



**SCHOOL BOARD OF THE CITY OF RICHMOND**  
**SCHOOL BOARD ROOM - 17TH FLOOR, CITY HALL**  
**301 NORTH NINTH STREET RICHMOND, VA 23219-1927 (804) 780-7716**

**SCHOOL BOARD WORK SESSION**  
**AGENDA**

**Monday, June 18, 2012**

**4:30 p.m. - 6:30 p.m.**

**Conference Room, 17<sup>th</sup> floor City Hall**

**MEMBERS**

THE HONORABLE:

DAWN C. PAGE  
DISTRICT 8  
CHAIR

MAURICE A. HENDERSON  
DISTRICT 5  
VICE CHAIR

KIMBERLY M. BRIDGES  
DISTRICT 1

KIMBERLY B. GRAY  
DISTRICT 2

NORMA H. MURDOCH-KITT  
DISTRICT 3

ADRIA A. GRAHAM SCOTT  
DISTRICT 4

CHANDRA H. SMITH  
DISTRICT 6

DONALD L. COLEMAN  
DISTRICT 7

EVETTE WILSON  
DISTRICT 9

**OFFICERS**

YVONNE W. BRANDON, Ed.D.  
SUPERINTENDENT

ANGELA C. LEWIS  
CLERK

ANGELA R. ANDERSON  
DEPUTY CLERK

PAUL A. HAWKINS  
AGENT

RONALD L. CAREY, Ed.D.  
DEPUTY AGENT

1. Call to order.
2. Roll call.
3. Receive the Human Resources Actions. (BSC #3) **(4:35 – 4:40)**
4. Receive the financial statement for May 2012 and Governmental Accounting Standards Board 54 Year-End Report (GASB). (BSC #3) **(4:40 – 4:50)**
5. Discuss next steps for rezoning. (BSC #3) **(4:50 – 5:30)**
6. Receive Article III of the Student Section of the Policy Manual. (BSC #s 2 & 3) **(5:30 – 5:45)**
7. **Closed Session.** Pursuant to Section 2.2-3711 (A)(1) of the Code of Virginia to consider the assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board, or for discussion, consideration, or interview of prospective candidates for employment. **(5:45 – 6:30)**
8. Recess.

*Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding should contact the Clerk of the School Board no later than three (3) business days prior to the meeting at (804) 780-7716. If you are hearing or speech impaired, please contact the agency by calling the Americans with Disabilities Act Office TTY line at 711 the Relay Center.*

**Angela C. Lewis**  
**Clerk**

*To view available School Board supporting agenda documents, please visit the School District calendar. Select the date and time of the meeting that you wish to view.*

**Richmond Public Schools  
School Board Meeting  
Agenda Item**

**Date:** June 18, 2012

**Agenda Item:** #4 Governmental Accounting Standards Board (GASB) 54 Year-End Report

**Agenda Description:** Year-End GASB 54 Report

**Presenter:** Angela Anderson

**Information:** Committed Fund Balance Estimates -Year-End GASB 54 Report

Richmond Public Schools adopted the requirements of Governmental Accounting Standards Board Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions" (GASB 54) in FY2011. The statement establishes fund balance classifications and provides a hierarchy of spending constraints. GASB 54 identifies five components of fund balance:

1. Nonspendable – warehouse inventory, trusts and prepaid items
2. Restricted – resources from grants and special revenue funds which have external restrictions imposed by external parties
3. Committed – requires formal action by the School Board that imposes constraints on the use of resources, and cannot be used for any other purpose unless the School Board removes or changes the specified use by formal action. Examples of committed resources include dedicated revenues and resources to be used for liquidation of encumbrances. Encumbrances represent amounts the school district has committed to pay for goods or services not received prior to the close of the fiscal year
4. Assigned – resources obligated for a specific purpose (e.g. nutrition service program, capital projects). Assigned fund balance also includes any portion of fund balance that will be incorporated into the subsequent year's budget
5. Unassigned – resources remaining after nonspendable, restricted, committed and assigned classification

Under GASB 54, the constraint for resources to be classified as *committed* must be formally in place prior to the close of the reporting period each fiscal year (June 30). GASB 54 allows for an estimate of committed resources to be approved and the actual amounts to be determined at year-end closing.

**Administration Recommendation:**

Per the requirements of GASB 54:

- The School Board approves the estimated FY2012 commitments as presented on Attachment A (encumbrances & programs)
- The School Board delegates authority to the Superintendent or Chief Operating Officer to make fund balance assignments of any remaining year-end amounts. Details of such activity will be presented to the School Board as part of the year-end audit reporting process; and
- The School Board's flow assumption within the restricted portion of fund balance among committed fund balance, assigned fund balance and unassigned fund balance is: committed resources are expended before assigned resources, and assigned resources are expended before unassigned resources.

**Fund Balance Commitments**

Encumbrances represent amounts the school district has committed to pay during FY2012 for goods or services not received prior to the end of the fiscal year. Invoices received after July 15 will be paid against these purchase orders.

**GASB-FY2012 Encumbrances**

<b>Functional Description</b>	<b>Estimated Amount 6/30/2012</b>	<b>Description of Commitment</b>
Instruction	1,200,000	Scholastic materials for students workbooks, consumables, charts, tablets kits, manuals, certificates, supplies Employee tuition Staff development materials Library resource materials & books
Admin, Attendance & Health	30,300	Computer equipment & software Books & periodicals Classroom management, rigor, teambuilding Contractual services-pre-employment Fingerprinting Drug screening Advertising Printing services Student Code of Conduct Health supplies
Pupil Transportation	1,145,000	Fuel Buses Other transportation fleet vehicles Bus maintenance & repairs contract Computer equipment & software
Operations & Maintenance	600,000	Capitalized leases - energy conservation Copier maintenance contract Building repair & maintenance contractual services Repair & maintenance supplies Vehicle commercial repair contract Fuel - maintenance services fleet vehicles Uniforms and supplies - Security Services Supplies - Warehouse Services
Technology	212,200	Student information systems project Active Directory/Exchange project Wiring & infrastructure improvements Computer equipment, software & peripherals
<b>Total Encumbrance Estimated Commitments 6/30/2012</b>	<b>3,187,500</b>	

**Fund Balance Commitments  
FY2012**

Fund balances pertaining to the self-supporting programs listed below will be used specifically for the purpose of the program that generated the revenue.

<b>Program Description</b>	<b>Estimated Amount 6/30/2012</b>	<b>Description of Commitment</b>
Driver's Education	209,000	Funds generated from student fees pertaining to the Driver Education program.
Employment Contracts	280,000	Funds generated from federal indirect cost recovery to pay contracted salaries and benefits.
Medicaid	700,000	Amounts generated from administrative and direct service billing. Proceeds are used to support special education programs
Nursing	38,000	Funds generated from fees and services provided for health services to be used for nursing services.
RTC Book Store	40,000	Funds generated from student fees to purchase books for Apprenticeship and evening programs at the Richmond Technical Center.
Unemployment	230,000	Amounts committed for self-insured unemployment fund obligation. Funds are retained in a liability account waiting to be paid to the state.
Workers' Compensation	850,000	Amounts committed for self-insured workers' compensation fund. Payments determined by a 3rd party account administrator based on approved claims.

UNAUDITED  
INTERIM FINANCIAL REPORT  
GENERAL FUND  
FOR THE MONTH OF  
**MAY 2012**



PRESENTED TO THE SCHOOL BOARD OF THE  
CITY OF RICHMOND, VIRGINIA

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**Richmond Public Schools**  
**Financial Report –For the Eleven Months Ending**  
**May 31, 2012**  
Unaudited

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**INDEX**

<u>Description</u>	<u>Page Number</u>
Financial Report Summary .....	2
Summary of General Fund Revenue .....	2
Summary of General Fund Expenditures .....	3
General Operating Budget Statement of Activity- May 2012 and YTD .....	4
Detail of General Fund Expenditures –FY2012 July 1, 2011 – May 31, 2012 .....	6
Fund Transfers & Other Uses – FY2012 YTD.....	7

**Richmond Public Schools  
General Operating Budget  
Financial Report Summary  
May 31, 2012**

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The Department of Budget and Financial Reporting respectfully presents this report on the financial performance of the Fiscal 2012 general operating fund budget of Richmond Public Schools. This summary presents an analysis of the overall financial performance of the general operating budget for the eleven months ending May 31, 2012. The YTD financial results presented are unaudited.

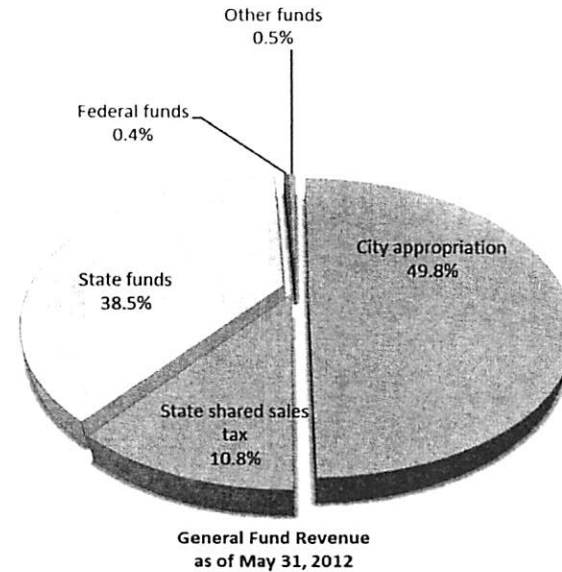
**GENERAL FUND FINANCIAL HIGHLIGHTS**

Year to date results on a budget basis for the eleven months ending May 31, 2012 (92% of the fiscal year) report general fund revenues (not including encumbrances carried forward) of \$186.3 million, represent 78.2% of budgeted revenues realized. Total general fund expenditures of \$202.8 million, represent 79.5% of the budget spent, and do not include amounts for summer pay (current estimate is approximately \$19 million for salaries and benefits) which will be accrued to the fund at year end.

