



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

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School Board District 2

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School Board District 1

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School Board District 3

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School Board District 1

Troy L. McHenry
School Board District 3

Treney L. Tweedy
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

Paul McKendrick
Superintendent

William A. Coleman, Jr.
Assistant Superintendent of
Curriculum and Instruction

Edward R. Witt, Jr.
Assistant Superintendent of
Operations and Administration

Wendie L. Sullivan
Clerk

**SCHOOL BOARD MEETING
December 21, 2010 5:30 p.m.
School Administration Building
Board Room**

A. PUBLIC COMMENTS

1. Public Comments
Paul McKendrick.Page 1
Discussion/Action (30 Minutes)

B. CONSENT AGENDA

1. Personnel Report
Billie Kay Wingfield.Page 2
Discussion/Action

C. STUDENT REPRESENTATIVE COMMENTS

D. UNFINISHED BUSINESS

1. School Operating Budget Adjustments: 2010-11
Paul McKendrick.Page 4
Discussion/Action
2. School Operating Budget: 2011-12
Paul McKendrick.Page 5
Discussion
3. Administrative Regulation 2-42: Community Use of School
Facilities: Rules and Conditions
Edward R. Witt, Jr.Page 6
Discussion/Action
4. Administrative Regulation 7-19: Procedures for Student
Suspensions and Expulsions
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Discussion/Action

E. NEW BUSINESS

- 1. Civil War Trails Marker
Paul McKendrick Page 22
Discussion

- 2. Lynchburg Juvenile Detention Center Educational Program
Budget: 2010-11
William A. Coleman, Jr. Page 23
Discussion/Action

- 3. Central Virginia Child Development Clinic Budget: 2010-11
William A. Coleman, Jr. Page 25
Discussion/Action

- 4. Lynchburg Juvenile Detention Center Educational Program
Budget: 2010-11 Title I Teacher (Part-time)
William A. Coleman, Jr. Page 26
Discussion/Action

F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, January 25, 2011, 5:30 p.m.
Board Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 12/21/10

Agenda Number: A-1

Attachments: No

From: Paul McKendrick, 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: 12/21/10

Agenda Number: B-1

Attachments: Yes

From: Paul McKendrick, Superintendent
Billie Kay Wingfield, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for November 16 – December 21, 2010, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for November 16 – December 21, 2010.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
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RESIGNATIONS:

Hatten, Leslie	Eastern Kentucky University	B.S./0 yr. (Lv. 0 3)	Linkhorne Elementary Fifth Grade	12/10/11
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Agenda Report

Date: 12/21/10

Agenda Number: D-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: School Operating Budget Amendments: 2010-11

Summary/Description:

During the Lynchburg City School Board's December 7, 2010, meeting, the school administration presented an update to the school division's 2010-11 general operating budget. That report provided current information relative to revenue and expenditures. The report also included adjustments that the school administration made to the budget, based on needs as cited by finance department staff as they prepared for and during the school division's annual budget. Because of those adjustments, the general operating budget that the school administration presented last spring is quite different, especially relative to classification changes that were made in the school division's federal grant funds. Thus the school administration brings this amended 2010-11 general operating budget back to the school board for its approval.

Ms. Kimberly D. Lukanich, the department's accounting supervisor, will make the presentation and will be available to address questions that school board members may have.

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

Recommendation:

The superintendent recommends that the school board approve amendments to the school operating budget for 2010-11.

Agenda Report

Date: 12/21/10

Agenda Number: D-2

Attachments: No

From: Paul McKendrick, Superintendent

Subject: School Operating Budget: 2011-12

Summary/Description:

In previous years, the Virginia Department of Education (VDOE) would have contacted the Commonwealth's school divisions regarding funding for their 2011-12 general operating budgets as reflected in the governor's proposed budget. Typically, school divisions would have received that information during the third week of December. This year, however, school divisions have not received any information regarding their budgets, for at this point the governor has not released his proposed budget. Earlier this fall, however, the governor did inform the VDOE that it should plan for possible decreases of two percent, three percent or six percent in the department's 2011-12 funding.

The school division may not receive information regarding its 2011-12 budget until, at the earliest, January 7, 2011. On that date, the VDOE and the Virginia Association of School Superintendents (VASS) will hold a budget workshop in Richmond for superintendents.

