

GENERAL SCHOOL ADMINISTRATION

ADMINISTRATION GOALS

File: CA

The division Superintendent is responsible for the direction, leadership and coordination of students and staff in their efforts to reach educational goals adopted by the Charlottesville City School Board. Administration must be based upon positive human relationships in order to serve as the keystone to the effective operation of the entire educational system

The Board expects the Superintendent to provide leadership in:

1. The processes of decision making.
2. Planning, organizing, implementing, and evaluating educational programs.
3. The development and maintenance of close working relationships and channels of communication within the school system and community.
4. The promotion of understanding and development of cooperation toward attaining the educational goals adopted by the board

Adopted: April 3, 1998
Revised: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-253.13:7, 22.1-70, 22.1-78.

GENERAL SCHOOL ADMINISTRATION

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

File: CBA

I. Qualifications

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

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

II. Major Duties

- A. Serves as chief executive officer of the School Board
 1. Attends School Board meetings
 2. Implements policies of the School Board.
 3. Develops, implements, and monitors the school system's comprehensive plan.
 4. Reports to the School Board about the status of programs, personnel and operations of the schools.
 5. Recommends actions to the School Board.
 6. Communicates as liaison between the School Board and school personnel.
 7. Assists the chairperson in developing and distributing notices and agenda of meetings of the School Board.

GENERAL SCHOOL ADMINISTRATION

File: CBA
Page 2

- B. Acts as the educational leader of the schools
 - 1. Supervises the principals, assistant superintendents and directors.
 - 2. Oversees planning and evaluation of curriculum and instruction.
 - 3. Visits schools on a regular basis.
 - 4. Maintains a current knowledge of developments in curriculum and instruction.
 - 5. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.

- C. Enforces school laws and regulations
 - 1. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
 - 2. Makes reports to the Superintendent of Public Instruction whenever required.
 - 3. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
 - 4. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
 - 5. Prepares and maintains administrative procedures, guidelines and regulations to be used to implement School Board policy. If Board action is required by law or the Board has specifically asked that certain types of regulations be given prior Board approval, these regulations and guidelines shall be placed in the School Board manual. The administrative procedures, guidelines and regulations shall be discussed with the staff and made available for their information.

- D. Oversees staff personnel management
 - 1. Organizes recruitment of personnel.
 - 2. Reassigns personnel to schools and offices.
 - 3. Ensures administration of personnel policies and programs.
 - 4. Supervises evaluation of personnel.
 - 5. Provides for maintenance of up-to-date job descriptions for all personnel.

GENERAL SCHOOL ADMINISTRATION

File: CBA
Page 3

- E. Oversees facility management
 - 1. Prepares long and short-range plans for facilities and sites.
 - 2. Ensures the maintenance of school property and safety of personnel, students, and property.
 - 3. Inspects school property on a regular basis.
 - 4. Approves the utilization of school property.
 - 5. Monitors any construction, renovation and demolition of school facilities.
 - 6. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
 - 7. Closes public schools which appear to him/her to be unfit for occupancy..

- F. Oversees financial management
 - 1. Prepares budget for School Board approval.
 - 2. Ensures that expenditures are within the limits approved by the School Board.
 - 3. Reports to the School Board on financial condition of the schools.
 - 4. Establishes procedures for procurement of equipment and supplies.
 - 5. Ensures that an accurate record of all receipts and disbursements of school funds is kept.

- G. Directs community relations activities
 - 1. Articulates educational programs and needs to the community.
 - 2. Responds to concerns expressed in the community.
 - 3. Maintains contact with the news media.
 - 4. Participates in community affairs.
 - 5. Involves the community in planning and problem solving for the schools.

GENERAL SCHOOL ADMINISTRATION

File: CBA
Page 4

- H. Oversees pupil personnel services
1. Monitors pupil personnel services.
 2. Ensures adequate pupil record system.
 3. Implements policies and programs relating to behavior and discipline of pupils.
 4. Maintains programs for health and safety of pupils.
 5. Communicates as liaison between schools and community social agencies.

Adopted: April 3, 1998
Revised: December 11, 2003
Revised: December 20, 2007
Revised: June 16, 2011

Legal Reference: Constitution of Virginia, Article VIII, Section 5c; Code of Virginia, 1950, as amended, sections 22.1-58, 22.1-59, 22.1-68, 22.1-69 22.1-136.