**Summary of General Fund Revenue as of May 31, 2012**

**General Fund Revenue of \$197,269,331 received/earned by source:**

- City appropriation - \$92,817,594
- State shared sales tax appropriation - \$20,118,099
- State revenue - \$71,661,971
- Federal revenue - \$695,911
- Other revenue - \$974,678



**Richmond Public Schools  
General Operating Budget  
Financial Report Summary  
May 31, 2012**

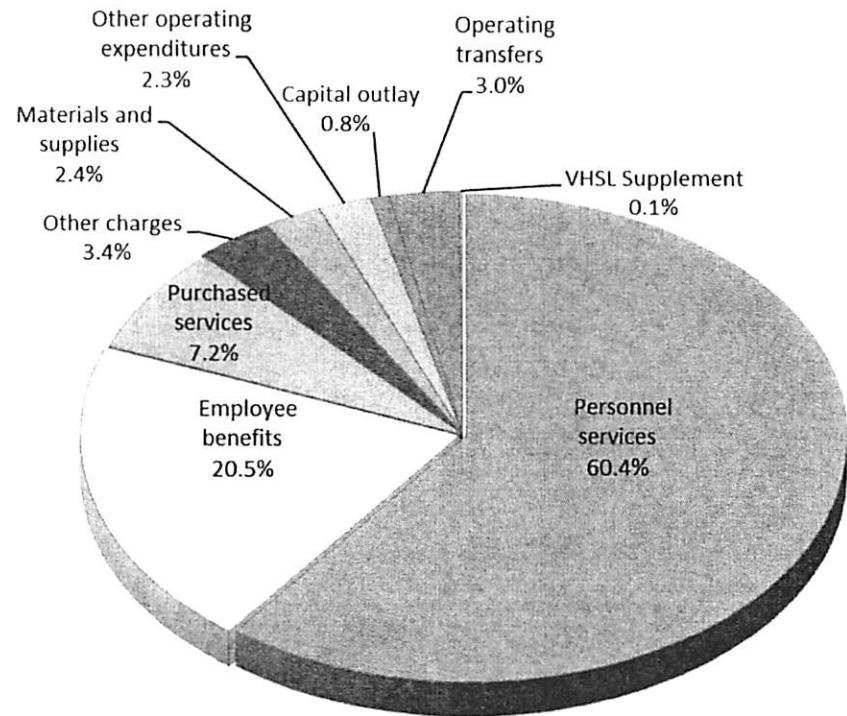
**Summary of General Fund Expenditures as of May 31, 2012**

**General Fund Expenditures of \$202,801,113 by function:**

- Instruction - \$148,884,477
- Administration, Attendance & Health - \$ 11,564,228
- Pupil Transportation - \$ 11,364,536
- Operations and Maintenance- \$ 24,903,921
- Facilities - \$ 75,431
- Fund transfers & other uses - \$ 6,008,520

**General Fund Expenditures of \$202,801,113 by object category:**

- Personnel services - \$ 122,480,596
- Employee benefits - \$ 41,517,295
- Purchased services - \$ 14,571,824
- Other charges - \$ 6,835,585
- Materials and supplies - \$ 4,952,227
- Other operating expenditures - \$ 4,568,874
- Capital outlay - \$ 1,610,127
- Operating transfers and other uses - \$ 6,008,520
- VHSL supplement - \$ 256,065



**General Fund Expenditures by Type  
as of May 31, 2012**



Richmond Public Schools  
Statement of Activity  
FY 2011-2012 Fund 100- General Operating Budget  
For the Eleven Months Ending May 2012  
Unaudited

	FY2012 Original Budget	FY2012 Current Budget	May Actual Revenue/ Expenditures	FY2012 YTD Revenue/ Expenditures	Budget Variance Favorable (Unfavorable)	% of Budget Received /Expended	FY2011 YTD Revenue/ Expenditures (revised)	Current YTD vs. Last YTD	Year to Year Actual % increase/ (decrease)
<b>Beginning Balance</b>									
Prior year fund balance re-appropriation	\$ 6,000,000	6,000,000	-	-	(6,000,000)	0.0%	-	-	0.0%
Prior year committed fund balance - encumbrances	-	6,050,872	-	6,050,872	-	100.0%	6,994,379	(943,507)	100.0%
Health care reserve *	4,900,000	4,900,000	-	4,950,205	50,205	101.0%	-	4,950,205	0.0%
<b>Total beginning balance</b>	<b>10,900,000</b>	<b>16,950,872</b>		<b>11,001,077</b>	<b>(5,949,795)</b>	<b>64.9%</b>	<b>6,994,379</b>	<b>4,006,698</b>	
<b>Revenue</b>									
City appropriation	123,756,791	123,756,791	-	92,817,594	(30,939,197)	75.0%	93,175,701	(358,107)	-0.4%
State shared sales tax	26,824,133	26,824,133	-	20,118,099	(6,706,034)	75.0%	18,672,810	1,445,289	7.7%
State funds	80,629,392	80,629,392	8,082,665	71,661,971	(8,967,421)	88.9%	78,910,044	(7,248,073)	-9.2%
Federal funds	6,154,500	6,154,500	42,354	695,911	(5,458,589)	11.3%	738,789	(42,878)	-5.8%
Tuition, fees, and other sources	792,500	815,500	95,596	974,678	159,178	119.5%	861,263	113,415	13.2%
<b>Total revenue</b>	<b>238,157,316</b>	<b>238,180,316</b>	<b>8,220,616</b>	<b>186,268,254</b>	<b>(51,912,062)</b>	<b>78.2%</b>	<b>192,358,607</b>	<b>(6,090,353)</b>	<b>-3.2%</b>
<b>Total available for expenditures</b>	<b>249,057,316</b>	<b>255,131,188</b>		<b>197,269,331</b>	<b>(57,861,857)</b>		<b>199,352,986</b>	<b>(2,083,655)</b>	
<b>Total expenditures</b>	<b>249,057,316</b>	<b>255,131,188</b>	<b>20,518,325</b>	<b>202,801,113</b>	<b>52,330,075</b>	<b>79.5%</b>	<b>198,572,383</b>	<b>4,228,730</b>	<b>2.1%</b>
<b>Revenues Over / (Under) Expenditures</b>	<b>\$ -</b>	<b>-</b>	<b>(20,518,325)</b>	<b>(5,531,782)</b>			<b>780,603</b>	<b>(6,312,385)</b>	
<b>Expenditures - by Function</b>									
Instruction	\$ 189,486,088	192,733,618	15,430,848	148,884,477	43,849,141	77.2%	142,973,286	5,911,191	4.1%
Admin and Attendance and Health	13,171,443	13,247,166	1,145,064	11,564,228	1,682,939	87.3%	13,420,417	(1,856,189)	-13.8%
Pupil Transportation	10,062,632	12,032,459	1,360,260	11,364,536	667,923	94.4%	9,915,565	1,448,971	14.6%
Operations & Maintenance	28,026,934	28,807,725	2,146,229	24,903,921	3,903,804	86.4%	25,628,230	(724,309)	-2.8%
Facilities	78,095	78,095	6,804	75,431	2,664	96.6%	69,855	5,576	8.0%
Fund Transfers & Other Uses	8,232,124	8,232,124	429,120	6,008,520	2,223,604	73.0%	6,565,031	(556,511)	-8.5%
<b>Total expenditures by function</b>	<b>249,057,316</b>	<b>255,131,188</b>	<b>20,518,325</b>	<b>202,801,113</b>	<b>52,330,074</b>	<b>79.5%</b>	<b>198,572,383</b>	<b>4,228,729</b>	<b>2.1%</b>
<b>Expenditures - by Type</b>									
Personnel services	147,927,999	147,932,999	12,786,098	122,480,596	25,452,403	82.8%	120,474,814	2,005,782	1.7%
Employee benefits	57,541,966	57,541,966	4,271,256	41,517,295	16,024,671	72.2%	41,317,026	200,269	0.5%
Purchased services	15,650,129	18,144,144	1,385,926	14,571,824	3,572,321	80.3%	10,897,157	3,674,667	33.7%
Other charges	7,523,361	7,774,772	549,820	6,835,585	939,187	87.9%	7,382,877	(547,292)	-7.4%
Materials and supplies	5,712,382	6,216,223	417,547	4,952,227	1,263,996	79.7%	5,661,888	(709,661)	-12.5%
Other operating expenditures	4,752,021	6,320,544	622,827	4,568,874	1,751,670	72.3%	3,798,112	770,762	20.3%
Capital outlay	1,461,413	2,709,788	28,539	1,610,127	1,099,661	59.4%	2,257,536	(647,409)	-28.7%
Operating transfers & Other uses	8,232,124	8,232,124	429,120	6,008,520	2,223,604	73.0%	6,565,031	(556,511)	-8.5%
VHSL Supplement	255,921	258,628	27,192	256,065	2,563	99.0%	217,941	38,124	17.5%
<b>Total expenditures by type</b>	<b>\$ 249,057,316</b>	<b>255,131,188</b>	<b>20,518,325</b>	<b>202,801,113</b>	<b>52,330,074</b>	<b>79.5%</b>	<b>198,572,383</b>	<b>4,228,729</b>	<b>2.1%</b>

\* Healthcare reserve excess amount of \$50,205 is credited towards the total healthcare program activity in the existing fiscal year

Year to Year actual variances >= 5% are explained on the following page

**Year to Year actual variances >= 5%**

**Variances by Function**

Administration, Attendance & Health - down by -13.8% - pending posting entry to expense employer share of retiree health care; estimate (based on average monthly) as of May 2012 is \$2.5 million.

Transportation - up by 14.6% -- primarily related in year over year increase in fuel as of May 2012 of approximately \$418,000 and the expenditure for new school buses of \$696,000, and \$188,000 for purchase of 11 replacement vehicles charged to function 3700.

Note: expenditures for replacement buses, vehicles and equipment valued at \$5,000 or greater will be capitalized at year end as part of the financial statement audit.

Facilities - up 8% -- personnel increase related to the additional duty supplement for the Construction Inspector.

Fund Transfers & Other Uses - down by -8.5% -- primarily related to timing of general fund transfer to summer school accounts, to be posted in June 2012.

**Variances by Type**

Purchased services - up by 33.7% -- \$1.9 million primarily related to increase over last year for contracted behavioral and related therapy services; and tuition payments for regional programs for FY12 paid in FY12 (MSIC \$648 thousand and MWGS \$1.4 million)

Other charges - down by -7.4% -- majority of net decrease in utilities category (approximately -\$804,000 net for the utilities category including electricity, natural gas, water/sewage and refuse).