Even so, during the presentation of this agenda item, the school administration will present to the school board budget requests and/or initiatives which may have budgetary implications for the 2011-12 academic year.

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: 12/21/10

Agenda Number: D-3

Attachments: Yes

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions

Summary/Description:

The school administration reviewed the Lynchburg City School Board's administrative regulation regarding the use of school facilities by the community and other organizations and presented revisions, which includes a new fee schedule, to the school board on October 5, 2010. Following that presentation, the city attorney reviewed the regulation and made further revisions. The newly revised regulation appears as an attachment to this agenda report.

On December 7, 2010, the school board was presented with the city attorney's revisions to the administrative regulation. During the presentation, it was requested that item H. 4. be revised to state that no food or drink be allowed on synthetic turf field or track. Mr. Witt will provide additional information about this item during this presentation.

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

Recommendation:

The superintendent recommends that the school board approve Administrative Regulation 2-42: Community Use of School Facilities: Rules and Conditions.

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

A. Supervision

~~— In order to protect the interests of the school board when school buildings and facilities are rented or are being used by non-rental fee paying organizations or groups, the superintendent, or his designee, may when he deems it necessary, require that the lessee or user employs a responsible school board employee, familiar with the particular school building and its facilities to supervise the area during the rental or use and be responsible for school-owned equipment.~~

~~— As part of the rental fee, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied by the lessee or user.~~

B. Liability

~~— Neither the school board nor any school personnel shall be liable for injury to person or persons present, nor for damage to property of persons in attendance resulting from this rental. Lessee obligates itself:~~

~~— 1. To make good any loss sustained by the lessor as a result of or in connection with the rental.~~

~~— 2. To maintain order and decorum in the building or premises.~~

~~— 3. To prevent smoking within the building except in designated areas.~~

~~— 4. To prohibit the consumption of alcoholic beverages on the premises.~~

~~— 5. To use only regular driveways in transporting persons, equipment, and supplies to and from the building.~~

{A. General

The Lynchburg City Schools welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. The school division recognizes that the primary purpose of school facilities is to implement the school division’s instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs.

Permission to use facilities shall be allowed at the discretion of the school division and will be given with the understanding that the user assumes full

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

financial responsibility and liability for actions of attendees, care of equipment, and protection of school property.

Programs and activities of users must be lawful and must conform to all of the policies of the school board. Permission will not be denied due to content or views expressed by the organization.

B. Use of Facilities

1. Who May Use the Facilities

Established organizations within the city (parent/teacher organizations, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) serving the residents of the city may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization. In addition, outside organizations may apply to use school facilities, provided they meet all the requirements for such use.

2. Classification of Users

To ensure the care and preservation of school facilities and equipment and to ensure fairness and consistency in the implementation of school board policy governing use of facilities, the following categories have been established. These categories are to determine priority for facility use and a schedule fee has been provided for approved users when space and facilities are available.

Approval of all applications will be based upon the following criteria: benefits to the school division and the community; educational contribution; potential wear and tear on school facilities; appropriateness of the activity; and relationship of the activity to the stated mission of the school division.

The use of school facilities for K-12 school instructional and extracurricular programs, meeting of students, teachers, parent/teacher organizations or other organizations directly affiliated with the schools will have precedence over all other requests.

Of the four categories, Category 1 will be given the highest priority and Category 4 the lowest priority. However, every effort will be made to accommodate all requests. Generally, those who are in Category 1 will only be charged for after-hours use of school division personnel.

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

- a. **Category 1: Lynchburg City Schools Use (Rental Rate - No Charge)**
LCS-sponsored educational or interscholastic activities limited to student and school related functions.

- b. **Category 2: Educational Support Groups/Government Agency Programs/Community Programs (Rental Rate – No charge plus expenses related to the event.)**
 - 1.) **Educational Support Groups:** Could include but are not limited to partner groups providing educational or support services for the schools (including fund raising activities).

 - 2.) **Government Agencies/Community Programs** providing student or citizen enrichment and support. Government Agency Programs could include but are not limited to: the Department of Parks and Recreation and their partner programs, government meetings, and government polling sites.

- c. **Category 3: Non-Profit Groups (Rental Rate – 50 percent discount plus expenses related to the event.)**
 - 1.) **Non-Profit Groups:** Defined as governmental agencies, church groups, or organized groups that provide civic, educational, religious or cultural activities. Groups may need to show proof of non-profit status.

