

## **EDUCATION AGENCY RELATIONS**

### EDUCATION AGENCY RELATIONS GOALS

File: LA

It is the general goal of the division to support the educational endeavors of other institutions whose goals are compatible with those of the division.

In its relationship to other educational institutions, the school division will strive to stand as a partner and colleague in such ways as described below.

#### Post High School Institutions

- Within its resources and according to abilities and efforts of each individual student, the school division will prepare students for successful experiences in post high school institutions.
- To the extent appropriate and applicable, the school division will utilize the resources of post high school institutions for the development of its own staff.
- The school division will cooperate with post high school institutions in selected areas of research and experimentation which have the potential to increase the effectiveness of teacher preparation or staff development and/or which directly improve the local instructional program.

#### Other School Divisions

- The school divisions will work cooperatively with other school divisions in selecting programs which can be better done in cooperation than by single divisions acting alone.
- The school division will assume appropriate responsibility for improving the climate for education in the state and nation, particularly with reference to expanding the fiscal base, providing for efficient expenditure of funds, and bringing about state or federal legislation which improves education or contributes to division goals.
- The school division will cooperate with professional educational organizations recognized by the division as important forces for the improvement of education.
- The school division will cooperate with institutions such as educational service units and regional laboratories whose aims are to improve the education of children, when their programs are in keeping with or contribute to the goals of the division.

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Adopted: August 6, 1998  
Revised: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, Sections 22.1-78

## **EDUCATION AGENCY RELATIONS**

File: LB

### RELATIONS WITH PRIVATE SCHOOLS

The School Board and Superintendent shall work cooperatively with private schools that serve the community and students in matters of common interest, unless expressly prohibited by state statutes or local school board policy. The Superintendent is authorized to consult with officials of these schools to determine areas of mutual concern and interest and to make recommendations to the Board. The School Board will not enter into agreement with any nonpublic schools with the division to provide student transportation to and from such schools.

Adopted: June 21, 2007

Reviewed: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, §§ 22.178; 22.1-176.1

## EDUCATION AGENCY RELATIONS

File: LBD

### HOME INSTRUCTION

The Charlottesville City School Board recognizes that when the requirements of Va. Code § 22.1-254.1 are complied with instruction of children by their parents is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Any parent of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday may elect to provide home instruction in lieu of school attendance if he

- (i) holds a high school diploma; or
- (ii) is a teacher of qualifications prescribed by the Board of Education; or
- (iii) provides a program of study or curriculum which may be delivered through a correspondence course or distance learning program or in any other manner;
- (iv) or provides evidence that he is able to provide an adequate education for the child.

### DEFINITION

For purposes of this policy, "parent" means the biological parent or adoptive parent, guardian or other person having control or charge of a child.

### NOTIFICATION BY PARENTS

Any parent who elects to provide home instruction in lieu of school attendance shall annually notify the division superintendent no later than August 15 of his intention to so instruct the child and provide a description of the curriculum to be followed for the coming year and evidence of having met one of the criteria for providing home instruction. Any parent who moves into a school division or begins home instruction after the school year has begun shall notify the division superintendent of his intention to provide home instruction as soon as practicable and shall comply with the requirements of this policy within thirty days of such notice. The division superintendent shall notify the Superintendent of Public Instruction of the number of students in the school division receiving home instruction.

### EVIDENCE OF PROGRESS

A parent who elects to provide home instruction to a child who is over the age of six as of September 30 of the school year shall provide the division superintendent by August 1 following the school year in which the child has

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received home instruction with either (i) evidence that the child has attained a composite score in or above the fourth stanine any nationally normed standardized achievement test or (ii) an evaluation or assessment which the division superintendent determines to indicate that the child is achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

In the event that evidence of progress as required in this subsection is not provided by the parent, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child and a remediation plan for the probationary year which indicates their program is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, home instruction shall cease and the parent shall make other arrangements for the education of the child which comply with Va. Code § 22.1-254.

