



Lynchburg City School Board

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
August 19, 2014 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
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Discussion/Action (30 Minutes)

B. FINANCE REPORT

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C. CONSENT AGENDA

- 1. Religious Exemption
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D. UNFINISHED BUSINESS

- 1. Central Virginia Governor's School for Science and Technology
Memorandum of Agreement (MOA)
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- 2. Universal Free Breakfast Program
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- 3. Administrative Regulation 7-37: Dress and Appearance
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- 4. LCS-One Equipment Use Agreement
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E. NEW BUSINESS

- 1. Crisis Plan: 2014-15
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F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, September 2, 2014, 5:30 p.m., Board Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 08/19/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 08/19/14

Agenda Number: B-1

Attachments:

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Finance Report

Summary/Description:

The school administration, in accordance with the 2014-15 school operating budget, authorized, approved, and processed the necessary payments through July 31, 2014. The school administration certifies that the amounts approved are within budgetary limits and revenue.

The operating fund expenditure report summarizes the payments made through July 31, 2014, for the operating fund.

Total Operating Fund Budget		\$88,114,120.00
Through July 31, 2014		
Actual Revenue Received	\$ 2,649,733.51	
Actual Expenditures	\$ 2,149,284.39	
Actual Encumbered	\$ 19,228,723.22	
Percent of Budget Received		3.01%
Percent of Budget Used, excluding encumbrances		2.44%
As of 07/31/14 – 1 months		8.33%

The revenue and expenditure reports detail the transactions recorded through July 31, 2014. All reports appear as attachments to the agenda report.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive the agenda report as an informational item.

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending July 31, 2014

	Fiscal Year 2014-15				BUDGET AVAILABLE	BUDGET % USED
	BUDGET	TRANSACTIONS	BUDGET % USED	ENCUMBRANCES		
INSTRUCTION	63,952,623.00					
FUNCTION 1100 CLASSROOM INSTRUCTION						
Personnel		180,127.96		1,729,105.06		
Other		363,904.30		357,263.41		
FUNCTION 1200 INST SUPPORT-STUDENT						
Personnel		61,998.82		634,657.32		
Other		259.14		6,468.12		
FUNCTION 1300 INST SUPPORT-STAFF						
Personnel		156,343.32		1,652,097.70		
Other		16,777.85		37,079.67		
FUNCTION 1400 INST SUPPORT-SCHOOL ADMN						
Personnel		287,377.97		3,154,289.82		
Other		1,834.93		6,603.13		
TOTAL INSTRUCTION	63,952,623.00	1,068,624.29	1.67%	7,577,564.23	55,306,434.48	13.52%
ADMINISTRATION	6,267,941.00					
FUNCTION 2100 ADMINISTRATION						
Personnel		138,934.62		1,456,410.12		
Other		87,749.45		555,290.39		
FUNCTION 2200 ATTENDANCE & HEALTH SERV						
Personnel		9,278.44		102,173.94		
Other		-		169.44		
TOTAL ADMINISTRATION	6,267,941.00	235,962.51	3.76%	2,114,043.89	3,917,934.60	37.49%
PUPIL TRANSPORTATION	5,048,980.00					
FUNCTION 3100 MANAGEMENT & DIRECTION						
Personnel		26,258.98		288,772.00		
Other		1,224.25		1,465.29		
FUNCTION 3200 VEHICLE OPERATION SERVICE						
Personnel		30,430.73		28,001.29		
Other		21,698.63		6,808.44		
FUNCTION 3300 MONITORING SERVICE						
Personnel		0.00		0.00		
Other		0.00		0.00		
FUNCTION 3400 VEHICLE MAINT SERVICE						
Personnel		28,584.72		305,966.98		
Other		6,470.78		11,127.84		
FUNCTION 3500 BUS PURCHASE - REGULAR						
Other		0.00		0.00		
FUNCTION 3600 BUS - LEASE PURCHASE						
Other		0.00		0.00		
TOTAL PUPIL TRANSPORTATION	5,048,980.00	114,668.09	2.27%	642,141.84	4,292,170.07	14.99%
OPERATIONS & MAINTENANCE	10,065,261.00					
FUNCTION 4100 MANAGEMENT & DIRECTION						
Personnel		16,585.74		182,443.14		
Other		2,934.15		96,988.52		