(Examples could include but are not limited to: civic organizations, community theatre, scout troops, little league (not partnered with Department of Parks and Recreation), and churches.

- d. **Category 4: Private Citizen Use/For Profit Groups/Commercial Users (Full Rental Rate – No discount plus expenses related to the event.)**

Private Citizen Use/For-Profit Groups/Commercial Users: Defined as groups, other than those identified in Categories 1, 2, and 3, interested in using school facilities for a particular use such as recreational, educational, and cultural activities. All groups must comply with all rules and regulations contained in this regulation.

C. Process to Obtain a Facility Use Reservation

- 1. **All organizations requesting facility use must submit a facility use application form. All applications for facility use must be processed through the Lynchburg City Schools Facility Scheduling Office.**

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

2. The application can be printed, completed, and submitted to the Facility Scheduling Office along with a \$10.00 processing fee during business hours, mailed through US Postal Service, or the application can be submitted online.
3. All requests must be submitted to the Facility Scheduling Office no later than 30 days prior to the event. Requests may be submitted up to one year in advance.
4. The Facility Scheduling Office cannot “hold” space for any organization.
5. Facilities are rented and reserved on a first come, first served basis. When requests for the same facility at the same time are made, Category 1 has the highest priority and Category 4 the least.
6. The application must be submitted by a designated person who will be responsible for the event. This person must be at least 21 years of age.
7. Once the application is received and approved, the Facility Scheduling Office will calculate estimated fees and send the approved application to the applicant. Once the applicant signs and returns the form, the form becomes the contract between the Lynchburg City Schools and the applicant. The contract will contain the details of the event, a summary of fees, and a copy of this administrative regulation will be provided. This contract, along with the required deposit of 50 percent of estimated fees, must be signed and returned to the Facility Scheduling Office within 10 business days of receipt for the reservation to be approved and confirmed.
8. Representatives who have been granted permission to use facilities shall may not reassign, transfer, sublet or charge a fee to others for the use of school property.
9. A certificate of insurance must be provided at least two weeks prior to event. (See Liability and Insurance section below.)

D. Cancellations

1. User must give 15-days notice prior to cancellation of the event. Notification of cancellation less than 15 days before the scheduled time of use will result in forfeiture of the deposit. All cancellations must be received in writing in the Facilities Scheduling Office.

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

2. School events may take precedence over any previously requested reserved space. The Facilities Scheduling Office will do everything possible to accommodate your group when this occurs with as much notice as possible.
3. The Lynchburg City Schools reserves the right to cancel events due to inclement weather, emergency, school use, or any other circumstances which would make the space unusable. Every effort will be made to reschedule the event at a mutually agreeable location, date, and time. If this is not possible, a full refund will be given.

E. Liability and Insurance

1. A Proof of Liability/Personal Injury/Bodily Injury and Property Damage Insurance Certificate is required for non-school groups for each event in the amount of least \$1,000,000 for Bodily Injury and \$1,000,000 for Property Damage, with the Lynchburg City Schools named as "an additional insured" on the policy. User is responsible for obtaining the insurance.
2. A copy of the insurance certificate is due in the Facilities Scheduling Office at least two weeks prior to the event.
3. User's failure to present proof of insurance voids all agreements and permission to use facilities.
4. All users must agree to hold harmless the Lynchburg City Schools and its agents and employees from and against all claims, damages, losses, and expenses including attorney's fees arising out of or resulting from applicants' use of school division facilities. A Hold Harmless statement will accompany the signed application form/contract.

F. Payment

1. The individual(s) who signed the application and agreement are responsible for payment of all charges associated with the related facility use.
2. Payment in full is due 10 business days prior to the event in the Facilities Scheduling Office. All rental fees will be computed based on information contained in the application. Any additional time, facilities, or services will result in extra charges to the applicant. Additional charges are billed after the event and are due within 30 days.
3. Late payments are subject to a 1.0% per month fee on unpaid balances.

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42**G. On-Site Rules**

In order to protect the interests of the school board when school buildings and facilities are rented or are being used by non-rental fee paying organizations or groups, the superintendent or his designee may, when it is deemed necessary, require that the user employ a designated school board employee, familiar with the particular school building and its facilities, to supervise the area during the rental or use and be responsible for school-owned equipment.