### IMMUNIZATIONS

Any parent, guardian or other person having control or charge of a child being home instructed, exempted or excused from school attendance shall comply with the immunization requirements provided in Va. Code § 32.1-46 in the same manner and to the same extent as if the child has been enrolled in and is attending school.

Upon request by the division superintendent, the parent shall submit to such division superintendent documentary proof of immunization in compliance with Va. Code § 32.1-46.

No proof of immunization shall be required of any child upon submission of (i) an affidavit to the division superintendent stating that the administration of immunizing agents conflicts with the parent's or guardian's religious tenets or practices or (ii) a written certification from a licensed physician, physician assistant, nurse practitioner, or local health department that one or more of the required immunizations may be detrimental to the child's health, indicating the specific nature of the medical condition or circumstance that contraindicates immunization.

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### NOTIFICATION TO PARENTS

Students receiving home instruction and their parents will be notified of the availability of Advanced Placement (AP) and Preliminary Scholastic Aptitude Test (PSAT) examinations and the availability of financial assistance to low-income and needy students to take these examinations. Such notice will be given when the parent notifies the division that the student will receive home instruction.

Adopted: June 19, 2008

Revised: June 16, 2011

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-254.1, 22.1-271.4, 32.1-46, 54.1-2982.2

Pollard v. Goochland County School Board, No. 3:00CV563 (E.D. Va. Sept. 27, 2001).

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File: LC

### CHARTER SCHOOLS

#### Purpose

In order to (i) encourage the development of innovative programs; (ii) provide opportunities for innovative instruction and student assessment; (iii) provide parents and students more choices; (iv) provide innovative scheduling, structure and management; (v) encourage the use of performance-based educational programs; (vi) establish high standards for teachers and administrators; and (vii) develop models for replication in other public schools, the Charlottesville City School Board (hereafter referred to as School Board) shall receive and consider applications for the establishment of charter schools.

#### Definition of Charter School

A charter school is a public, non-sectarian alternative school located within the Charlottesville school division or operated jointly by multiple school divisions. A charter school may not be home-based and may be created as a new school or by converting all or part of an existing public school. Conversions of private schools or home-based programs shall not be permitted. A charter school for at-risk pupils may be established as a residential school.

In establishing public charter schools within the division, the School Board will give priority to public charter school applications designed to increase the educational opportunities of at-risk students, particularly those at-risk students currently served by schools that have not achieved full accreditation.

All charter schools shall be subject to federal and state law, regulations and constitutional provisions prohibiting discrimination in admissions, employment or operation on the basis of disability, race, creed, color, gender, national origin, religion, ancestry or the need for special education services. Charter schools shall also be subject to any court-ordered desegregation plan in effect in the school division. Charter schools, like all public schools, shall also be subject to the requirements of the federal No Child Left Behind Act of 2001.

#### Application

Any person, group or organization may submit an application for the formation of a charter school. Prior to submitting a charter school application to the School Board, a public charter school applicant must submit its proposed charter application to the Commonwealth of Virginia Board of Education (hereafter referred to as the Board of Education) for review and comment. The Board of Education will examine such applications for feasibility, curriculum, financial soundness, and other objective criteria it may establish, consistent with existing state law. The Board of Education's review and comment will be for the purpose of ensuring that the application conforms with such

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criteria, but will not include consideration of whether the application should be approved by the local school board.

The applicant must complete the entire application in the format provided in Charter School Regulations. The School Board shall establish a "review team" to evaluate charter school applications. The review team will include at least the following persons: Assistant Superintendent for Instruction, Assistant Superintendent for Administrative Services, Director of Business and Finance, Director of Human Resources, Director of Special Education and Student Services, Supervisor of Assessment, one teacher, one principal, one local business representative and a charter school proponent. Other members may be added to the review committee by the Superintendent. The School Board shall designate the chairman of the review team as the contact person for answering questions about the application process and receiving applications. The review team shall work cooperatively with applicants for charter schools. Applications will not be considered by the Review Committee until the Associate Superintendent reviews the application package and determines it is completed based on the application requirements in the regulations. If additional information is needed during the review process, the review team shall request the necessary information. The need for additional information is not grounds for denying a charter. However, if the applicant does not provide the necessary information within a reasonable timeframe (established by the review team) then the application may be denied.