Materials and supplies - down -14.5% --ytd decrease in instructional supplies of approximately -\$593,000 over last year to date, library books/periodicals, audio visual supplies and computer software supplies -\$204,000.

Other operating expenditures - up by 20.3% -- Majority of the increase is related to bus fuel, up by approximately \$418,000 and vehicle fuel up by approximately \$45,000 ytd. Additionally, commercial repairs up by \$191,000 ytd over last ytd.

Capital outlay - down by -28.7% -- category includes increase in ytd expenditures for replacement buses of \$696,000 and vehicles of \$188,000 offset by ytd decreases in expenditures for additional and replacement communication and computer equipment and software systems of approximately -\$959,000; and replacement office and machinery equipment of approximately -\$153,000. Additionally, -\$504,178 of the net decrease in capital outlay over last year is related to payoff of the bus capital lease in FY11.

Operating transfers & Other uses -- down by -8.5% - as noted above under the Fund Transfers & Other Uses function.

VHSL Supplement- up by 17.5% -- increase not related to increase in spending(2012 budget is less than 2011 budgeted amount); increase is related to spend rate compared to last year to date. Spend rate is based on the timing of when request for supplements are made by the schools.

Richmond Public Schools  
 Statement of Activity  
 FY 2010-2011 Fund 100- General Operating Budget Detail  
 For the Eleven Months Ending May 2012  
 Unaudited

	FY2012 Original Budget	FY2012 Current Budget	May Expenditures	April Expenditures	March Expenditures	February Expenditures	January Expenditures	December Expenditures	November Expenditures	October Expenditures	September Expenditures	August Expenditures	July Expenditures
<b>Expenditure Detail - by Type</b>													
Personnel services - salaries and wages	\$ 147,927,999	147,932,999	12,786,098	12,520,457	12,633,208	12,996,200	12,827,555	12,302,944	12,844,019	12,224,538	12,225,870	13,147,993	(4,028,286)
Employee benefits	57,541,966	57,541,966	4,271,256	4,234,145	4,298,273	4,342,539	4,223,459	4,225,095	5,229,939	4,268,266	4,177,867	3,028,543	(782,087)
Purchased services:													
Service contracts	2,016,869	3,185,958	155,663	109,337	219,955	128,516	161,668	101,404	230,023	36,989	139,145	84,092	105,815
Professional services	1,961,233	2,139,581	170,212	160,427	270,167	250,614	246,430	377,013	263,456	155,683	43,609	77,542	41,170
Tuition	5,934,582	6,470,234	659,150	278,540	262,850	630,343	524,718	121,823	386,591	235,789	113,779	2,285,441	8,131
Temporary services	226,550	262,972	7,388	13,679	18,229	18,095	16,303	15,866	13,836	15,908	19,016	10,594	11,513
Nonprofessional services	3,695,533	4,156,660	305,603	452,506	230,629	710,224	565,503	74,123	583,201	423,840	190,652	251,020	59,101
Repairs and maintenance	1,815,362	1,928,740	87,910	57,342	109,918	107,879	143,434	114,859	266,238	71,384	271,014	229,245	69,689
Total purchased services	15,650,129	18,144,144	1,385,926	1,071,831	1,111,748	1,845,671	1,658,056	805,088	1,743,345	939,592	777,215	2,937,934	295,418
Other charges:													
Advertising	95,075	101,134	4,881	10,619	2,751	2,244	19,080	3,443	1,108	17,982	2,766	1,569	-
Student transportation	660,421	668,553	130,766	146,216	2,987	85,024	73,798	108,918	121,937	66,539	33,057	8,331	4,719
Expense recovery	(3,900,000)	(3,900,000)	(229,118)	(177,979)	(152,844)	(241,779)	(213,064)	(179,996)	(238,849)	(562,078)	(238,469)	(145,034)	(117,664)
Insurance	2,091,682	2,091,682	21,849	1,323	62,340	21,935	(2,499)	43,628	48,200	49,893	82,980	(65)	497,470
Utilities	6,685,000	6,887,021	562,103	335,533	641,247	673,089	603,041	755,479	412,611	461,665	623,642	284,591	430,813
Communications	1,522,203	1,557,313	33,445	69,910	75,927	101,207	327,382	92,177	110,971	179,249	115,135	132,473	247,416
Rentals	368,980	369,069	25,894	25,201	20,930	34,420	23,058	24,554	126,899	21,500	34,228	21,746	29,132
Total other charges	7,523,361	7,774,772	549,820	410,823	653,338	676,140	830,796	848,203	582,877	234,750	653,339	303,611	1,091,887
Materials and supplies:													
Supplies	4,642,768	4,935,030	354,629	283,412	367,034	410,585	628,214	183,310	336,384	354,712	420,452	381,314	180,437
Printing and binding	175,879	181,322	37,979	(11,321)	4,342	1,659	18,726	3,477	2,216	49,230	17,696	3,513	3,650
Books and periodicals	294,319	308,801	9,381	11,821	74,182	25,415	28,831	34,230	36,434	11,105	7,129	2,384	-
Textbooks	501,500	654,151	-	38	2,607	15,961	11,763	22,710	64,138	62,834	142,320	205,799	-
Other	97,916	113,919	15,558	15,211	12,463	13,213	11,846	13,199	18,632	9,672	7,146	7,464	27,093
Total materials and supplies	5,712,382	6,193,223	417,547	299,161	460,628	466,833	699,380	256,926	457,804	487,553	594,743	600,474	211,180
Other operating expenditures:													
Staff development	458,675	474,068	36,464	16,390	21,656	29,160	38,203	51,265	13,135	37,841	61,293	40,847	9,639
Dues and fees	225,303	232,728	1,101	25,041	650	1,295	733	17,405	2,745	12,691	(3,346)	7,348	35
Travel	238,136	239,920	12,799	24,525	14,899	16,177	11,046	16,588	46,976	8,890	8,036	2,998	7,448
Commencement	53,736	53,736	6,008	(404)	(80)	(80)	3,173	(40)	(90)	(54)	(41)	584	(58)
Awards	33,990	35,149	3,857	1,370	4,136	321	1,866	2,958	1,059	334	1,119	4,471	(350)
Claims and judgements	45,000	45,000	-	-	-	-	-	-	-	-	-	-	-
Garage services	2,410,981	3,772,803	473,624	82,051	510,791	128,520	760,182	384	291,523	5,509	75,843	35,838	172,186
Warehouse services	1,200,000	1,238,504	83,352	87,257	103,287	121,507	123,887	102,862	136,440	115,669	90,629	113,845	118,916
Other	86,200	251,637	5,622	17,674	3,395	2,200	22,005	13,150	4,606	77,224	61,556	5,300	307
Total other operating expenditures	4,752,021	6,343,544	622,827	253,904	658,734	299,100	961,095	204,572	496,394	257,804	295,089	211,231	308,122
Capital outlay:													
Land & Building Improvements	1,500	1,525	-	-	-	-	-	-	114	11	-	-	25
Equipment additions	968,905	1,296,361	5,006	11,765	11,993	32,515	4,752	11,595	28,715	170,647	178,398	(46,018)	106,498
Equipment replacement	491,008	1,411,902	23,533	26,704	50,349	136,747	2,103	4,638	534,227	97,378	182,384	36,017	31
Total capital outlay	1,461,413	2,709,788	28,539	38,469	62,342	169,262	6,855	16,233	563,056	268,036	360,782	(10,001)	106,554
Operating Transfers & Other Uses:													
Operating transfers out	7,732,124	7,732,124	387,809	701,762	439,722	387,810	1,306,683	387,809	387,809	1,411,742	103,290	-	-
Debt Service-Capital leases	500,000	500,000	41,311	41,311	41,311	82,623	-	82,622	80,972	-	82,622	-	41,311
Total operating transfers & other uses	8,232,124	8,232,124	429,120	743,073	481,033	470,433	1,306,683	470,431	468,781	1,411,742	185,912	-	41,311
VHSL Supplement	255,921	258,628	27,192	13,989	11,818	6,393	17,068	12,830	19,725	66,174	5,800	35,000	40,077
<b>Total expenditures</b>	<b>\$ 249,057,316</b>	<b>255,131,188</b>	<b>20,518,325</b>	<b>19,585,852</b>	<b>20,371,122</b>	<b>21,272,571</b>	<b>22,530,947</b>	<b>19,142,322</b>	<b>22,405,940</b>	<b>20,158,454</b>	<b>19,276,617</b>	<b>20,254,785</b>	<b>(2,715,823)</b>

Richmond Public Schools  
**Fund Transfers & Other Uses**  
**FY 2011-2012 Fund 100- General Operating Budget**  
For the Eleven Months Ending May 2012  
Unaudited

	FY2012 Original Budget	FY2012 Current Budget	FY2012 YTD Actual	Budget Balance
<b><u>TRANSFERS TO SPECIAL REVENUE* &amp; OTHER FUNDS</u></b>				
Adult Education	\$526,000	\$526,000	377,446	148,554
Federal Work Study Program	30,000	30,000	-	30,000
Early Reading Initiative	283,970	283,970	324,538	(40,568)
Enhancing Education through Technology	3,500	3,500	3,500	-
Head Start	690,000	690,000	404,263	285,737
J. Sarg. Reynolds Dual Enrollment	75,000	75,000	-	75,000
Mentor Teacher Program	35,500	35,500	35,500	-
St. Joseph's Villa	115,000	115,000	103,290	11,710
Title I	15,000	15,000	-	15,000
Truancy/Drug Free Schools	-	-	-	-
VA Commission for the Arts	35,000	35,000	-	35,000
Partners in the Arts	-	-	-	-
Summer School	892,500	892,500	-	892,500
Community Education Partnership **	4,897,039	4,897,039	4,265,899	631,140
Arthur Ashe Center	25,000	25,000	-	25,000
RTC Print Shop	54,100	54,100	-	54,100
Copy Center	54,515	54,515	-	54,515
<b>TOTAL TRANSFERS OUT</b>	<b>\$7,732,124</b>	<b>7,732,124</b>	<b>5,514,436</b>	<b>2,217,688</b>
<b><u>DEBT SERVICE</u></b>				
Capital One Public Funding LLC - Energy Performance Program	500,000	500,000	494,084	5,916
<b>TOTAL FUND TRANSFERS OUT &amp; OTHER USES</b>	<b>\$8,232,124</b>	<b>\$8,232,124</b>	<b>\$6,008,520</b>	<b>\$2,223,604</b>

**Notes:**

\*Transfers to Special Revenue funds are primarily the local cash match required for projects funded from grants.