1. User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any additional custodial services which are necessary to setup, breakdown, and return the facility to the condition in which it was originally found shall be performed by school division staff and charged to the user. All Lynchburg City Schools staff time for the event will be billed to the user.
2. Messages on whiteboards or chalkboards in the classroom areas are NOT to be disturbed. If the user needs the use of whiteboards or chalkboards, it must be specifically requested.
3. The user shall not allow any alcoholic beverages to be served or consumed in school buildings or on school property.
4. The user shall not allow the use of tobacco products in school buildings, on school property, including school division-owned vehicles.
5. The user is not entitled to use areas or equipment not specifically requested and approved per the Facility Use Application Form. Use of technology equipment must be specifically requested.
6. All activities must be under competent adult supervision. Children attending this event must be supervised by an adult at all times.
7. User groups must take reasonable steps to insure orderly behavior of attendees at the event. The Lynchburg City Schools will determine and schedule safety and security services. In addition, LCS may require that additional school employees be present during the period of use. The user will be billed for these services.
8. Users will be responsible for paying for all damage incurred during their use of the facility or equipment, including property of pupils and employees. The rental space will be inspected by a school division staff

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

member and the user before and after the event. In the event that property loss or damage is incurred during use or occupancy of school division facilities, the amount of damage shall be determined by the Lynchburg City Schools, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within 30 days of receipt of the bill. The Lynchburg City Schools will not be responsible for any loss of valuables or personal property.

9. Approved users are restricted to the dates and hours approved and to the building area and facilities specified.
10. No pets of any kind are permitted on school property. Service animals are permitted.
11. Approved users must comply with all applicable city and state fire and safety regulations at all times. The user shall ensure that the corridors, exits, and stairways are kept free of obstructions and that members of the audience or spectators do not stand or sit in a manner that blocks exits, aisle ways, or stairways. The user shall observe facility capacities as determined by the Fire Marshal.
12. Only decoration materials acceptable to the local Fire Marshal shall be used. The user shall remove all decorations immediately after the event.
13. Only LCS personnel may move or direct movement of equipment, furniture, etc. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with Facility Scheduling to provide technically qualified personnel to perform and/or supervise the tasks at wage rate specified in the Tiered Fee Schedule.
14. No food/drink items of any type are to be served in LCS facilities without the prior knowledge and consent of Facility Scheduling. Should a kitchen area be desired for use, it is understood that an approved member of the school cafeteria staff will be required to supervise the kitchen. The user will be billed for these services.
15. Applicant must have their approved Facility Use Contract in their possession at the event.
16. The user is responsible for the payment of all city, state, and federal taxes, assessments, or levies now or hereafter levied because of this use. If charging an admission fee, the Lynchburg City Collections Office (434-455-3840) must be contacted two weeks prior to the scheduled event.

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

- 17. A copy of the OSHA Standards applicable to the use of any Lynchburg City Schools facility will be provided to the user.
- 18. Tickets available for sale may not exceed the capacity of the rented space.

H. Additional On-Site Rules for Athletic Field Use

- 1. Vehicles, bicycles, scooters, skates, skateboards, etc., are not allowed on fields or tracks.
- 2. Due to the surfacing of the tracks, individuals using the tracks must limit footwear to flat smooth-soled walking/tennis shoes. Absolutely no cleats are allowed on the tracks. Two inches, or less, cleats are acceptable on all fields. One quarter inch, or less, track spikes are allowed on tracks and field event areas only. Rubber crosswalks are required on the tracks.
- 3. No fireworks, open flames or sources of fire are allowed.
- 4. No food, gum, peanuts, popcorn, or sunflower seeds are {is} allowed on synthetic turf fields or tracks.
- 5. No additional field markings or painting on fields is allowed.
- 6. No chairs, tables, or tents are to be placed on tracks or synthetic turf fields.