The review team shall (1) recommend to the School Board appropriate criteria for reviewing charter school applications; (2) evaluate all charter school applications based on the review criteria adopted by the School Board; (3) recommend one of the following options to the Superintendent for each application: approve, reject, place on a waiting list or return with suggestions for improvement. The Superintendent will make a recommendation to the School Board for the same options. (4) monitor charter school progress if the charter school is approved; and (5) make recommendations for revocation, renewal or non-renewal of charter contracts for any approved charter schools.

Prior to the approval or rejection by the School Board, a public hearing will be held. The hearing will follow the same procedure as other public hearings for the School Board.

The Charlottesville City School Board shall require a regulation for receiving, reviewing and ruling on applications for the establishment of charter schools. Such regulation must include a timeline for the application and review process and the means for reviewing and evaluating each application, including the criteria on which the decision to grant or deny a charter will be based. A copy of the regulation, including the review criteria, shall be available to any interested party upon request.

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### School Board Decision

Written notice of the School Board's decision shall be sent to the applicant and if the application is denied, the written notice shall include the reasons for the denial. The School Board decision whether to grant or deny an application shall be final.

### Charter Contract

Upon approval of a charter application, the School Board and the management committee of the charter school shall enter into a contract which contains all agreements between the School Board and the charter school; the approved application shall serve as the basis for the contract.

The charter contract shall also include other provisions negotiated by the School Board or its designee. A charter may be granted for up to five years. Any material revision of the charter contract shall be made in writing and must be approved by the School Board and the charter school.

### Waivers of School Board Policy and State Regulation

A charter school may operate free from School Board policies and state regulations, except the Standards of Quality, the Standards of Accreditation and Standards of Learning. All waivers for release from local and state policies and regulations must be outlined in the contract between the School Board and the charter school applicant.

### Management and Operation

A charter school shall be administered and operated by a management committee in the manner agreed to in the charter contract. The management committee shall be composed of parents of students enrolled in the school, teachers and administrators working in the school and representatives of any community sponsors, or any combination thereof. A charter school shall be responsible for its own operations. However, a charter school may negotiate and contract with the School Board, or any other third party, for the provision of necessary services; services provided by the School Board must be provided at cost.(See Section XXIV in the Application).

The applicant and members of the management committee, administrators, and other personnel serving in a public charter school must disclose any ownership or financial interest they may have in renovating, lending, granting, or leasing public charter school facilities.

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### Personnel

Charter school personnel shall be employees of the School Board and shall be selected as agreed in the charter contract. Professional, licensed employees currently employed by the School Board may volunteer for assignment to a charter school and may be assigned by the School Board to a charter school for one contract year and reassigned annually upon the request of the employee and management committee. Professional, licensed employees assigned to a charter school shall receive the same employment benefits as such personnel assigned to non-charter schools. Professional, licensed personnel who request assignment to a non-charter school or who are not recommended for reassignment in the charter school, other than for reasons cited in § 22.1-307 of the Code of Virginia, shall be transferred to a non-charter school according to School Board policy.

The School Board may employ health, mental health, social services and other related personnel to serve in residential charter schools for at-risk students as determined in the charter agreement. However, the School Board is not required to fund the residential or other services provided by a residential charter school.

The School Board has the final authority to assign professional, licensed personnel to charter or other schools within the division.

### Funding

Charter schools shall be funded as provided by law and negotiated in the charter contract.

### Revocation and Renewal of the Charter Contract

The School Board may revoke a charter contract if:

- the charter school violates the conditions, standards or procedures established in the application;
- the charter school violates a material term of the charter contract (for example, failing to provide required reports to the School Board);
- the charter school fails to meet generally accepted standards of fiscal management;
- the charter school violates any provision of law;

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- the School Board determines that it is not in the public interest or for the welfare of the students within the division to continue the operation of the charter school (for example, the charter school is no longer financially sound or fails to achieve state testing standards or decrease absentee rates); or
- the charter school assessment results fail to indicate reasonable progress toward achievement of the content standards or student performances standards identified in the application.