Lynchburg City Schools
 Operating Fund - Statement of Expenditures
 For the Month Ending July 31, 2014

FUNCTION 4200 BUILDING SERVICES							
Personnel		364,855.97			3,405,347.22		
Other		102,457.70			2,943,244.88		
FUNCTION 4300 GROUNDS SERVICES							
Personnel		17,031.91			186,546.36		
Other		1,010.00			22,410.24		
FUNCTION 4400 EQUIPMENT SERVICES							
Personnel		0.00			0.00		
Other		0.00			753.83		
FUNCTION 4500 VEHICLE SERVICES							
Personnel		0.00			0.00		
Other		0.00			2,131.16		
FUNCTION 4600 SECURITY SERVICES							
Personnel		0.00			0.00		
Other		0.00			67,727.07		
TOTAL OPERATIONS & MAINTENANCE		10,065,261.00	504,875.47	5.02%	6,907,592.42	2,652,793.11	73.64%
Other Non-Instructional Operations		25,439.00					
FUNCTION 5000 Non-Instructional Operations - Other			0.00		0.00		
TOTAL Non-Instructional Operations		25,439.00	0.00	0.00%	0.00	25,439.00	0.00%
FACILITIES		42,178.00					
FUNCTION 6200 SITE IMPROVEMENTS			0.00		0.00		
FUNCTION 6600 BLDG ADD & IMP SERVICES							
Personnel			594.69		0.00		
Other			0.00		9,956.00		
TOTAL FACILITIES		42,178.00	594.69	1.41%	9,956.00	31,627.31	25.01%
DEBT SERVICE		0.00					
FUNCTION 7100 DEBT SERVICE - Other			0.00		0.00		
TOTAL DEBT SERVICE		0.00	0.00	0.00%	0.00	0.00	0.00%
TECHNOLOGY		2,711,698.00					
FUNCTION 8100 CLASSROOM INSTRUCTION							
Personnel			90,723.23		968,876.70		
Other			57.24		637,034.33		
FUNCTION 8200 INSTRUCTIONAL SUPPORT							
Personnel			19,847.10		217,796.48		
Other			113,931.77		153,717.33		
FUNCTION 8200 LEASE PURCHASE							
FUNCTION 8300 ADMINISTRATION			0.00		0.00		
TOTAL TECHNOLOGY		2,711,698.00	224,559.34	8.28%	1,977,424.84	509,713.82	81.20%
CONTINGENCY RESERVES		0.00					
FUNCTION 9100 CLASSROOM INSTRUCTION			0.00		0.00		
FUNCTION 9300 ADMINISTRATION			0.00		0.00		
FUNCTION 9500 PUPIL TRANSPORTATION			0.00		0.00		
FUNCTION 9600 OPERATIONS & MAINTENANCE			0.00		0.00		
TOTAL CONTINGENCY RESERVES		0.00	0.00	0.00%	0.00	0.00	0.00%
TOTAL OPERATING BUDGET		88,114,120.00	2,149,284.39	2.44%	19,228,723.22	66,736,112.39	24.26%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending July 31, 2014