J. Fees

Lynchburg City Schools Facility Rental Rates and Fees

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Civic Auditorium			3 hr. min. for auditoriums
Event Day	\$250	\$750	
Pre-event day(s)	\$125	\$375	
HHS Auditorium	\$100	\$300	
PLDMSI Auditorium	\$100	\$300	
WMBES Auditorium	\$75	\$225	
TCMESI Auditorium	\$75	\$225	
RSPES Auditorium	\$75	\$225	
HHS Gym	\$150	\$300	2 hr. min. for gyms
ECG Gym	\$125	\$250	

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

Site	Rental Rate (Hourly)	Minimum	Notes
ECG Aux Gym	\$125	\$250	
Gym Locker Rooms (No Gym Rental)	\$25	\$50	
PLDMSI Gym	\$100	\$200	
LMS Gym	\$100	\$200	
LMS Aux Gym (No Outside Rental)	\$100	\$200	
SMS Gym	\$100	\$200	
SMS Aux Gym	\$100	\$200	
WMBES Gym	\$50	\$100	
TCMESI Gym	\$50	\$100	
RSPES Gym	\$50	\$100	
HS Artificial Turf Fields	\$100		All other spaces are hourly
HS Grass Fields	\$50		
ECG/HHS Baseball	\$50		
ECG/HHS Softball	\$50		
Outdoor Track	\$25		
Middle School Field	\$50		
MS Tennis Courts	\$50		
Elem. Field	\$25		
Classrooms	\$25		
Computer Labs	\$75		
HHS Lecture Hall	\$25		
ECG Lecture Hall	\$25		
ECG Automotive	\$35		
Kitchen	\$50		
Cafeteria - MS and HS	\$100		
Elem. Multipurpose Rms.	\$50		
Outside area/parking (No other space rented)	\$75/day		

Additional Fees:

Police/Fire	\$30.00 per hour each
More than 1 Lynchburg City Schools Staff	\$15.00 per hour each
Athletic Field Lights	\$25.00 per hour

COMMUNITY RELATIONS

Community Use of School Facilities: Rules and Conditions R 2-42

Athletic Field – Scoreboard/PA System	\$20.00 per hour
High School Stage Pit Cover Removal	\$100.00 per event
Follow Spotlight	\$35.00 per event
Grand Piano	\$100.00 per day
Tuning	\$75.00
Auditorium/Sound and Lighting Systems	\$20.00 per hour

Adopted by School Board: June 19, 1973
 Revised by School Board: August 16, 1977
 Revised by School Board: October 17, 1978
 Revised by School Board:

Agenda Report

Date: 12/21/10

Agenda Number: D-4

Attachments: Yes

From: Paul McKendrick, Superintendent
Edward R. Witt, Jr., Assistant Superintendent of Operations and Administration

Subject: Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions

Summary/Description:

As part of the review of the Lynchburg City School Board Policies and Administrative Regulations, the school administration has found several policies that it wants to add and/or revise in accordance with the Code of Virginia and the Virginia Board of Education regulations.

Administrative Regulation 7-19: Procedures for Student Suspensions and Expulsions has been revised to provide clearer guidelines for due process rights prior to suspension and defines the grounds for an appeal following a suspension.

During the meeting on December 7, 2010, the school board discussed changing section B to reflect current practice of each school board member serving on the Student Discipline Committee on a rotating schedule. That revision has been included in the administrative regulation.

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

Recommendation:

The superintendent recommends that the school board approve revisions to Administration Regulation 7-19: Procedures for Student Suspensions and Expulsions.

STUDENTS

Procedures for Student Suspensions and Expulsions R 7-19A. Generally

Suspensions are used only as a last resort in disciplining students. The suspension period is normally for three (3) days in most instances. Short-term suspensions, however, may vary from one (1) day to ten (10) days. All suspensions for periods longer than ten days must be approved by the Student Discipline Committee of the school board.

B. Student Discipline Committee of the School Board

The Student Discipline Committee of the school board ~~will~~ **{shall}** be comprised of three school board members ~~appointed by the chairman of the school board with the approval of the school board~~ **{with each member serving on a rotating schedule}**.

C. Notice of Suspension

Copies of the notice of suspension must be 1. given to the student, 2. mailed to the parent or legal guardian, 3. sent to the director for student services, and 4. retained in the school in the student's record in accordance with the Management of Student Records Guidelines. An effort must be made to contact the parent by phone on the day of the suspension.

The space on the suspension notice designated for the principal's statement must include:

1. Charges or reasons for suspension
2. Summary of evidence to support charges
3. Length of suspension
4. Date of readmission conference

D. Appeals

A student or parent must be informed of the right to appeal a suspension (see Regulation 7-6). Should notice of an appeal be presented, the student would remain in school until the outcome of the appeal has been determined, unless the situation is deemed dangerous or disruptive to the school environment by the building principal.