\*\* CEP transfer updated to reflect eleven months (July -May) of payments.

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.1      STUDENT CONDUCT</b></p> <p><b>Student Rights</b></p> <p>Every student has the right to be educated in a safe, respectful and inviting environment and a responsibility not to deny this right to any other student. The school shall protect the rights of students to attend school and participate in all activities of the school. <i>It is the responsibility of the School Board of the City of Richmond and the administration to issue regulations establishing rules of conduct from student behavior in order to protect the health, safety and welfare of its students.</i> It is imperative that each student exercise responsible conduct in accordance with the rules and regulations that have been established by Richmond Public Schools.</p> <p><b>General Conduct</b></p> <p>Students are expected to maintain positive conduct that is consistent with the following Guiding Principles, including, but not limited to:</p> <ol style="list-style-type: none"> <li>1.     Respect;</li> <li>2.     Responsibility;</li> <li>3.     Appreciation of differences;</li> <li>4.     Honesty;</li> <li>5.     Safety; and</li> <li>6.     Lifelong learning.</li> </ol> <p>To that end, each school is expected to develop and implement a school-wide Positive Behavior Support and Discipline Plan. The plan will be aligned with the Richmond Public Schools <i>Standards of Student Conduct</i>.</p> <p>Within the plan, conduct issues are to be addressed by implementing proactive strategies to provide positive behavior support. These include defining and teaching behavioral expectations, acknowledging and reinforcing appropriate behavior, developing a continuum of responses for problem</p>	<p>8.12    <u>Pupil Conduct</u></p> <p>Every pupil has the right to be educated in a safe, respectful and inviting environment and a responsibility not to deny this right to any other pupil. The school shall protect the rights of pupils to attend school and participate in all activities of the school. Therefore, it is imperative that each pupil exercise responsible conduct in accordance with the rules and regulations that have been established by Richmond Public Schools.</p> <p><b>A.      General Conduct</b></p> <p>Pupils are expected to maintain positive conduct that is consistent with the following Guiding Principles, including, but not limited to:</p> <ul style="list-style-type: none"> <li>•      Respect;</li> <li>•      Responsibility;</li> <li>•      Appreciation of differences;</li> <li>•      Honesty;</li> <li>•      Safety; and</li> <li>•      Lifelong learning.</li> </ul> <p>To that end, each school is expected to develop and implement a school-wide positive behavior support and discipline plan. The plan will be aligned with the Richmond Public Schools <i>Standards of Student Conduct</i>.</p> <p>Within the plan, conduct issues are to be addressed by implementing proactive strategies to provide positive behavior support. These include defining and teaching behavioral expectations, acknowledging and</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<p>behavior and reviewing and analyzing discipline data to evaluate the effectiveness of the plan. When a student ceases to maintain acceptable conduct, the school shall make every effort to support the student in developing improved behavior through conferences and close contact with the student's parent or guardian, and through the use of all available school and community resources.</p> <p style="text-align: center;"><b>Profane or Obscene Language or Conduct</b></p> <p>Richmond Public Schools' <i>Standards of Student Conduct</i> shall prohibit profane or obscene language or conduct.</p> <p style="text-align: center;"><b>Enforcement of the Standards of Student Conduct</b></p> <p><i>The division superintendent shall issue Standards of Student Conduct and a list of possible corrective actions for violations of the Standards of Student Conduct. The Standards of Student Conduct are designed to define the basic rules and major expectations of students.</i></p> <p>Building administrators are responsible for ensuring that all students, staff members, and parents or guardians are provided the opportunity to become familiar with this policy. Every employee of Richmond Public Schools shall enforce the <i>Standards of Student Conduct</i> and shall report all known violations to the appropriate building administrator. All building administrators shall discipline students in a fair and consistent manner that is in accordance with the <i>Standards of Student Conduct</i>. Any employee found to be in violation of this policy shall be subject to discipline, up to and including dismissal.</p>	<p>reinforcing appropriate behavior, developing a continuum of responses for problem behavior and reviewing and analyzing discipline data to evaluate the effectiveness of the plan. When a pupil ceases to maintain acceptable conduct, the school shall make every effort to support the pupil in developing improved behavior through conferences and close contact with the pupil's parent or guardian and through the use of all available school and community resources.</p> <p><b>B. Profane or Obscene Language or Conduct</b></p> <p>Richmond Public Schools' <i>Standards of Student Conduct</i> shall prohibit profane or obscene language or conduct.</p> <p><b>C. Enforcement of the Standards of Student Conduct</b></p> <p>The <i>Standards of Student Conduct</i> are designed to define the basic rules and major expectations of pupils. It is the responsibility of the School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for pupil behavior in order to protect the health, safety and welfare of its pupils.</p> <p>Building administrators are responsible for ensuring that all pupils, staff members, and parents or guardians are provided the opportunity to become familiar with this policy. Every employee of Richmond Public Schools shall enforce the <i>Standards of Student Conduct</i> and shall report all known violations to the appropriate building administrator. All building administrators shall discipline pupils in a fair and consistent manner that is in accordance with the <i>Standards of Student Conduct</i>. Any employee found to be in violation of this policy shall be subject to discipline, up to and including dismissal.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
<p>Language regarding the issuance of rules of conduct was moved from current Section (C) to proposed Students Rights Section. Sentence added to identify the School Board and division superintendent as parties responsible for the issuance of Standards of Student Conduct.</p>	<p>Sentence moved to increase clarity. Sentence added to set forth School Board's expectation.</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<b>Applicable Law:</b> Code of Virginia, 1950 as amended, §§22.1-279.3 and 22.1-279.6	None
PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.2 ACCEPTABLE COMPUTER SYSTEM USE</b></p> <p><i>The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term “computer system” includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape decks, servers, mainframe and personal computers, the internet and other internal or external networks.</i></p> <p><i>All use of the school division’s computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user’s account, may be monitored or read by school officials.</i></p> <p><i>The division superintendent shall establish administrative procedures, for the School Board’s approval, containing the appropriate uses, ethics and protocol for the computer system.</i></p> <p><i>The procedures shall include:</i></p> <ol style="list-style-type: none"> <li><i>1. A prohibition against use by division employees and students of the division’s computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;</i></li> <li><i>2. Provisions, including the selection and operation of a technology protection measure for the division’s computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to</i> <ol style="list-style-type: none"> <li><i>(a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;</i></li> <li><i>(b) obscenity as defined by Va. Code § 18.2-372 or 18</i></li> </ol> </li> </ol>	<p><b>No current policy.</b></p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

- U.S.C. § 1460; and*
- (c) *material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;*
3. *Provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;*
  4. *Provisions establishing that the online activities of minors will be monitored;*
  5. *Provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;*
  6. *Provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;*
  7. *Provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and*
  8. *A component of Internet safety for students that is integrated in the division's instructional program.*

*Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the school division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The school division's computer system is not a public forum.*

*Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, before using the school division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.*



**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<p><i>The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.</i></p> <p><i>The School Board will review, amend if necessary, and approve this policy every two years.</i></p>	
<b>Change(s)</b>	<b>Reason(s)</b>
New policy language.	New policy on acceptable computer system use added to set forth School Board's expectation for students.
<b>Applicable Law:</b> 18 U.S.C. §§ 1460, 2256; 47 U.S.C. § 254; Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.	<b>No current policy.</b>
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<p><b>POLICY 8-3.3 BULLYING AND OTHER THREATENING BEHAVIOR</b></p> <p>Bullying is defined as direct behaviors, such as teasing, taunting, threatening, hitting and stealing, that are initiated by one (1) or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. <i>Bullying may also be initiated by the use any electronic communication technology including computer systems, telephones, pagers, or instant messaging systems.</i></p> <p>All students have the right to be educated in an atmosphere that is free from fear, intimidation and harassment. Bullying, teasing, hazing, or other acts</p>	<p>8.57 <u>Bullying and Other Threatening Behavior</u></p> <p>Bullying is defined as direct behaviors, such as teasing, taunting, threatening, hitting and stealing, that are initiated by 1 or more pupils against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.</p> <p>All pupils have the right to be educated in an atmosphere that is free from fear, intimidation and harassment. Bullying, teasing, hazing, or other acts of intimidation can have long-term negative effects on the emotional and educational well being of pupils and are therefore prohibited. Such prohibited conduct includes (in addition to those bullying behaviors</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<p>of intimidation, <i>in any form</i>, can have long-term negative effects on the emotional and educational well being of students and are therefore prohibited. Such prohibited conduct includes (in addition to those bullying behaviors described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily injury or use of force directed toward another person for any reason.</p> <p>The consequences for incidents of bullying shall be consistent with those for assault and battery, as described in the <i>Standards of Student Conduct</i>.</p>	<p>described above), but is not limited to, any verbal, written, electronic, physical or mental teasing, or threat of bodily injury or use of force directed toward another person for any reason.</p> <p>The consequences for incidents of bullying shall be consistent with those for assault and battery, as described in the <i>Standards of Student Conduct</i>.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
Language added regarding various methods by which bullying may be initiated.	New language sets forth clear statement that prohibited conduct will not be accepted in any form.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, §22.1-78	None
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<p><b>POLICY 8-3.4 DESTRUCTION OR DEFACEMENT OF SCHOOL PROPERTY</b></p> <p>When a student has damaged, destroyed, or defaced any school property, including, but not limited to, textbooks, calculators, uniforms, computers, lockers, and any and all other school issued items, the student or his/her parent or guardian shall be required to pay the amount lost thereby in addition to any disciplinary action taken against the student as a result of the damage, destruction or defacement. The principal shall secure estimates to determine the cost of repairs or replacement so that the property is restored to its previous condition and so inform the Office of the Superintendent.</p> <p>The School Board may institute an action and recover from the parents or either of them of any minor living with such parents or either of them for damages suffered by reason of the willful or malicious destruction of, or damage to, school property by such minor. No more than \$2,500.00 may be recovered from such parents or either of them as a result of any incident or occurrence on which such action is based.</p>	<p>8.17 <u>Destruction or Defacement of School Property</u></p> <p>When a pupil has damaged, destroyed, or defaced any school property, including, but not limited to, textbooks, calculators, uniforms, computers, lockers, and any and all other school issued items, the pupil or his/her parent or guardian shall be required to pay the amount lost thereby in addition to any disciplinary action taken against the pupil as a result of the damage, destruction or defacement. The principal shall secure estimates to determine the cost of repairs or replacement so that the property is restored to its previous condition and so inform the Office of the Superintendent.</p> <p>The School Board may institute an action and recover from the parents or either of them of any minor living with such parents or either of them for damages suffered by reason of the willful or malicious destruction of, or damage to, school property by such minor. No more than \$2,500.00 may be recovered from such parents or either of them as a result of any incident or occurrence on which such action is based.</p>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