ACCOUNT TITLE	FY 2013-14 (unaudited)				FY 2014-15			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
240308 SALES TAX RECEIPTS	(9,771,846.00)	(8,622,541.20)	(1,149,304.80)	88.24%	(9,950,157.00)	0.00	(9,950,157.00)	0.00%
240202 BASIC SCHOOL AID	(19,245,033.00)	(19,831,810.00)	586,777.00	103.05%	(21,651,824.00)	(1,804,318.66)	(19,847,505.34)	8.33%
240207 GIFTED & TALENTED	(231,550.00)	(235,323.00)	3,773.00	101.63%	(240,997.00)	(20,083.08)	(220,913.92)	8.33%
240208 REMEDIAL EDUCATION	(1,167,820.00)	(1,186,844.00)	19,024.00	101.63%	(1,292,157.00)	(107,679.75)	(1,184,477.25)	8.33%
240208 REMEDIAL EDUCATION	(195,237.00)	(120,169.00)	(75,068.00)	61.55%	(123,629.00)	(10,302.42)	(113,326.58)	8.33%
240212 SPECIAL ED SOQ	(2,250,067.00)	(2,286,721.00)	36,654.00	101.63%	(2,794,545.00)	(232,878.75)	(2,561,666.25)	8.33%
240217 VOCATIONAL ED SOQ	(281,888.00)	(286,480.00)	4,592.00	101.63%	(225,615.00)	(18,801.25)	(206,813.75)	8.33%
240221 SOC SEC-INSTR	(1,328,898.00)	(1,350,547.00)	21,649.00	101.63%	(1,404,964.00)	(117,080.34)	(1,287,883.66)	8.33%
240223 VRS INSTRUCTIONAL	(2,214,831.00)	(2,250,911.00)	36,080.00	101.63%	(2,861,204.00)	(238,433.66)	(2,622,770.34)	8.33%
240241 GROUP LIFE INST	(85,573.00)	(86,967.00)	1,394.00	101.63%	(87,169.00)	(7,264.08)	(79,904.92)	8.33%
240228 READING INTERVENTN	(144,929.00)	(164,513.00)	19,584.00	113.51%	(168,326.00)	0.00	(168,326.00)	0.00%
240205 CAT-REG FOSTER	(71,786.00)	(117,687.56)	45,901.56	163.94%	(71,041.00)	0.00	(71,041.00)	0.00%
240246 CAT-HOMEBOUND	(214,961.00)	(199,896.17)	(15,064.83)	92.99%	(208,242.00)	0.00	(208,242.00)	0.00%
240248 REGIONAL TUITION	(776,368.00)	(642,299.73)	(134,068.27)	82.73%	(766,658.00)	0.00	(766,658.00)	0.00%
240265 AT RISK SOQ	(1,216,431.00)	(1,236,110.00)	19,679.00	101.62%	(1,439,822.00)	0.00	(1,439,822.00)	0.00%
240309 ESL	(82,660.00)	(106,224.00)	23,564.00	128.51%	(117,708.00)	0.00	(117,708.00)	0.00%
330213 SCHOOL LUNCH	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
240281 AT RISK 4 YR OLDS	(1,215,707.00)	(1,215,707.00)	0.00	100.00%	(1,059,219.00)	0.00	(1,059,219.00)	0.00%
240218 CTE - ADULT ED	(19,175.00)	(584.00)	(18,591.00)	0.00%	(19,175.00)	0.00	(19,175.00)	0.00%
240252 CTE EQUIPMENT	0.00	(6,655.13)	6,655.13	0.00%	0.00	0.00	0.00	0.00%
240253 CTE OCC PREP	(42,030.00)	(35,667.00)	(6,363.00)	84.86%	(42,990.00)	0.00	(42,990.00)	0.00%
240273 CPI HOLD HARMLESS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MATH/READING INSTR SPECIALISTS	0.00	0.00	0.00	0.00%	(40,267.00)	0.00	(40,267.00)	0.00%
ADDITIONAL STATE SUPPORT	(466,336.00)	(466,336.29)	0.29	0.00%	0.00	0.00	0.00	#DIV/0!
EARLY READING SPECIALISTS INIT	(37,214.00)	0.00	(37,214.00)	0.00%	0.00	0.00	0.00	#DIV/0!
240275 PRIMARY CLASS SIZE	(1,570,158.00)	(1,616,146.00)	45,988.00	102.93%	(1,707,979.00)	0.00	(1,707,979.00)	0.00%
240214 TEXTBOOKS	(451,674.00)	(459,032.00)	7,358.00	101.63%	(493,378.00)	(41,114.84)	(452,263.16)	8.33%
SALARY SUPPLEMENT	(500,162.00)	(508,716.00)	8,554.00	101.71%	0.00	0.00	0.00	#DIV/0!
240203 GED/ISAEP	(23,576.00)	(23,576.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
240405 ALGEBRA READINESS	(124,221.00)	(130,376.00)	6,155.00	104.95%	(139,687.00)	0.00	(139,687.00)	0.00%
COMMONWEALTH OF VA	(43,730,131.00)	(43,187,839.08)	(542,291.92)	98.76%	(46,906,753.00)	(2,597,956.83)	(44,308,796.17)	5.54%
330201 BASIC ADULT ED.	(50,000.00)	(69,594.58)	19,594.58	139.19%	0.00	0.00	0.00	0.00%
330212 IMPACT AIDPL81-874	(6,000.00)	(7,616.99)	1,616.99	126.95%	(6,000.00)	0.00	(6,000.00)	0.00%
180303 MEDICAID REIMBURSE	(300,000.00)	(377,901.31)	77,901.31	125.97%	(300,000.00)	(33,520.64)	(266,479.36)	11.17%
JR ROTC	(120,000.00)	(109,144.52)	(10,855.48)	90.95%	(120,000.00)	0.00	(120,000.00)	0.00%
FEDERAL	(476,000.00)	(564,257.40)	88,257.40	118.54%	(426,000.00)	(33,520.64)	(392,479.36)	7.87%