8 VAC 20-390-10
8 VAC 20-390-40
8 VAC 20-390-60
8 VAC 20-390-70
8 VAC 20-390-80

GENERAL SCHOOL ADMINISTRATION

DISCLOSURE STATEMENT REQUIRED OF SUPERINTENDENT

File: CBCA

The Division Superintendent shall, as a condition to assuming employment, file a disclosure statement of his or her personal interests and other information as is specified on the form set forth in Code of Virginia § 2.2-3117. Completed forms shall be filed and maintained as public records for five years in the office of the clerk of the Charlottesville City School Board. After the initial disclosure, the Division Superintendent must file this statement annually on or before January 15.

Adopted: April 3, 1998
Revised: December 11, 2003
Revised: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, sections 2.2-3115, 2.2-3117,

GENERAL SCHOOL ADMINISTRATION

SUPERINTENDENT'S COMPENSATION AND BENEFITS File: CBD

The Superintendent's contract shall be negotiated as provided by State law and School Board policy. The contract shall set forth the superintendent's compensation and benefit package.

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

When the Superintendent's contract is being renegotiated, each member of the School Board will be notified at least 30 days in advance of any meeting at which a vote is planned on the renegotiated contract unless the members agree unanimously to take the vote without the 30 days notice. Each member's vote on the renegotiated contract will be recorded in the minutes of the meeting.

Adopted: April 3, 1998
Revised: December 11, 2003
Revised: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-60, 22.1-67.

GENERAL SCHOOL ADMINISTRATION

FILE: CBE

SEVERANCE BENEFITS

Any severance benefits provided to a departing Superintendent will be publicly announced prior to the Superintendent's departure.

Adopted: August 16, 2007
Reviewed: December 20, 2007

Legal Ref: Code of Virginia, 1950, as amended, § 15.2-1510.1.

GENERAL SCHOOL ADMINISTRATION

EVALUATION OF THE SUPERINTENDENT

File: CBG

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

Annually, the Superintendent will provide to the Board a work plan designed to implement the goals set for the division by the School Board. The School Board shall evaluate the Superintendent annually. The School Board shall develop the instrument to evaluate the Superintendent after consulting (1) the uniform performance standards and criteria developed by the Board of Education and (2) the Superintendent. Informal evaluations may take place as the School Board deems appropriate, provided that the purpose for such appraisals be communicated to the Superintendent.

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

Adopted: April 3, 1999
Revised: October 21, 1999
Revised: May 4, 2006
Revised: December 20, 2007
Revised: June 16, 2011

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-60.1

Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents (Attached to Superintendent's Memo No. 100, May 19, 2000).

(http://www.doe.virginia.gov/teaching/regulations/uniform_performance_stds.pdf).

Cross Reference: CBA Qualifications and Duties for the Superintendent

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GENERAL SCHOOL ADMINISTRATION

ADMINISTRATIVE ORGANIZATION PLAN

File: CC

The authority of the Charlottesville City School Board is transmitted through the Superintendent along specific channels from person to person as shown in the Board approved organizational chart of the division.

The Superintendent shall conduct an annual review and evaluation of the staff organization of Charlottesville City Schools. Any revisions must be approved by the Board.

Adopted: April 3, 1998
Reviewed: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78.

GENERAL SCHOOL ADMINISTRATION

SCHOOL BUILDING ADMINISTRATION

File: CF

The principal is the chief executive of the school.

The principal must have successfully served as a teacher; have demonstrated administrative ability; and satisfied the educational requirements for the position.

The principal, under the direction of the Superintendent or his/her designee is charged with the administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the superintendent, the policies of the School Board and the State Board of Education. The principal is expected to provide leadership to the staff and assists in interpreting the educational program in the community. The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate.

The principal prepares budget requests indicating needs for the school, and controls and expends funds allocated to the school. The principal implements the severe weather and disaster plans upon notification by the Superintendent or his/her designee.

Adopted: April 3, 1998
Revised: December 11, 2003
Reviewed: December 20, 2007

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-293.

GENERAL SCHOOL ADMINISTRATION

POLICY IMPLEMENTATION

File: CH

Development of Regulations

The Superintendent is authorized to develop such regulations as may be necessary to carry out the policies adopted by the Charlottesville City School Board. If Board action is required by law or the Board has specifically asked that certain types of regulations be approved by the Board, these regulations shall be forwarded to the Board for action. The Superintendent shall see that the regulations are placed in the School Board Policy Manual.

Dissemination of Regulations

Administrators and supervisors will be responsible for informing staff members of all newly adopted regulations.

Adopted: April 3, 1998
Revised: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, section 22.-178.