Change(s)	Reason(s)
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950, as amended, §§ 8.01-43, 18.2-138, 22.1-280.4	Code of Virginia, 1950, as amended, §§ 8.01-43, 18.2-138, 22.1-280.4
<b>PROPOSED POLICY</b>	
<b>POLICY 8-3.5 EXCHANGING GIFTS</b>	<b>CURRENT POLICY</b>
<p>Exchange of gifts between individual students and teachers or other staff personnel is to be discouraged. Extreme discretion should be used by teachers, however, to avoid instances where a charitable spirit may be damaged or where a student's feelings may be hurt.</p>	<p>8.28 <u>Exchanging Gifts</u></p> <p>Exchange of gifts between individual pupils and teachers or other staff personnel is to be discouraged. Extreme discretion should be used by teachers, however, to avoid instances where a charitable spirit may be damaged or where a pupil's feelings may be hurt.</p>
Change(s)	Reason(s)
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, §22.1-78	None
<b>PROPOSED POLICY</b>	
<b>POLICY 8-3.6 STUDENT USE OF MOTOR VEHICLES AND PARKING</b>	<b>CURRENT POLICY</b>
<p>Student use of private motor vehicles for transportation to and from school is discouraged by the School Board of the City of Richmond. School bus transportation is provided for all students who live beyond a reasonable walking distance or who must walk over a dangerous route to school.</p> <p>Parking facilities are provided at all high schools as a convenience to those students who must drive to school. Parking on school grounds is a privilege that may be granted by principals to students. <i>The division superintendent is directed to develop regulations to assist principals in enforcing this policy. The regulations should include a method to register such vehicles and monitor student use of vehicles while on school grounds.</i></p>	<p>8.44 <u>Student Use of Motor Vehicles and Parking</u></p> <p>Student use of private motor vehicles for transportation to and from school is discouraged by the school board. School bus transportation is provided for all students who live beyond a reasonable walking distance or who must walk over a dangerous route to school.</p> <p>Parking facilities are provided at all high schools as a convenience to those students who must drive to school. Parking on school grounds is a privilege that may be granted by principals to students who meet the following conditions:</p> <ol style="list-style-type: none"> <li>1. The student must file a written statement of his or her need to drive a private vehicle to school with the principal and</li> </ol>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<p>Principals may revoke the parking privileges of any student who does not comply with the supporting regulations. <i>Student-operated vehicles are subject to be searched pursuant to Policy 8-3.9.</i></p>	<p>must agree to notify the principal promptly of any change in the conditions that establish this need.</p> <ol style="list-style-type: none"> <li>2. The student must register any vehicle driven to school in the school office and must purchase a school parking permit for each vehicle each year.</li> <li>3. The parking permit must be displayed on the left front bumper of the vehicle for which it was issued.</li> <li>4. Upon arriving at school, the student must drive directly to the designated area for student parking, park the car and proceed promptly to the school building. Students may not sit in parked cars or linger in the parking area before, during or after school.</li> <li>5. Once on school grounds, the student will not be permitted to leave until school is dismissed, unless permission has been obtained from the school administration.</li> <li>6. The student will obey traffic laws and school regulations and observe normal safety precautions at all times.</li> </ol> <p>Principals are empowered to enforce this policy and may revoke the parking privileges of any student who does not comply with these regulations.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
<p>Specific conditions removed from proposed policy. Language added directing the development of regulations for student use of motor vehicles and parking. Language added referencing the Search and Seizure Policy.</p>	<p>New language will allow administration to draft updated guidelines that are applicable to current trend of student use of vehicles on school grounds.</p>
<p><b>Applicable Law:</b> Code of Virginia, 1950 as amended, §22.1-78</p>	<p>None</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.7 REMOVAL OF STUDENTS FROM CLASS</b></p> <p>A teacher shall have the initial authority to remove a student from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.</p> <p>The School Board of the City of Richmond shall establish, within the regulations governing student conduct the following:</p> <ol style="list-style-type: none"> <li>1. Criteria for the removal of a student from class;</li> <li>2. Requirements for incident reports of disruptive behavior to school administrators and any other documentation to support such removal from class;</li> <li>3. Procedures for the written notification to a student and his/her parent or guardian of any incident report and its contents and for the opportunity to meet with the teacher and school administrators to discuss the student's behavior and the possible consequences if such behavior does not cease;</li> <li>4. Guidelines for the alternative assignment and instruction of such student and for the duration of such removal; and</li> <li>5. Procedures for the return of the student to class, for teacher participation in any decision by the principal to return a student to the class from which he/she has been removed, and for the resolution of any disagreements between such principal and teacher regarding such return.</li> </ol> <p>The principal shall ensure that a student removed from class under this policy continues to receive an education in accordance with school board policies.</p> <p>Application of this policy to a student with a disability shall be consistent with federal and state laws and regulations as well as school board policy regarding students with disabilities.</p>	<p>8.52 <u>Removal of Students from Class</u></p> <p>A teacher shall have the initial authority to remove a pupil from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing pupil conduct that interrupts or obstructs the learning environment.</p> <p>The School Board shall establish, within the regulations governing pupil conduct the following:</p> <ol style="list-style-type: none"> <li>1. Criteria for the removal of a pupil from class;</li> <li>2. Requirements for incident reports of disruptive behavior to school administrators and any other documentation to support such removal from class;</li> <li>3. Procedures for the written notification to a pupil and his/her parent or guardian of any incident report and its contents and for the opportunity to meet with the teacher and school administrators to discuss the pupil's behavior and the possible consequences if such behavior does not cease;</li> <li>4. Guidelines for the alternative assignment and instruction of such pupil and for the duration of such removal; and</li> <li>5. Procedures for the return of the pupil to class, for teacher participation in any decision by the principal to return a pupil to the class from which he/she has been removed, and for the resolution of any disagreements between such principal and teacher regarding such return.</li> </ol> <p>The principal shall ensure that a pupil removed from class under this policy continues to receive an education in accordance with school board policies.</p> <p>Application of this policy to a pupil with a disability shall be consistent with federal and state laws and regulations as well as school board policy regarding pupils with disabilities.</p>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

<p>Teachers are expected to use a variety of classroom management strategies that encourage and reward appropriate behavior and to develop individual behavior intervention plans to address chronic behavior problems. The school division may provide ongoing support and professional development opportunities in these areas. Any teacher whose evaluation indicates deficiencies in the management of student conduct may be required by the division superintendent or his/her designee to attend professional development activities designed to improve classroom management and disciplinary skills.</p> <p>This policy does not limit or restrict the ability of School Board employees to apply other polices, regulations or laws for maintaining order in the classroom.</p>	<p>Teachers are expected to use a variety of classroom management strategies that encourage and reward appropriate behavior and to develop individual behavior intervention plans to address chronic behavior problems. The school division may provide ongoing support and professional development opportunities in these areas. Any teacher whose evaluation indicates deficiencies in the management of pupil conduct may be required by the division superintendent or his/her designee to attend professional development activities designed to improve classroom management and disciplinary skills.</p> <p>This policy does not limit or restrict the ability of School Board employees to apply other polices, regulations or laws for maintaining order in the classroom.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950, as amended, § 22.1-276.2	Code of Virginia, 1950, as amended, § 22.1-276.2
<b>PROPOSED POLICY</b>	
<b>POLICY 8-3.8 CORPORAL PUNISHMENT</b>	<b>CURRENT POLICY</b>
<p>The use of corporal punishment is prohibited by any School Board employee. For purposes of this section, “corporal punishment” means the infliction of or causing the infliction of physical pain on a student as a means of discipline.</p> <p>The definitions “corporal punishment” and “abuse or neglect” do not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control as permitted in subsection (1) below or the use of reasonable and necessary force as permitted by subsections (2), (3), (4) and (5) below or by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.</p>	<p>8.13 <u>Corporal Punishment</u></p> <p>The use of corporal punishment is prohibited by any School Board employee. For purposes of this section, “corporal punishment” means the infliction of or causing the infliction of physical pain on a pupil as a means of discipline.</p> <p>The definitions “corporal punishment” and “abuse or neglect” do not include physical pain, injury or discomfort caused by the use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control as permitted in subsection (1) below or the use of reasonable and necessary force as permitted by subsections (2), (3), (4) and (5) below or by participation in practice or competition in an interscholastic sport, or participation in physical education or an extracurricular activity.</p> <p>The above prohibition of corporal punishment shall not be deemed</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