Lynchburg City Schools
 Operating Fund - Statement of Revenue
 For the Month Ending July 31, 2014

	FY 2013-2014 (unaudited)				FY 2014-2015			
	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED	REVENUE BUDGET	YTD TRANSACTIONS	BUDGET BALANCE	% RECEIVED
510500 CITY OPER APPR	(38,201,147.00)	(38,201,147.00)	0.00	100.00%	(38,924,147.00)	0.00	(38,924,147.00)	0.00%
510500 FUND BALANCE RETURN	(507,487.00)	(507,487.00)	0.00	100.00%	0.00	0.00	0.00	#DIV/0!
510500 USE OF RESERVES	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
510502 CITY DEBT SERV APP	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
CITY	(38,708,634.00)	(38,708,634.00)	0.00	100.00%	(38,924,147.00)	0.00	(38,924,147.00)	0.00%
189912 MISC REV/OTH FUNDS	0.00	(193,564.59)	193,564.59	100.00%	0.00	(471.95)	471.95	100.00%
180303 REBATES & REFUNDS	(30,000.00)	(21,421.90)	(8,578.10)	71.41%	(30,000.00)	(1,146.50)	(28,853.50)	3.82%
189903 DONATIONS & SP GF	(100.00)	(100.00)	0.00	0.00%	0.00	0.00	0.00	0.00%
189909 SALE OTHER EQUIP	0.00	(9,833.86)	9,833.86	0.00%	0.00	(6,807.96)	6,807.96	0.00%
189910 INSURANCE ADJUST	(3,000.00)	(4,114.66)	1,114.66	137.16%	(3,000.00)	0.00	(3,000.00)	0.00%
189912 OTHER FUNDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
E RATE REIMBURSEMENT	(120,000.00)	(101,994.43)	(18,005.57)	85.00%	(120,000.00)	0.00	(120,000.00)	0.00%
TRANSFER IN/OUT	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
MISCELLANEOUS	(153,100.00)	(331,029.44)	177,929.44	216.22%	(153,000.00)	(8,426.41)	(144,573.59)	5.51%
150201 RENTS	(98,000.00)	(123,000.00)	25,000.00	125.51%	(118,000.00)	0.00	(118,000.00)	0.00%
161201 TUITION DAY SCHOOL	(110,000.00)	(112,830.67)	2,830.67	102.57%	(110,000.00)	(3,400.00)	(106,600.00)	3.09%
161206 TUITION ADULT	(18,000.00)	(6,183.25)	(11,816.75)	34.35%	(18,000.00)	0.00	(18,000.00)	0.00%
161207 TUITION SUMMER SCH	(40,000.00)	(38,721.50)	(1,278.50)	96.80%	(25,000.00)	0.00	(25,000.00)	0.00%
161202 SPEC PUPIL FEES	(45,000.00)	(40,081.17)	(4,918.83)	89.07%	(40,000.00)	(109.63)	(39,890.37)	0.27%
161205 BUS RENTAL	(400,000.00)	(312,682.37)	(87,317.63)	78.17%	(400,000.00)	0.00	(400,000.00)	0.00%
190101 TUIT FM OTH CO/CY	(634,620.00)	(651,421.70)	16,801.70	102.65%	(634,620.00)	0.00	(634,620.00)	0.00%
161201 DUAL ENROLLMENT	(85,000.00)	(120,367.50)	35,367.50	141.61%	(85,000.00)	0.00	(85,000.00)	0.00%
PRINT SHOP	(100,000.00)	(76,650.75)	(23,349.25)	76.65%	(100,000.00)	0.00	(100,000.00)	0.00%
SCHOOL NUT UTILITIES	(98,500.00)	(86,976.73)	(11,523.27)	88.30%	(98,500.00)	0.00	(98,500.00)	0.00%
FACILITY RENTALS	(60,020.00)	(61,317.26)	1,297.26	102.16%	(75,000.00)	(6,320.00)	(68,680.00)	8.43%
CHARGES FOR SERVICES	(1,689,140.00)	(1,630,232.90)	(58,907.10)	96.51%	(1,704,120.00)	(9,829.63)	(1,694,290.37)	0.58%
150101 INTEREST-BNK DPST USE OF MONEY	0.00	0.00	0.00	100.00%	(100.00)	0.00	(100.00)	100.00%
LEASE PURCHASE PROCEEDS	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DESIGNATION - ENCUMBRANCES	(36,798.29)	0.00	(36,798.29)	0.00%	0.00	0.00	0.00	0.00%
TOTAL OPERATING FUND	(84,793,803.29)	(84,421,992.82)	(335,012.18)	99.56%	(88,114,120.00)	(2,649,733.51)	(85,464,386.49)	3.01%