A charter contract may be renewed for up to five years. The management committee must apply to renew the charter by December of the school year the charter expires.

The application for renewal shall contain:

- a report on the progress of the charter school in achieving the goals, objectives, program and performance standards for students and other conditions and terms the School Board required in the charter;
- a financial statement, on forms prescribed by the Board of Education, disclosing the costs of administration, instruction and other spending categories which is written in a way to allow the School Board and the public to compare such costs to the costs of other schools and comparable organizations; and
- other information the School Board may require.

If a charter contract is revoked or not renewed, or a charter school is dissolved, the management committee shall be responsible for all financial obligations of the charter school.

### Reports

The School Board shall report to the Board of Education the following:

- the grant or denial of charter applications;
- the number of charters granted or denied and the reasons for any such denials;
- whether a public charter school is designed to increase the educational opportunities of at-risk students or any students served by schools that have not achieved full accreditation; and
- an annual evaluation of each charter school;

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The Board of Education will report the number of public charter schools established in Virginia, and the number of charters denied, in its annual report to the Governor and the General Assembly.

Adopted: October 1, 1998  
Revised: October 19, 2006  
Reviewed: June 19, 2008  
Revised: June 17, 2010

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Legal References: 20 U.S.C. § 6311(b)(1)(B).  
Code of Virginia, 1950, as amended, §22.1-212.5 et seq.

## EDUCATION AGENCY RELATIONS

### RELATIONS WITH COLLEGES AND UNIVERSITIES

File: LE

To protect students and teachers from unnecessary intrusions that may disrupt instruction and regular school activities, requests for college students and professors to observe classes, make surveys, have students complete questionnaires, use students for practice in standardized testing procedures, and interview students, shall be submitted directly to the superintendent by the dean or the head of the department of the college. Each project shall be fully described in order that proper judgment can be made as to the merits of the proposal, and so that arrangements with the schools can be effected with a minimum of interference with the regular school program.

Adopted: August 6, 1998

Revised: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, Section 22.1-78, 22.1-79.3

Cross References: JHDA Human Research  
KFB Administration of Surveys and Questionnaires

## EDUCATION AGENCY RELATIONS

### STUDENT TEACHING AND INTERNSHIPS

File: LEA

The Board shall cooperate with approved colleges and universities in providing laboratory opportunities for student teaching. The conditions, and policies that shall pertain in governing the administration of the student teaching program in the Charlottesville City Schools are as follows:

1. Teachers who serve as supervising teachers shall have a minimum of at least two years of teaching experience, one of these in the school to which the student teacher is assigned.
2. All teachers who serve as supervising teachers shall be recommended by the principal of the school to the superintendent for approval.
3. A class shall have no more than one student teacher during the regular school session. Only with the approval of the superintendent shall any class have a student teacher assigned to it for more than one quarter.
4. No supervising teacher shall have a student teacher assigned to him/her for more than two quarters during the regular school session. Any exception to this limitation must be approved by the superintendent.
5. The first responsibility of the supervising teacher shall be the educational welfare of the students for whom he is responsible.
6. The administrative and supervisory officers in the division shall have complete authority to reject or to terminate any student teacher whose professional or ethical behavior has a negative effect on the ongoing instructional program or welfare of students.
7. Information concerning students may be available to student teachers at the discretion of the principal. In all cases, the student teachers shall respect the confidential nature of information provided.
8. The structure and administration of the student teaching program in the division shall be supervised by the Superintendent or his/her designee.

Adopted: August 6, 1998

Revised: June 19, 2008

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Legal Reference: Code of Virginia, 1950, as amended, Section 22.1-78.