<p>The above prohibition of corporal punishment shall not be deemed to prevent the following:</p> <ol style="list-style-type: none"> <li>1. The use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;</li> <li>2. The use of reasonable and necessary force to quell a disturbance or remove a student from the scene of a disturbance which threatens physical injury to persons or damage to property;</li> <li>3. The use of reasonable and necessary force to prevent a student from inflicting physical harm on him/herself;</li> <li>4. The use of reasonable and necessary force for self-defense or the defense of others; or</li> <li>5. The use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the student or within his/her control.</li> </ol> <p>In determining whether an employee was acting within the exceptions cited above, due deference will be given to reasonable judgments of the employee at the time of the events.</p>	<p>to prevent the following:</p> <ol style="list-style-type: none"> <li>1. The use of incidental, minor or reasonable physical contact or other actions designed to maintain order and control;</li> <li>2. The use of reasonable and necessary force to quell a disturbance or remove a pupil from the scene of a disturbance which threatens physical injury to persons or damage to property;</li> <li>3. The use of reasonable and necessary force to prevent a pupil from inflicting physical harm on him/herself;</li> <li>4. The use of reasonable and necessary force for self-defense or the defense of others; or</li> <li>5. The use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia which are upon the person of the pupil or within his/her control.</li> </ol> <p>In determining whether an employee was acting within the exceptions cited above, due deference will be given to reasonable judgments of the employee at the time of the events.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950, as amended, §§ 22.1-279.1, 63.2-1511	Code of Virginia, 1950, as amended, §§ 22.1-279.1, 63.2-1511
<b>PROPOSED POLICY</b>	
<p><b>POLICY 8-3.9</b>      <b>SEARCH AND SEIZURE</b></p> <p>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, student desks, or automobiles driven to school by students and/or automobiles parked on school property and may seize</p>	<p style="text-align: center;"><b>CURRENT POLICY</b></p> <p>8.39      <u>Search and Seizure</u></p> <p>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, student desks, or automobiles driven to school by students and/or automobiles parked on</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

*As used in this policy, the term “unauthorized” means any item that: (1) violates the law; (2) is dangerous to the health or safety of students or school personnel; (3) is disruptive of any lawful function, mission or process of the school; or (4) is described as unauthorized in school rules available beforehand to the student.*

A student’s expectation of privacy and freedom from unreasonable search and seizure must be balanced against the school division’s responsibility to protect the health, safety and welfare of all persons within the school community and maintain a safe learning environment for all students. The locations at which searches of students and student property may be conducted are not limited to the school building or school property, but may be conducted wherever the student is involved in a school-sponsored function.

If illegal, unauthorized materials are found during a search, law enforcement officials shall be notified and the relevant Standard(s) of Student Conduct shall be enforced.

**Locker Searches**

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for unauthorized items. Lockers and other storage facilities are subject to periodic searches for any reason at any time without notice, without student consent, and without a search warrant.

**Computer Searches**

*School computers, software and internet access are school property. Students are only authorized to use school computers and other similar educational technology consistent with the educational mission of the school.*

school property and may seize any illegal, unauthorized, or contraband materials discovered in the search, consistent with applicable law.

Lockers and other storage facilities made available to students for temporary storage of their personal possessions remain under the joint control of the students and the school administration. The school administration has the right to search lockers, desks, and other storage facilities for items which violate the law, school policies and regulations, or which may be harmful to the school, its students or other persons. Lockers and other storage facilities are subject to periodic searches for any reason at any time without notice, without student consent, and without a search warrant. Computer network storage areas, any diskettes used with school computers, and school Internet access records shall be treated like school lockers and therefore are subject to search in accordance with this policy.

The school administration may also search property belonging to students when there is a reasonable basis to believe that the student is in possession of an item which violates the law, school policies and regulations, or which may be harmful to the school, its students or other persons. Property belonging to a student includes, but is not limited to, items that can be connected to a student, carried by a student, or stored by a student in areas made available to the student by the school, and may include, but is not limited to, backpacks, book bags, handbags, notebooks and books.

The school administration also has the right to search any student’s person when there is a reasonable basis to believe that the student is in possession of an item which violates the law, school policies and regulations, or which may be harmful to the school, its students or other persons. Strip searches may be conducted only when necessary to avoid the imminent threat of death or great bodily injury to any person. A strip search, when warranted, may be conducted only by a sworn law enforcement officer of the same sex as the person to be searched and shall be conducted in the presence of a same-sex witness. The sworn law enforcement officer shall consult with the building principal and the Office of Safety and Security prior to conducting the search. No Richmond Public Schools’ employee shall engage in the strip search of any person.



**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

*School officials may search school computers, software, accessories used with school computers and internet access records at any time for any reason and without student consent.*

**Personal Searches**

The school administration may also search property belonging to students when there is a reasonable basis 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 that violation.* Property belonging to a student includes, but is not limited to, items that can be connected to a student, carried by a student, or stored by a student in areas made available to the student by the school, and may include, but is not limited to, backpacks, book bags, handbags, notebooks and books.

The school administration also has the right to search any student's person when there is a reasonable basis to believe that the student is in possession of an unauthorized item. *A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.*

Strip searches may be conducted only when an extremely serious situation exists requiring immediate action. Such a search should be used only in the context of imminent threat of death or great bodily injury to any person. A strip search, when warranted, may be conducted only by a sworn law enforcement officer of the same sex as the person to be searched and shall be conducted in the presence of a same-sex witness. The sworn law enforcement officer shall consult with the building principal and the Office of Safety and Security prior to conducting the search. No Richmond Public Schools' employee shall engage in the strip search of any student.

**Metal Detectors**

Richmond Public Schools' Department of Safety and Security is authorized to use metal detectors to aid in searches in accordance with applicable law and Richmond Public Schools' administrative regulations. Metal detectors may be used when school administrators have individualized suspicion that a student possesses property that threatens the safety of students and school personnel. They may also be used on a random basis to deter the possession of weapons and other illegal and/or dangerous objects.

Richmond Public Schools' Department of Safety and Security is also authorized to use, in conjunction with the City of Richmond Police Department, canine teams to aid in searches for illegal drugs. All canine searches shall be conducted in accordance with applicable law and Richmond Public Schools' administrative regulations. Canine searches may be conducted when school administrators have individualized suspicion that a student may possess illegal drugs. They may also be conducted on a random basis to deter the possession and/or distribution of illegal drugs.

Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to be videotaped.

A student's expectation of privacy and freedom from unreasonable search and seizure must be balanced against the school division's responsibility to protect the health, safety and welfare of all persons within the school community and maintain a safe learning environment for all students. If illegal materials are found during a search, law enforcement officials shall be notified. If unauthorized or contraband materials are discovered, the relevant Standard(s) of Student Conduct shall be enforced.

Legal Reference:

Code of Virginia, Section 22.1-277.01:2. Guidelines for student searches.

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

<p>Richmond Public Schools’ Office of Safety and Security is authorized to use metal detectors to aid in searches in accordance with applicable law and Richmond Public Schools’ administrative regulations. Metal detectors may be used when school administrators have individualized suspicion that a student possesses property that threatens the safety of students and school personnel. They may also be used on a random basis to deter the possession of weapons and other illegal and/or dangerous objects.</p> <p style="text-align: center;"><b>Canine Searches</b></p> <p>Richmond Public Schools’ Department of Safety and Security is also authorized to use, in conjunction with the City of Richmond Police Department, canine teams to aid in searches for illegal drugs. All canine searches shall be conducted in accordance with applicable law and Richmond Public Schools’ administrative regulations. Canine searches may be conducted when school administrators have individualized suspicion that a student may possess illegal drugs. They may also be conducted on a random basis to deter the possession and/or distribution of illegal drugs.</p> <p style="text-align: center;"><b>Surveillance Cameras</b></p> <p>Surveillance cameras are in use in school facilities and on school buses to promote safety and to encourage reasonable orderliness in school, on school property, at school functions, and on school buses. Any person entering a school facility, on school property, at a school function, or riding a school bus is subject to be videotaped.</p>	
<b>Change(s)</b>	<b>Reason(s)</b>
Applicable headings added for organizational purposes. New language added to define the term “unauthorized” and to include information about pat down searches. Additional language added regarding computer searches.	Changes made to increase clarity. New language was added to reflect applicable law and current practice.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-279.7	<b>None</b>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.10 INTERROGATION AND ARREST</b></p> <p>When any law enforcement officer requests to interrogate a student while on school property, the principal or his designee shall be contacted immediately. The principal or his designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian present for the interrogation. Law enforcement officers shall not be allowed to interrogate a student on school property unless a school representative, the student’s parent or guardian or the student’s attorney is present. If the parent, guardian or attorney cannot be contacted or cannot be present, the principal or his designee shall be present.</p> <p>Parental permission is not required when law enforcement officers seek to interview students who are witnesses to or victims of crimes, as long as the law enforcement officer ascertains that the student is capable of and does consent to being interviewed. Student consent is not required when law enforcement has a warrant for the arrest of a student.</p> <p>Interviewing of students by Child Protective Services investigators relating to incidents of alleged abuse and neglect is governed by <i>Policy _____ – Child Abuse</i>. Pursuant to that policy, Child Protective Services investigators shall have access to school facilities for the purpose of conducting confidential interviews in accordance with all laws governing the conduct of such interviews.</p>	<p>8.40 <u>Interrogation and Arrest</u></p> <p>When any law enforcement officer requests to interrogate a student while on school property, the principal or his designee shall be contacted immediately. The principal or his designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian present for the interrogation. Law enforcement officers shall not be allowed to interrogate a pupil on school property unless a school representative, the pupil’s parent or guardian or the pupil’s attorney is present. If the parent, guardian or attorney cannot be contacted or cannot be present, the principal or his designee shall be present.</p> <p>Parental permission is not required when law enforcement officers seek to interview students who are witnesses to or victims of crimes, as long as the law enforcement officer ascertains that the student is capable of and does consent to being interviewed. Student consent is not required when law enforcement has a warrant for the arrest of a student.</p> <p>Interviewing of students by Child Protective Services investigators relating to incidents of alleged abuse and neglect is governed by <i>Policy 8.02 – Child Abuse</i>. Pursuant to that policy, Child Protective Services investigators shall have access to school facilities for the purpose of conducting confidential interviews in accordance with all laws governing the conduct of such interviews.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78	
<b>PROPOSED POLICY</b>	<b>CURRENT POLICY</b>
<p><b>POLICY 8-3.11 IN-SCHOOL DISCIPLINARY ALTERNATIVES</b></p> <p>As provided in the <i>Standards of Student Conduct</i>, building administrators may utilize in-school suspension or other in-school disciplinary</p>	<p><b>8.69 IN-SCHOOL DISCIPLINARY ALTERNATIVES</b></p> <p>As provided in the <i>Standards of Student Conduct</i>, building administrators may utilize in school suspension or other in-school</p>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

alternatives as a consequence for a student’s disciplinary infraction.	disciplinary alternatives as a consequence for a pupil’s disciplinary infraction.
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78	None
<b>PROPOSED POLICY</b>	
<b>POLICY 8-3.12 STUDENT SUSPENSIONS AND EXPULSIONS</b>	<b>CURRENT POLICY</b>
<p>Students may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspensions include only instances of truancy or tardiness.</p> <p><b>Short-Term Suspensions</b></p> <p>A student may be suspended for not more than ten (10) school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may suspend the student after giving the student oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the facts as known to school personnel and an opportunity to present his/her version of what occurred. In the case of any student whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the student may be removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as is practical thereafter.</p> <p>Upon suspension of any student, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his/her designee and the parent or guardian of the student suspended. The division superintendent or his/her designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest and confirm or disapprove such action based on an examination of the record of the</p>	<p>8.14 <u>Procedures for Student Suspensions and Expulsions</u></p> <p>Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspensions include only instances of truancy or tardiness.</p> <p><b>Short-Term Suspensions</b></p> <p>A pupil may be suspended for not more than 10 school days by either the school principal, any assistant principal, or, in their absence, any teacher. The principal, assistant principal, or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him/her and, if he/she denies them, an explanation of the facts as known to school personnel and an opportunity to present his/her version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts, and opportunity to present his/her version shall be given as soon as is practical thereafter.</p> <p>Upon suspension of any pupil, the principal, assistant principal, or teacher responsible for such suspension shall report the facts of the case in writing to the division superintendent or his/her designee and the parent or guardian of the pupil suspended. The division superintendent or his/her designee shall review forthwith the action taken by the principal, assistant principal, or teacher upon a petition for such review by any party in interest</p>