Original budget	\$ 84,249,418.00
Fund Balance Return	\$ 507,487.00
Restricted Donation Received	\$ 100.00
Lease Purchase Funds	\$ -
Designation - Prior Year Encumb	\$ 36,798.29
Adjusted Budget	\$ 84,793,803.29

Agenda Report

Date: 08/19/14

Agenda Number: C-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: Religious Exemption

Summary/Description:

The school board, pursuant to the Code of Virginia 22.1-254 (B) (1) “shall excuse from attendance at school any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school.”

The Statement of Religious Beliefs is confidential and is shared with members of the school board only.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board excuse the student(s) from public school attendance by reason of bona fide religious training or belief of both the parent(s) and the student(s).

Agenda Report

Date: 08/19/14

Agenda Number: D-1

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Central Virginia Governor's School (CVGS) Memorandum of Agreement (MOA)

Summary/Description:

The current Central Virginia Governor's School for Science and Technology student enrollment guidelines allow for Lynchburg City Schools to have 32 paid slots with 10 free slots, five of which are filled for the 2014-2015 school year, and 10 of which will be filled for the 2015-2016 school year. With the construction of the new Heritage High School, CVGS will be acquiring more square footage with LCS supplying the classroom/office space and amenities at a higher cost. During the school board meeting on August 5, 2014, Dr. Stephen C. Smith, director of CVGS, presented information about annual payments associated with the construction costs for the new Governor's School to be housed at the new Heritage High School. The school board requested additional information during that presentation. That information will be shared this evening.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board consider the proposal presented regarding the Central Virginia Governor's School for Science and Technology.

Agenda Report

Date: 08/19/14

Agenda Number: D-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: Universal Free Breakfast Program

Summary/Description:

The Universal Free Breakfast program would provide breakfast to all students regardless of free or reduced lunch eligibility. During the school board meeting on July 15, 2014, the school administration presented information about this program and its possible implementation for the 2014-15 school year. Following the presentation, the school board had questions about how this program would affect instructional time at the beginning of the school day, funding, staff support, and other such items pertaining to the implementation process.