Cross Reference: BF Board Policy Manual

GENERAL SCHOOL ADMINISTRATION

ADMINISTRATION IN POLICY ABSENCE

File: CHD
(Also BFE)

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

Adopted: April 3, 1998
Reviewed: December 20, 2007
Revised: June 16, 2011

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78

GENERAL SCHOOL ADMINISTRATION

ADMINISTRATIVE REPORTS

File: CL

The Charlottesville City School Board shall require reports from its Superintendent concerning conditions and needs of the schools.

The Superintendent shall complete and submit all reports required by law and by the Virginia Department of Education.

In accordance with state law or as the Superintendent deems necessary, reports shall be submitted to the Board to keep Board members informed about the needs and conditions of the schools or school division.

Special reports shall be prepared by the Superintendent at the request of the Board.

Adopted: April 3, 1998

Revised: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, sections 22.1-68, 22.1-70, 22.1-78, 22.1-81.

GENERAL SCHOOL ADMINISTRATION

File: CLA

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

1. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the principal (or designee) on all incidents involving:
- (i) assault, or assault and battery, without bodily injury of any person
 - (ii) assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person or stalking of any person as described in Va. Code § 18.2-60.3
 - (iii) any conduct involving alcohol, marijuana, synthetic, cannabinoids as defined in Va. Code § 18.2-248.1:1, a controlled substance, imitation controlled substance or an anabolic steroid including the theft or attempted theft of student prescription medications
 - (iv) any threats against school personnel
 - (v) illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property
 - (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs as described in Va. Code § 18.2-87.1
 - (vii) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or schools buses;
 - (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; and
 - (ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school shall collect and maintain information on the above listed acts.

GENERAL SCHOOL ADMINISTRATION

File: CLA
Page 2

- B. The division Superintendent and principal (designee) shall receive reports from local law enforcement authorities on offenses,
- (i) wherever committed, by students enrolled at the school if the offense would be a felony if committed by adult or
 - (ii) that would be a violation of The Drug Control Act, Va. Code § 54.1-3400 et seq. and occurred on a school bus, on school property, or at a school-sponsored activity, or
 - (iii) that would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A.

The information received should state whether or not the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. The Superintendent shall request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court.

When the division Superintendent receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260, the Superintendent will report such information to the principal of the school in which the juvenile is enrolled.

II. Reporting Duties of the Principal and Superintendent

- A. The principal or designee shall report all incidents required or authorized to be reported pursuant to section I of this policy to the Superintendent. The Superintendent shall annually report all such incidents to the Department of Education and shall make such information available to the public.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law enforcement agency any incident described in clause (i) of subsection I.A.

GENERAL SCHOOL ADMINISTRATION

File: CLA

Page 3

A division superintendent who knowingly fails to comply or secure compliance with the reporting requirements of this subsection shall be subject to the sanctions authorized in § 22.1-65. A principal who knowingly fails to comply or secure compliance with the reporting requirements of this section shall be subject to sanctions prescribed by the local school board, which may include, but need not be limited to, demotion or dismissal.

The principal or his designee shall also notify the parent of any student involved in an incident required pursuant to this section to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal will also immediately report any act enumerated in clauses (ii) through (v) of subsection A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or designee shall notify the parent of any student involved in an incident required to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.

III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the Superintendent or designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act).

GENERAL SCHOOL ADMINISTRATION

File: CLA

Page 4

The School Board shall develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events, which shall include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

IV. Purpose

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities that will provide children and staff with a school environment that is safe and conducive to learning.

Adopted: April 3, 1998
Revised: December 11, 2003
Revised: December 20, 2007
Revised: June 16 2011

Legal References: Code of Virginia, 1950, as amended, sections 8.01-47, and 22.1-279.3:1, 22.1-279.9

8 VAC 20-560-10.

GENERAL SCHOOL ADMINISTRATION

SCHOOL DIVISION ANNUAL REPORT

File: CM

The School Board, with the assistance of the Superintendent, shall make a report on or before September 15 of each year covering the work of the schools for the year ending June 30 to the State Board of Education on forms supplied by the Superintendent of Public Instruction.

Adopted: April 3, 1998
Revised: December 11, 2003
Reviewed: December 20, 2007

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-81.