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

student's behavior. The student shall remain on out-of-school suspension while awaiting the decision of the division superintendent or his/her designee. The decision of the division superintendent or his/her designee shall be final.

Any oral or written notice to the parent or guardian of a student who is suspended from school attendance for not more than ten (10) days shall include notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the student's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent or guardian of the student.

Students with disabilities will be disciplined according to applicable state and federal law.

**Long-Term Suspensions**

A student may be suspended from attendance at school for more than ten (10) days after written notice is provided to the student and his/her parent or guardian of the proposed action and the reasons therefore and of the right to a hearing before the division superintendent or his/her designee. *The division superintendent or his/her designee shall maintain a record of hearings conducted pursuant to this sub-section.* The decision of the division superintendent or his/her designee may be appealed by The student's parent or guardian to the full School Board. Such appeal shall be decided by the School Board, *on the preceding record*, within thirty (30) days. The student shall remain on out-of-school suspension while awaiting the decision of an appeal to the full School Board.

The written notice of suspension for more than ten (10) days shall include notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the student is eligible to return to regular school attendance upon the expiration

and confirm or disapprove such action based on an examination of the record of the pupil's behavior. The pupil shall remain on out-of-school suspension while awaiting the decision of the division superintendent or his/her designee. The decision of the division superintendent or his/her designee shall be final.

Any oral or written notice to the parent or guardian of a pupil who is suspended from school attendance for not more than 10 days shall include notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options, and of the pupil's right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, shall be borne by the parent or guardian of the pupil.

Pupils with disabilities will be disciplined according to applicable state and federal law.

**Long-Term Suspensions**

A pupil may be suspended from attendance at school for more than 10 days after written notice is provided to the pupil and his/her parent or guardian of the proposed action and the reasons therefore and of the right to a hearing before the division superintendent or his/her designee. The decision of the division superintendent or his/her designee may be appealed by The pupil's parent or guardian to the full School Board. Such appeal shall be decided by the School Board within 30 days. The pupil shall remain on out-of-school suspension while awaiting the decision of an appeal to the full School Board.

The written notice of suspension for more than 10 days shall include notification of the length of the suspension and shall provide information concerning the availability of community-based educational, alternative education, or intervention programs. Such notice shall also state that the

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his/her suspension shall be borne by the parent or guardian of the student.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such suspension.

Students with disabilities will be disciplined according to applicable state and federal law.

**Expulsion**

**A. Generally**

Students may be expelled from attendance at school after written notice to the student and his/her parent or guardian of the proposed action and the reasons therefore and of the right to a hearing before a committee of the School Board. Such committee may confirm or disapprove the expulsion of a student. Any such committee of the School Board shall be composed of at least three (3) members. If the committee's decision is not unanimous, the student or his/her parent or guardian will be notified that they may appeal the committee's decision to the full School Board. *The written appeal to the full School Board must be filed with the Clerk of the School Board within five (5) calendar days of the committee's decision.* Such appeal shall be decided by the full School Board within thirty (30) calendar days on the preceding record. *No additional statements, witnesses or evidence may be presented at this appeal unless requested by the Chair of the School Board.* The student shall remain out of school during the pendency of any appeals process. *Failure to file a written appeal within the specified time will constitute a waiver of the right to an appeal.*

pupil is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the pupil may attend during his/her suspension shall be borne by the parent or guardian of the pupil.

Nothing herein shall be construed to prohibit the School Board from permitting or requiring pupils suspended pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such suspension.

Pupils with disabilities will be disciplined according to applicable state and federal law.

**Expulsion**

Pupils may be expelled from attendance at school after written notice to the pupil and his/her parent or guardian of the proposed action and the reasons therefore and of the right to a hearing before a committee of the School Board. Such committee may confirm or disapprove the expulsion of a pupil. Any such committee of the School Board shall be composed of at least 3 members. If the committee's decision is not unanimous, the pupil or his/her parent or guardian will be notified that they may appeal the committee's decision to the full School Board. Such appeal shall be decided by the School Board within 30 days. The pupil shall remain out of school during the pendency of any appeals process.

The School Board, or a committee thereof, shall confirm or disapprove a proposed expulsion of a pupil regardless of whether the pupil exercised the right to a hearing.

The written notice required by this subsection shall include notification of the length of the expulsion and shall provide information to the parent or guardian of the pupil concerning the availability of community-

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

The School Board, or a committee thereof, shall confirm or disapprove a proposed expulsion of a student regardless of whether the student exercised the right to a hearing.

The written notice required by this subsection shall include notification of the length of the expulsion and shall provide information to the parent or guardian of the student concerning the availability of community-based educational, training, and intervention programs. Such notice shall state further whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his/her expulsion shall be borne by the parent or guardian of the student.

Nothing in this subsection shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent or guardian of such student that the student may petition the School Board for readmission to be effective one (1) calendar year from the date of his/her expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board shall establish, by regulation, a schedule pursuant to which students may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the School Board or a committee thereof, or the division superintendent or his/her designee, and, if granted, would enable the student to resume school attendance one (1) calendar year from the date of the expulsion.

based educational, training, and intervention programs. Such notice shall state further whether or not the pupil is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the pupil may attend during his/her expulsion shall be borne by the parent or guardian of the pupil.

Nothing in this subsection shall be construed to prohibit the School Board from permitting or requiring pupils expelled pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the pupil is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice shall also advise the parent or guardian of such pupil that the pupil may petition the School Board for readmission to be effective 1 calendar year from the date of his/her expulsion, and of the conditions, if any, under which readmission may be granted.

The School Board shall establish, by regulation, a schedule pursuant to which pupils may apply and reapply for readmission to school. Such schedule shall be designed to ensure that any initial petition for readmission will be reviewed by the School Board or a committee thereof, or the division superintendent or his/her designee, and, if granted, would enable the pupil to resume school attendance 1 calendar year from the date of the expulsion. If the division superintendent or his/her designee or a committee of the School Board denies the petition, the pupil may petition the School Board for a review of such denial.

Recommendations for expulsion for actions other than those for weapon and drug offenses shall be based on consideration of the following

**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

If the division superintendent or his/her designee or a committee of the School Board denies the petition, the student may petition the School Board for a review of such denial *on the record*.

**B. Conduct Giving Rise to Expulsion**

Recommendations for expulsion for actions other than those for weapon and drug offenses shall be based on consideration of the following factors:

- (1) The nature and seriousness of the violation;
- (2) The degree of danger to the school community;
- (3) The student's disciplinary history, including the seriousness and number of previous infractions;
- (4) The appropriateness and availability of an alternative education placement or program;
- (5) The student's age and grade level;
- (6) The results of any mental health, substance abuse or special education assessments;
- (7) The student's attendance and academic records; and
- (8) Such other matters as school officials deem appropriate.

However, no decision to expel a student shall be reversed on the grounds that such factors were not considered. *Nothing in this sub-section shall be deemed to preclude a School Board or committee thereof, from considering any of the factors listed above as "special circumstances" for the purposes of expulsions discussed in the following sub-sections.*

Students with disabilities will be disciplined according to applicable state and federal law.

***Firearms***

*The School Board shall expel from school attendance for a period of*

factors:

- (1) The nature and seriousness of the violation;
- (2) The degree of danger to the school community;
- (3) The pupil's disciplinary history, including the seriousness and number of previous infractions;
- (4) The appropriateness and availability of an alternative education placement or program;
- (5) The pupil's age and grade level;
- (6) The results of any mental health, substance abuse or special education assessments;
- (7) The pupil's attendance and academic records; and
- (8) Such other matters as school officials deem appropriate.

However, no decision to expel a pupil shall be reversed on the grounds that such factors were not considered.

Pupils with disabilities will be disciplined according to applicable state and federal law.

**Procedure for Hearing before the School Board**

The procedure for the School Board hearing shall be as follows:

1. The School Board shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
2. The School Board may ask for opening statements from the principal or his/her representative and the pupil or his/her parent or guardian (or their representative) and, at its sole discretion, may allow closing statements.
3. The parties shall present their evidence. The principal shall present his/her evidence first. Witnesses may be questioned



**Section VIII - Students**  
**Article III – Student Conduct and Discipline**

*not less than one (1) year any student whom such School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by the Code of Virginia, 1950 as amended, §18.2-308.1, or to have possessed a firearm or destructive device, a firearm muffler or firearm silencer, or a pneumatic gun as defined by the Standards of Student Conduct on school property or at a school-sponsored activity. A School Board however, determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate.*

**Drug Offenses**

*The School Board shall expel from school attendance any student whom the School Board has determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined by the Code of Virginia, 1950 as amended, §18.2-247 onto school property or to a school-sponsored activity. The School Board may, however may, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.*

**Procedure for School Board Disciplinary Committee Hearing**

The procedure for the Disciplinary Committee hearing shall be as follows:

1. The Disciplinary Committee shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. The hearing shall be private unless otherwise specified by the School Board.
2. The Disciplinary Committee may ask for opening statements from the principal or his/her representative and the student or his/her parent or guardian (or their representative) and, at its sole discretion, may allow closing statements.
3. The parties shall present their evidence. The principal shall present his/her evidence first. Witnesses may be questioned by the Disciplinary Committee members and by the parties (or

by School Board members and by the parties (or their representatives). The School Board may, at its sole discretion, vary this procedure but shall in all cases afford a full opportunity for both parties to present any material and relevant evidence. The School Board may receive the testimony of pupil witnesses outside the presence of the pupil, his/her parent or guardian(s) and their representative if the School Board determines, in its sole discretion, that such action is necessary to protect the pupil witnesses.