During this presentation, the school administration will provide information about the Universal Free Breakfast Program and answer questions posed by school board members.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board consider implementation of the Universal Free Breakfast Program.

Agenda Report

Date: 08/19/14

Agenda Number: D-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Administrative Regulation 7-37: Dress and Appearance

Summary/Description:

During the school board's annual retreat, one of the topics discussed was revisions to Administrative Regulation 7-37: Dress and Appearance. The changes made to this regulation were recommended by school administrators and student representatives from each high school. As a result of those discussions, the superintendent proposes the attached regulation for school board consideration.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve revisions to Administrative Regulation 7-37: Dress and Appearance.

STUDENTS

Dress and Appearance R 7-37

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

1. Caps and hats shall not be worn within school buildings.
2. Messages on clothing, jewelry and personal belongings shall not relate to tobacco products, drugs, alcohol, or sex, or display vulgar, or obscene language or images.
3. Messages on clothing, jewelry, and personal belongings shall not reflect adversely upon other persons because of their race, sex, color, creed, national origin, or ancestry.
4. Clothing and accessories shall not have symbols or other characteristics representative or suggestive of gang affiliation by the wearer.
5. Sunglasses shall not be worn inside the building except as medically prescribed.
6. Undergarments shall not be worn as outside apparel and shall not be visible.
7. Chains, spikes, and dog collars shall not be worn.
8. Bandanas shall not be worn.
9. Shirt, sweatshirt, and sweater lengths shall not exceed beyond the area marked by the tip of the student's index finger along his/her leg when standing. The length of sweaters worn as either dresses or skirts must be at least at the **{area marked by the tip of the student's index finger or mid-thigh, whichever is longer}** ~~top of the knee when the student stands.~~
10. Students shall wear reasonably protective shoes on the premises at all times. Bedroom shoes or flip-flops of any kind, however, are not allowed.
11. Students shall not wear pajama tops or bottoms as outside or visible apparel.
12. Clothing shall cover the mid-section and the back of a student at all times, including when the student is standing and/or sitting.

STUDENTS

Dress and Appearance R 7-37

13. The length of shorts shall be at least at the area marked by the tip of the student's index finger or mid-thigh, whichever is longer - along his/her leg when standing.
14. Skirt and dress lengths shall be at least at the **{area marked by the tip of the student's index finger or mid-thigh, whichever is longer}** ~~top of the knee~~ when the student stands. Leggings may only be worn underneath shorts, skirts, or dresses that meet the shorts, skirt, and dress requirements.
15. Splits in skirts, dresses, or shorts shall be **{marked by the tip of the student's index finger}** ~~below the fingertips~~.
16. Necklines shall be modest, not revealing, and shall not allow cleavage to show. A 3" x 5" index card will be used as a measurement device for student compliance with the neckline requirements. The neckline when measured is from the collarbone to the bottom of the index card (three inches).
17. **{Sleeveless shirts may be worn. Tank tops or shirts with spaghetti straps, however, are not allowed.}** ~~Shirts shall have a sleeve extension past the shoulder seam.~~
18. Requests for accommodations or exceptions to these requirements for religious or health reasons will be considered on a case-by-case basis, and should be submitted to the principal in writing in advance to avoid any unnecessary disciplinary action.

B. Violation of the Regulation

Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Approved by Superintendent: August 4, 1981

Revised by Superintendent: December 1, 1982

Revised by School Board: July 10, 2006

Revised by School Board: December 16, 2008

Revised by School Board: March 20, 2012

Revised by School Board:

Agenda Report

Date: 08/19/14

Agenda Number: D-4

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: LCS-One Equipment Use Agreement

Summary/Description:

Each year all Lynchburg City Schools students, parents, and staff must sign an Acceptable Use Policy (AUP) agreement prior to the use of school technology which establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. With the implementation of LCS-One approaching, clear guidelines are needed for the use of the LCS-issued Chromebooks that will be given out to students for use in school and at home, in addition to the AUP agreement.

