data for instructional purposes;
- (vi) technology applications to implement the Standards of Learning; and
- (vii) effective classroom management.

All instructional personnel are required to participate each year in professional development programs.

The Board will annually review its professional development program for quality, effectiveness, participation by instructional personnel, and relevancy to the instructional needs of teachers and the academic achievement needs of the students in the school division.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:5.

8VAC 20-450-10.