GENERAL SCHOOL ADMINISTRATION

FILE: CMA

SCHOOL DIVISION ANNUAL REPORT CARD

1. Division Report Cards

The Charlottesville City School Board will annually prepare and disseminate a division report card. The report card will contain the following information:

- information, in the aggregate, on student achievement at each proficiency level on the Standards of Learning. The information will also be disaggregated by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged. Disaggregated information will not be provided if the number of students in a category is less than 10.
- information that provides a comparison between the actual achievement levels of economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency and Virginia's annual measurable objective for each such group of students on each of the Standards of Learning.
- the percentage of students not tested (disaggregated by the same categories and subject to the same exception described in the first bullet above).
- the most recent 2-year trend in student achievement in each subject area, and for each grade level, for which Standards of Learning tests are required.
- aggregate information on any other indicators used by Virginia to determine the adequate yearly progress of students in achieving Virginia's academic achievement standards.
- graduation rates for secondary school students. The graduation rates reported will include graduation rates for public school students who graduate from secondary school with a regular diploma in the standard number of years.
- information on the performance of the division regarding making adequate yearly progress.
- the professional qualifications of teachers in the division, the percentage of such teachers teaching with emergency or provisional credentials, and the percentage of classes in the Division not taught by highly qualified teachers, in the aggregate and disaggregated by high-poverty compared to low-poverty schools which, for the purpose of this provision, means schools in the top quartile of poverty and the bottom quartile of poverty in Virginia.

GENERAL SCHOOL ADMINISTRATION

File: CMA

Page 2

- the number and percentage of schools identified for school improvement.
- the length of time that schools identified for improvement have been so identified.
- information showing how students served by the division achieved on the Standards of Learning tests compared to students in the state as a whole.

The report card will also show, for each school in the division, whether the school has been identified for school improvement under the No Child Left Behind Act of 2001, and information that shows how the school's students' achievement on the Standards of Learning and other indicators of adequate yearly progress compared to students in the division and the state as a whole.

The Charlottesville City School Board will publicly disseminate the information in the annual report card to all schools in the division and to all parents of students attending those schools in an understandable and uniform format. To the extent practicable, the information will be provided in a language that the parents can understand. The Board will also make the information widely available through public means such as posting on the Internet, distribution to the media, and distribution through public agencies.

II. School Performance Report Cards

The Charlottesville City School Board shall ensure that every school in the division, regardless of whether or not that school receives funds under Title I, Part A, shall provide annually to the parents and the community a School Performance Report Card containing information for the most recent three-year period. Such information shall include but not be limited to:

- SOL test scores and scores on the literacy and numeracy tests required for the Modified Standard Diploma for the school, school division, and state.
- percentage of students tested, as well as the percentage of students not tested, to include a breakout of students with disabilities and limited English proficient students.
- percentage of students who are otherwise eligible, but do not take, the SOL tests due to enrollment in an alternative, or any other program not leading to a Standards Advanced Studies, Modified Standard, or International Baccalaureate Diploma.
- performance of students with disabilities or students with limited English proficiency on SOL tests and alternate assessments as appropriate.

GENERAL SCHOOL ADMINISTRATION

File: CMA

Page 3

- the accreditation rating awarded to the school.
- attendance rates for students.
- information related to schools safety to include, but not be limited to, incidents of physical violence (including fighting and other serious offenses), possession of firearms, and possession of other weapons.
- information related to qualifications and experience of the teaching staff including the percentage of the school's teachers endorsed in the area of their primary teaching assignment.

In additions, School Performance Report Cards for secondary schools shall include the following:

- Advanced Placement (AP) information to include percentage of students who take AP courses and percentage of those students who take AP tests.
- college-level course information to include percentage of students who take college-level courses.
- percentage of (i) diplomas, (ii) certificates awarded to the senior class including GED credentials, and (iii) students who do not graduate.
- percentage of students in alternative programs that do not lead to a Standard, Advanced Studies, or Modified Standard Diploma.
- percentage of students in academic year Governor's Schools.
- percentage of drop-outs.
- the number of Board-approved industry certifications obtained, the number of state licensure examinations passed, the number of national occupational competency assessments passed, the number of Virginia workplace readiness skills assessments passed and the number of career and technical education completers that graduated. A "career and technical education completer" is a student who has met the requirements for a career and technical concentration or specialization and all requirements for high school graduation or an approved alternative education program.
- SAT scores and AP scores

GENERAL SCHOOL ADMINISTRATION

File: CMA
Page 4

Adopted: August 16, 2007
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Revised: June 17, 2010

Legal Ref.: 20 U.S.C. § 6311

Code of Virginia, 1950, as amended, § 22.1-253.13:4

Virginia Board of Education Consolidated State Application Amended
Accountability Workbook (as revised September 10, 2004)

8 VAC 20-131-270

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