A copy of the proposed LCS-One Equipment Use Agreement appears as an attachment to this agenda report. This agreement has been reviewed by legal counsel and is being presented to the school board for discussion.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board the LCS-One Equipment Use Agreement.

This Equipment Use Agreement is between Lynchburg City Schools (LCS) and:

Student: _____
 Last Name First Name Date

Parent/Guardian: _____
 Last Name First Name Date

1. Equipment. LCS is loaning the following Equipment for the exclusive use of the Student. The Equipment is the property of LCS, and is on loan to the Student for educational purposes only, subject to the conditions herein.

Equipment	Make & Model and Serial Number (if Applicable)	Condition (New, Good, Fair, Poor)	Student/Parent/Guardian Initials	Staff Initials
			/	
			/	
			/	

2. Term of Agreement and Return of Equipment. LCS is loaning the Equipment to the Student for the current School Year. The Student’s use of the Equipment is a privilege and can be revoked at any time. The Student must return the Equipment upon the request of LCS, at the end of the school year, or if the Student withdraws from LCS.

3. Inspection by LCS. The Student has no expectation of privacy in his/her use of the Equipment. LCS reserves the right to monitor the Student’s use of the Equipment and to periodically inspect the Equipment and anything stored on it without prior notice.

4. Use of and Care for the Equipment. The Equipment is to be used for educational purposes only, and the Student’s use of the Equipment must comply with all applicable School Board Policies and Regulations, including the Acceptable Computer System Use Policy IIBEA/GAB, Regulation IIBEA-R/GAB-R and Agreement IIBEA-E2/GAB-E1, and the Student Code of Conduct P7-32 and R7-32.

The Student may take the Equipment home if the Student and the Parent/Guardian participate in the take-home portion of LCS-One. If the Student and/or the Parent(s)/Guardian(s) decline to participate in the take-home portion of LCS-One, the Equipment will be stored at school, and the Student will check it out for daily use and must return it at the end of each school day. **Students who do not participate in the take-home portion of LCS-One are still responsible for the proper use and care of their Equipment while at school, as set forth herein.**

The Student is responsible for the reasonable care of the Equipment, and should place it in the assigned carrying case in a secure location (locked up when possible), when not in use. The Student should take care not to drop it or get it wet, and must not leave it outdoors or in a car in extreme weather conditions, or use it near food or drink. The Student may clean the Equipment with a soft, dry cloth, only, but may not remove any protective case in order to clean it.

The Student will transport the Equipment in the assigned carrying case, and will bring it to School each day, fully charged. The Student and Parent/Guardian understand that if the Student comes to school without his/her Equipment, the Student may not be able to participate in classroom activities and his/her grade may be affected.

The Equipment is for the Student’s exclusive use. The Student may not lend the Equipment to anyone, including friends or siblings.

The Student will not alter, disfigure or deface the Equipment, or cover up any numbering, lettering, or insignia displayed on the Equipment. The Student will not alter or remove any LCS software, programs or applications from the Equipment, and will not load any software, programs or applications on the Equipment.

The Student is responsible for all personal data contained on the Equipment, and LCS is not responsible for any data loss. The Student should regularly back up all files and data to external media such as flash drives, CDs, DVDs, or hard drives.

5. Responsibility for Loss or Damage, and Duty to Report. The Student and/or Parent/Guardian are responsible for the repair cost or replacement cost, whichever is less, for any damage to or loss of the Equipment. Damage includes, but is not limited to, defacing of the Equipment, broken or damaged components, and conditions beyond normal wear associated with the use of the Equipment.

Student Initials _____ Parent/Guardian Initials _____

Agenda Report Attachment

Item: D-4

The Student and the Parent/Guardian are not to attempt to repair the Equipment. LCS will manage all Equipment repairs.