4. Formal rules of evidence shall not apply. The School Board shall be the judge of the relevancy and materiality of all evidence.
5. Exhibits offered by the parties may be received in evidence by the School Board and, when so received, shall be made part of the record.
6. The School Board may, by majority vote, uphold, reject or alter the disciplinary recommendation.
7. The School Board shall transmit its decision to the pupil, his/her parent or guardian, the principal and the division superintendent or his/her designee.

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

<p>their representatives). The Disciplinary Committee may, at its sole discretion, vary this procedure but shall in all cases afford a full opportunity for both parties to present any material and relevant evidence. The Disciplinary Committee may receive the testimony of student witnesses outside the presence of the student, his/her parent or guardian(s) and their representative if the Disciplinary Committee determines, in its sole discretion, that such action is necessary to protect the student witnesses.</p> <p>4. Formal rules of evidence shall not apply. The Disciplinary Committee shall be the judge of the relevancy and materiality of all evidence.</p> <p>5. Exhibits offered by the parties may be received in evidence by the Disciplinary Committee and, when so received, shall be made part of the record.</p> <p>6. The Disciplinary Committee may, by majority vote, uphold, reject or alter the disciplinary recommendation.</p> <p>7. The Disciplinary Committee shall transmit its decision to the student, his/her parent or guardian, the principal and the division superintendent or his/her designee.</p>	
<b>Change(s)</b>	<b>Reason(s)</b>
<p><b>Short Term Suspensions:</b> No substantive changes; <b>Long Term Suspensions:</b> New language added to direct division superintendent to maintain record of hearings held for appeals of long term suspensions for the purpose of future Board Activity; <b>Expulsions:</b> New language added timeframe of appeal to full School Board in cases where the Discipline Committee has not reached a unanimous decision. New language indicates that the full School Board will make a decision on the preceding record only and that failure to abide by appeal due date is waiver of appeal right. Language regarding Disciplinary Committee’s consideration of special circumstances, firearms and drug offenses is added.</p>	<p>New language generally added for clarity of practice and process. New language in expulsion sub-section regarding special circumstances, firearms and drugs is consistent with applicable law and current practice.</p>
<p><b>Applicable Law:</b> Code of Virginia, 1950, as amended, §§ 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06.</p>	<p>Code of Virginia, 1950, as amended, §§ 22.1-277, 22.1-277.04, 22.1-277.05, 22.1-277.06.</p>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.13      COMPLETION OF ACADEMIC ASSIGNMENTS BY SUSPENDED STUDENTS</b></p> <p>Any student who is suspended from school, whether short-term or long-term, shall receive and complete all academic assignments (class work and homework) during the period of the suspension and submit the completed work to his or her classroom teacher(s) upon his or her return to school. In addition, the suspended student, upon his or her return, shall be administered all quizzes and/or tests given in his or her absence. A student's failure to complete academic assignments or to take quizzes or tests as required shall be addressed in accordance with the classroom policy regarding incomplete assignments.</p>	<p>8.61      <u>Completion of Academic Assignments by Suspended Students</u></p> <p>Any student who is suspended from school, whether short-term or long-term, shall receive and complete all academic assignments (class work and homework) during the period of the suspension and submit the completed work to his or her classroom teacher(s) upon his or her return to school. In addition, the suspended student, upon his or her return, shall be administered all quizzes and/or tests given in his or her absence. A student's failure to complete academic assignments or to take quizzes or tests as required shall be addressed in accordance with the classroom policy regarding incomplete assignments.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78	None
<b>PROPOSED POLICY</b>	
PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.14      REASSIGNMENT OF CERTAIN STUDENTS</b></p> <p>Any student who commits an assault and/or battery on a teacher or other school employee shall be recommended for expulsion from Richmond Public Schools. A student found to have committed assault and/or battery on a teacher or other school employee (if and when such student is permitted to return to school following his/her suspension or expulsion) shall be assigned to a school other than the one to which his/her victim is assigned.</p>	<p>8.59      <u>Reassignment of Certain Students</u></p> <p>Any pupil who commits an assault and/or battery on a teacher or other school employee shall be recommended for expulsion from Richmond Public Schools. A pupil found to have committed assault and/or battery on a teacher or other school employee (if and when such pupil is permitted to return to school following his/her suspension or expulsion) shall be assigned to a school other than the one to which his/her victim is assigned.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950 as amended, § 22.1-78	None

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.15 EXCLUSION</b></p> <p>A student who has been expelled or suspended for more than thirty (30) days from attendance at school by a school board or a private school in the Commonwealth of Virginia or in another state, or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance by the School Board, regardless of whether such student has been admitted to another school division or private school in this Commonwealth or in another state subsequent to such expulsion, suspension, or withdrawal of admission. Such a student may be excluded after (i) written notice to the student and his/her parent or guardian that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student and his/her parent or guardian to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his/her designee and the decision has been made to exclude the student from attendance. The decision of the division superintendent or his/her designee to exclude shall be final unless altered by the School Board, upon written petition to the School Board, within ten (10) school days following the decision, for a review of the record.</p> <p>In the case of a suspension of more than thirty (30) days, the term of the exclusion may not exceed the duration of such suspension. In excluding any such expelled student from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Code of Virginia, 1950 as amended, §22.1-277.06. The School Board shall not impose additional conditions for readmission to school. The School Board may permit or require excluded students to attend the alternative education program for the term of such exclusion.</p>	<p><b>8.68 EXCLUSION</b></p> <p>A pupil may be excluded from attendance after (i) written notice to the pupil and his/her parent or guardian that the pupil may be subject to exclusion, including the reasons, and notice of the opportunity for the pupil and his/her parent or guardian to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his/her designee, and the decision to exclude the pupil from attendance. The decision of the division superintendent or his/her designee to exclude shall be final unless altered by the School Board, upon timely written petition, as established in regulation, by the pupil so excluded or of his/her parent or guardian, for the review of the record by the School Board.</p> <p>Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, or division superintendent or his/her designee, as the case may be at the relevant hearing, the pupil may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such pupil may repetition the School Board for admission.</p> <p>The School Board may permit pupils excluded pursuant to this policy to attend an alternative education program provided by the School Board for the term of such exclusion.</p> <p><b>Admission of Pupils Suspended or Expelled from another School Division or Private School</b></p> <p>A pupil who has been expelled or suspended for more than 30 days from attendance at school by a school board or a private school in the Commonwealth of Virginia or in another state, or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance by the School Board, regardless of</p>

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

whether such pupil has been admitted to another school division or private school in this Commonwealth or in another state subsequent to such expulsion, suspension, or withdrawal of admission. Such a pupil may be excluded after (i) written notice to the pupil and his/her parent or guardian that the pupil may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the pupil and his/her parent or guardian to participate in a hearing to be conducted by the division superintendent or his/her designee regarding such exclusion; and (ii) a hearing of the case has been conducted by the division superintendent or his/her designee and the decision has been made to exclude the pupil from attendance.

- The decision of the division superintendent or his/her designee to exclude shall be final unless altered by the School Board, upon written petition to the School Board, within 10 school days following the decision, for a review of the record.
- In the case of a suspension of more than 30 days, the term of the exclusion may not exceed the duration of such suspension.
- In excluding any such expelled pupil from school attendance, the School Board may accept or waive any or all of any conditions for readmission imposed upon such pupil by the expelling school board pursuant to Virginia Code §22.1-277.06. The School Board shall not impose additional conditions for readmission to school.
- The School Board may permit or require excluded pupils to attend the alternative education program for the term of such exclusion.

**Change(s)**

First paragraph of current policy was deleted.

**Applicable Law:** Code of Virginia, 1950, as amended, § 22.1-277.2.

**Reason(s)**

Deleted language appears in another policy section.

Code of Virginia, 1950, as amended, § 22.1-277.2.

*Section VIII - Students*  
*Article III – Student Conduct and Discipline*

PROPOSED POLICY	CURRENT POLICY
<p><b>POLICY 8-3.16      TRANSFER OF STUDENTS</b></p> <p>A student shall, upon written request of the student’s parent or guardian (or the student himself if an emancipated minor) be transferred to another comparable school in the school division, if available, if the student has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia, which was committed by: (1) another student attending classes in the school; (2) by any employee of the School Board; or (3) by any volunteer, contract worker or other person who regularly performs services in the school; or if the crime was committed upon school property or on any school bus owned or operated by the school division. Transportation for the transferred student shall be provided in accordance with the School Board policies.</p> <p>“Victim” means any student who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.</p>	<p>8.51      <u>Transfer of Students</u></p> <p>A pupil shall, upon written request of the pupil’s parent or guardian (or the pupil himself if an emancipated minor) be transferred to another comparable school in the school division, if available, if the pupil has been the victim of any crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia, which was committed by: (1) another pupil attending classes in the school; (2) by any employee of the School Board; or (3) by any volunteer, contract worker or other person who regularly performs services in the school; or if the crime was committed upon school property or on any school bus owned or operated by the school division. Transportation for the transferred pupil shall be provided in accordance with the School Board policies.</p> <p>“Victim” means any pupil who has been the victim of a crime against the person pursuant to Chapter 4 of Title 18.2 of the Code of Virginia and who has suffered physical, psychological, or economic harm as a direct result of the commission of such crime.</p>
<b>Change(s)</b>	<b>Reason(s)</b>
No substantive changes.	No substantive changes.
<b>Applicable Law:</b> Code of Virginia, 1950, as amended, § 22.1-3.3.	Code of Virginia, 1950, as amended, § 22.1-3.3