STUDENTS

Procedures for Student Suspensions and Expulsions R 7-19

Further, these guidelines do not preclude the right of the principal to remove a student from the school premises because of a flagrant violation which would require immediate action.

E. Application of Suspensions

1. A student's initial suspension is usually an overnight suspension pending the return of a parent or guardian for a reentry conference. This will not be the case where more serious acts are involved such as violence, vandalism, drugs, or thievery.
2. A student's second suspension is usually for no more than three days.
3. A student's third suspension is usually for no more than five days.
4. A student's fourth suspension is left to the discretion of the principal.
5. Suspensions of more than 10 days must be approved by the Student Discipline Committee of the school board.
6. Prior to a suspension, the student and/or his parents will be informed of **{his/her due process rights including}** the reasons for the suspension and given an opportunity to respond to the charges. After the suspension, a parent or guardian has the right to appeal a suspension if he/she ~~is not satisfied with the decision of the principal~~ **{disputes the facts of the case or if he/she believes the student's due process rights have been violated}**. The student may be reinstated pending the appeal outcome.
7. Recommendations by the superintendent to the school board for long term suspension will be expected in cases of particularly serious infractions of the rules as well as cases involving repeated suspensions for less serious infractions.
8. Probationary status may be assigned when, in the opinion of the principal, a student's behavior has created serious concern regarding the student's continued enrollment in school. The terms of the probationary status will be clearly defined, in writing, to the student and his parents. Generally, such status will remain in effect until the end of the school year or until revoked by the principal.

F. Suspension (and Expulsion) of Students with Disabilities

STUDENTS

Procedures for Student Suspensions and Expulsions R 7-19

Federal and state laws require that in the following two cases students with disabilities must be treated differently:

1. If the proposed action substantially changes the student's individualized education program (IEP); and
2. If the proposed action denies the student a free appropriate public education.

Court cases have provided direction and established conditions and procedures to follow when either of the above actions become necessary:

1. All students have the right to procedural safeguards when being disciplined:
 - a. The right to know what specific rule he has violated;
 - b. The right to know how the administration knows he has violated the rule;
 - c. The opportunity to respond to the accusations; and
 - d. The right to have an investigation conducted if there is contradictory information.
2. Short-term suspension is for 10 or fewer days and long-term suspension is for more than 10 days.

Where a disciplinary action involving long-term suspension or expulsion of a disabled child is being considered, a determination must be made as to whether or not there is a direct causal relationship between the student's handicap disability and the misconduct. This determination must be made by a specialized, knowledgeable group of persons pursuant to the change of placement procedures as outlined in Policy 7-19, Section F.

In emergency situations involving disabled students, short-term suspension should be imposed, and the required special education procedures, necessary for long-term suspension, set up as soon as possible. The following situations can be considered as emergencies:

- a. The student is uncontrollably violent.
- b. The student appears to present an actual danger to himself or others.
- c. The student appears to pose a threat of harm to himself or to others.

STUDENTS

Procedures for Student Suspensions and Expulsions R 7-19

- d. The student is so disruptive that normal school activities cannot continue.
- e. The student is physically or verbally abusive to others.

Regulatory Authority: (1997) See legal references to school board policy # 7-19.

Approved by School Board: July 15, 1980

Revised by School Board: September 18, 1984

Revised by School Board: September 3, 1985

Revised by School Board: September 7, 1994

Revised by School Board: November 11, 1997

Agenda Report

Date: 12/21/10

Agenda Number: E-1

Attachments: No

From: Paul McKendrick, Superintendent

Subject: Civil War Trails Marker

Summary/Description:

Dr. Clifton W. Potter, Jr., representing the Taylor-Wilson Camp #10 Sons of the Union Veterans of the Civil War, is requesting the approval of the Lynchburg City School Board for the placement of a Civil War Trails historical marker on the campus of E. C. Glass High School. According to Dr. Potter, more than 200 Union soldiers died in our hospitals and were buried in the City Cemetery. Most of these men were later moved to the Poplar Grove Cemetery in Petersburg shortly after the end of the war. However, Dr. Potter notes that more than 90 Union soldiers were buried in unmarked graves close to the areas of the major engagements during the Battle of Lynchburg in 1864. Most families never knew of the final resting places. Since the Prisoner of War Camp for Union soldiers was located at what is now E. C. Glass High School, his organization as well as the Virginia Commandary of the Loyal Legion of the United States would like to recognize the sacrifices of these soldiers and therefore is seeking school board approval for the placement of the marker on the school's campus.