If the Equipment is lost or stolen, the Student and/or Parent/Guardian must file a police report within 48 hours. The Student and/or Parent/Guardian must immediately report to School Personnel any damage to or the loss or malfunctioning of the Equipment.

Students who do not participate in the take-home portion of LCS-One are responsible for damage to or loss of their assigned Equipment while at school.

6. Optional Protection Plan. The Student or Parent/Guardian may participate in LCS's optional Protection Plan for the Equipment for a non-refundable payment of \$75.00 (payable by _____), or three equal non-refundable payments of \$30.00, payable to the Lynchburg City Schools as follows:

Payment 1	Payment 2	Payment 3
due by September 19, 2014	due by October 1, 2014	due by November 1, 2014

The optional Protection Plan is not transferable to another student and will cover the device, but not the AC power charger or case, for up to 4 years, as follows:

Incident	Cost
1 st incident of accidental damage or loss	No cost
2 nd incident of accidental damage or loss	Repair cost or 50% of the replacement, whichever is less
3 rd and subsequent incident of accidental damage or loss	100% of repair or replacement, whichever is less

In the alternative, the Student and/or Parent/Guardian may wish to obtain property insurance at their own expense, for the protection of the Equipment. Failure of the Student and/or Parent/Guardian to participate in the LCS optional Protection Plan or to obtain property insurance, will not relieve the Student and/or Parent/Guardian of liability as provided for in this Agreement.

LCS's optional Protection Plan does not cover intentional damage to the Equipment. If LCS determines the Equipment was intentionally damaged, the Student and/or Parent/Guardian are responsible for 100% of the repair cost or replacement cost, whichever is less. The estimated replacement cost for a lost, stolen or damaged device is \$400.

If the Student and/or Parent/Guardian does not reimburse LCS for any damage to or loss of the Equipment (over and above what is covered by the Protection Plan if applicable), the Student will not be permitted to take the Equipment home. If LCS determines the Student is still eligible to use the Equipment at school, the Student will be permitted to check out the Equipment on a daily basis and return it to the School at the end of the day, but the Equipment will not be available for home use until LCS has been fully reimbursed. If Students do not return Equipment by the required date, or if Students or Parent/Guardian do not reimburse LCS for damage to or loss of the Equipment, the Student may be prohibited from participating in graduation ceremonies.

7. Security Measures. LC has installed security measures on the Equipment that will function outside of the Division's network filters. These tools may be used to track LCS inventory, and are intended to filter or block access to sites with child pornography, obscenity, and material LCS deems to be harmful to juveniles as defined in Va. Code §18.2-390. While LCS uses these technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school division to absolutely prevent such access, and **the Parent/Guardian should supervise the Student's use of the Equipment at home.**

Student: I have read, understand and agree to abide with the terms of this Agreement. I understand I may be denied access to the Equipment and/or subject to disciplinary action if I do not comply with the Agreement.

Student signature

Date

Parent/Guardian: I have read and understand the terms of this Agreement, and give permission for LCS to loan my Student the Equipment under the terms and conditions set forth above.

Parent/Guardian signature (for student under the age of 18)

Date

Parent/Guardian Initial here if the Student will not participate in the take-home portion of LCS-One

Parent/Guardian Initial here if the Parent/Guardian declines to participate in the Optional Protection Plan. I realize that if I do not take advantage of this Optional Protection Plan that I am responsible for the full cost of repairs and/or replacement of the Equipment.

Agenda Report

Date: 08/19/14

Agenda Number: E-1

Attachments: No

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Crisis Plans: 2014-15

Summary/Description:

Pursuant to the Code of Virginia §22.1-279.8, each school board shall ensure that every school develops a written school crisis, emergency management, and medical emergency response plan. The school must also review the plans on an annual basis.

The school division works collaboratively with the Lynchburg Police Department to develop those plans, and a copy of the plans will be forwarded to each school board member for review. The plans will be presented to the school board for consideration at the September 2, 2014, school board meeting.

Disposition: Action
 Information
 Action at Meeting on: 09/02/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the September 2, 2014, school board meeting.