Cross References: 7-20(JO) Student Records  
9-4(LE) Relations with Colleges and Universities

## EDUCATION AGENCY RELATIONS

File: LEB

### ADVANCED/ALTERNATIVE COURSES FOR CREDIT

#### Advanced Education Courses

Students entering programs of advanced education, whether academic or career and technical, before they have completed requirements for graduation, may petition the principal of the school to leave the school program early and yet qualify for graduation with a diploma if:

1. The student is within two credits of all required units for diploma qualification.
2. Assurance is given by the appropriate officials of the sponsoring institution that courses taken in the advanced program are comparable substitutes for those still lacking in the prescribed high school program. The measure of comparability will be based on course content, course/grading expectations, hours of instruction, and instructor qualifications. A minimum of 140 clock hours of instruction by an endorsed teacher in an accredited program will be minimal requirements for the awarding of a full unit of credit.
3. Assurance is given that all requirements for a high school diploma are based on Charlottesville City School Division graduation requirements and can be met fully by the completion date of the first year of advanced study or by dates established for meeting graduations requirements, if the student wishes to participate in graduation.
4. The student confirms that it is his/her responsibility to transmit all required data and final grades to the high school in order to have them apply toward his/her scholastic credentials and diploma qualification.
5. For college courses, prior written approval is obtained from the high school principal for dual registration, the college accepts the student for admission to the course, and the course is given by the college for degree credit.

#### Alternative Education Courses

Students, teachers, or others involved in special courses, including online courses, taught outside the standard secondary curriculum and who want these courses recorded on student transcripts and/or reflect credit earned which applied toward diploma qualification will make requests through the school principal to the assistant superintendent for curriculum and instruction.

In order for the courses or programs to apply toward diploma qualification the conditions which follow must be met:

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1. A full program description including:
  - a. The purpose, instructional content, and expected outcome for the course or program,
  - b. A sequence outline\_of events and activities,
  - c. An estimate of student time devoted to the program - including study and preparation time, and
  - d. A description of the evaluation criteria.
2. A description of the qualifications of the sponsoring organization and instructional personnel.
3. A description of the course evaluation procedures used including the results of previous evaluations of similar activities.
4. Proof of parental endorsement for student participation.
5. Statement that the student is responsible for transportation and any fees incurred.

In order for the course/program to qualify for unit credit applicable toward diploma qualification, the following additional criteria must be met:

1. Evidence, submitted by the sponsoring organization, that there is a minimum of 70 hours of supervised instruction for each one-half unit of credit;
2. Evidence that teachers and supervisors, if applicable, have expertise, competence, and appropriate credentials to qualify them as teachers or supervisors;
3. Student records, including performance and attendance, forwarded to and reviewed by the principal upon completion of the course/program; and
4. Evidence that student and parent understand that no more than one unit of credit can be earned for each course taken and no more than two credits can be applied toward diploma qualification.

Adopted: April 3, 1998  
Revised: April 15, 1999  
Revised: June 19, 2008

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Legal References: Code of Virginia, 1950, as amended, Section 22.1-78.  
Regulations Establishing Standards for Accrediting Public Schools  
in Virginia, 8 VAC 20-131-70 et seq.

Cross References: IKF Graduation Requirements

RELATIONS WITH EDUCATIONAL  
ACCREDITATION AGENCIES

File: LI

All Charlottesville City Public Schools will be accredited according to standards developed by the Virginia Department of Education. The School Board will review the accreditation status of each school in the division annually in a public session of a board meeting.

The school board will recognize individual schools under the Virginia Index of Performance (VIP) program established by the Board of Education to recognize and reward fully accredited schools that make significant progress toward achieving advanced proficiency levels in reading, mathematics, science, and history and social science, and other indicators of school and student performance that are aligned with Virginia's goals for public education. The recognition may include public announcements, media releases, and other appropriate recognition.

The school board may ask the Board of Education for release from state regulations and for approval of an Individual School Accreditation Plan for the evaluation of the performance of one or more of its schools as authorized for certain other schools by the Standards of Accreditation pursuant to 8 VAC [20-131-280 C](#).

Adopted: August 6, 1998  
Revised: June 19, 2008  
Revised: June 17, 2010  
Revised: June 16, 2011

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Legal References: Code of Virginia, 1950, as amended, Sec. 22.1-19, 22.1-253.13.3.  
22.1-253.13:9  
  
8 VAC 20-131-5 et.seq.