The organizations only ask for the school board's support. There are no financial obligations. He reports that he has received support from city council as well as from two local Civil War heritage groups: The United Daughters of the Confederacy and the Sons of Confederate Veterans.

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

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the meeting on January 25, 2011.

Agenda Report

Date: 12/21/10

Agenda Number: E-2

Attachments: No

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Lynchburg Juvenile Detention Center Educational Program Budget: 2010-11

Summary/Description:

The Virginia Department of Education recently approved funding for the Lynchburg Regional Juvenile Detention Center Education program in the amount of \$726,034. Lynchburg City Schools serves as the program's fiscal agent, and therefore employs eight teachers plus one part-time administrative secretary, all of whom deliver educational services to approximately 25 students enrolled in the Lynchburg Juvenile Detention Center.

The program's 2010-11 budget is below:

Personnel Salary Compensation	\$ 493,247
5% of Salaries Expanded – Indirect Cost	\$ 24,662
Fringe Benefits and Fixed Charges	\$ 161,775
Substitutes	\$ 2,500
Travel Expenses	\$ 4,700
Instructional Supplies and Equipment	\$ 15,000
Tuition Reimbursement	\$ 1,600
Text	\$ 0
Music Materials	\$ 5,000
Server & Support	\$ 3,600
Related	\$ 2,500
Technology Replenish	\$ 3,400
Staff Development & New Teacher Institute	\$ 2,050
Fax/Copier	\$ 3,000

Agenda Report

Date: 12/21/10

Agenda Number: E-2

Attachments: No

PD Materials-OSHA Certification	\$ 500
Postage	\$ 500
Computer Support	\$ 2,000
Total	\$ 726,034

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

Recommendation:

The superintendent recommends that the school board approve the Lynchburg Regional Juvenile Detention Center Program budget in the amount of \$726,034 for the 2010-11 school year.

Agenda Report

Date: 12/21/10

Agenda Number: E-3

Attachments: No

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Central Virginia Child Development Clinic Budget: 2010-11

Summary/Description:

The Virginia Department of Education has approved funding for the educational assessment component of the Central Virginia Child Development Clinic in the amount of \$98,881. Lynchburg City Schools serves as the fiscal agent for this program. Lynchburg City Schools employs one teacher who serves as the educational diagnostician. The program provides assessment and diagnostic services to local families.

The 2010-11 budget for the program is below.

Personnel Salary Compensation	\$	68,835
5% of Salaries Expended – Indirect Cost	\$	3,442
Fringe Benefits and Fixed Charges	\$	23,404
Travel Expenses	\$	1,000
Instructional Supplies and Equipment	\$	1,000
Technology Computer	\$	700
Assessments	\$	500
Total	\$	98,881

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

Recommendation:

The superintendent recommends that the school board approve the Central Virginia Child Development Clinic program budget in the amount of \$98,881 for the 2010-11 school year.

Agenda Report

Date: 12/21/10

Agenda Number: E-4

Attachments: No

From: Paul McKendrick, Superintendent
William A. Coleman, Jr., Assistant Superintendent of Curriculum and Instruction

Subject: Lynchburg Juvenile Detention Center Educational Program Budget: 2010-11 Title I Teacher (Part-time)

Summary/Description:

The Virginia Department of Education Recently approved funding for the Lynchburg Juvenile Detention Center title I teacher in the amount of \$20,184.42. Lynchburg City Schools serves as the fiscal agent for this program. Lynchburg City Schools employs one part-time (20-hours per week) teacher who serves as the program's Title I teacher. This position provides assessments and delivers educational services to approximately 25 students enrolled in the Lynchburg Juvenile Detention Center.

The program's 2010-11 budget is below:

Personnel Salary Compensation	\$	18,749.95
Fringe Benefits and Fixed Charges	\$	1,434.47
Total	\$	20,184.42

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

Recommendation:

The superintendent recommends that the school board approve the Juvenile Detention Center program budget for a part-time Title I teacher in the amount of \$20,184.42 for the 2010-11 school year.