
Section C: General School Administration

CA	Administration Goals
CBA	Qualifications and Duties for the Superintendent
CBB	Appointment and Term of the Division Superintendent
CBCA	Disclosure Statement Required of Superintendent
CBD	Superintendent's Contract, Compensation and Benefits
CBE	Severance Benefits
CBG	Evaluation of the Superintendent
CF	School Building Administration
CH	Policy Implementation
CHD	Administration in Policy Absence
CLA	Reporting Acts of Violence and Substance Abuse
CM	School Division Annual Report
CMA	School Division Annual Report Card

ADMINISTRATION GOALS

The Charles City County School Board places the primary responsibility and authority for the administration of the school division in the superintendent. The superintendent is responsible for the direction, leadership, and coordination of students and staff in their efforts to reach educational goals adopted by the School Board.

The School Board expects the division superintendent to provide leadership in:

1. Decision-making.
2. Communication.
3. Planning, organizing, implementing, and evaluating educational programs.
4. Developing and maintaining close working relationships and channels of communication within the school system and community.

Adopted: April 17, 2012

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, and 22.1-253.13:7.

Cross Refs.: CBA Qualifications and Duties of the Superintendent
CBG Evaluation of the Superintendent

QUALIFICATIONS AND DUTIES FOR THE SUPERINTENDENT

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 balance between 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 special education
 - f. Outstanding ability in career and technical and academic education.

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

1. Serves as chief executive officer of the School Board.
 - A. Attends School Board meetings
 - B. Implements policies of the School Board.
 - C. Reports to the School Board about the status of programs, personnel and operations of the schools.
 - D. Recommends actions to the School Board.
 - E. Communicates as liaison between the School Board and school personnel.
 - F. Assists the chairman in developing and distributing notices and agenda of meetings of the School Board.
2. Acts as the educational leader of the schools.
 - A. Supervises the principals and assistant superintendents.
 - B. Oversees planning and evaluation of curriculum and instruction.
 - C. Develops for approval by the School Board procedures for adopting textbooks and other instruction materials.
 - D. Visits schools on a regular basis
 - E. Maintains a current knowledge of developments in curriculum and instruction.

3. Enforces school laws and regulations.

- A. Observes such directions and regulations as the Superintendent of Public Instruction or Board of Education may prescribe.
- B. Makes reports to the Superintendent of Public Instruction whenever required.
- C. Distributes promptly all reports, forms, laws and regulations which may be received from the Superintendent of Public Instruction.
- D. Enforces school laws, regulations and decisions of the Superintendent of Public Instruction and of the Board of Education.
- E. 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.

4. Oversees staff personnel management.

- A. Organizes recruitment of personnel.
- B. Reassigns personnel to schools and offices.
- C. Insures administration of personnel policies and programs.
- D. Supervises evaluation of personnel.
- E. Provides for maintenance of up-to-date job descriptions for all personnel.

5. Oversees facility management.

- A. Prepares long and short-range plans for facilities and sites.
- B. Insures the maintenance of school property and safety of personnel and property.
- C. Inspects school property on a regular basis.
- D. Approves the utilization of school property.
- E. Monitors any construction, renovation and demolition of school facilities.
- F. Represents the schools before local or state agencies which control building requirements or provide financing for buildings.
- G. Closes public school buildings which appear to him to be unfit for occupancy.

6. Oversees financial management.

- A. Prepares budget for School Board approval.
- B. Insures that expenditures are within the limits approved by the School Board.
- C. Reports to the School Board on financial condition of the schools.
- D. Establishes procedures for procurement of equipment and supplies.
- E. Ensures that an accurate record of all receipts and disbursements of school funds is kept.

7. Directs community relations activities.

- A. Articulates educational programs and needs to the community.
- B. Responds to concerns expressed in the community.
- C. Maintains contact with the news media.
- D. Participates in community affairs.
- E. Involves the community in planning and problem solving for the schools.

8. Oversees pupil personnel services.

- A. Monitors pupil personnel services.
- B. Insures adequate pupil record system.
- C. Implements policies and programs relating to behavior and discipline of pupils.
- D. Maintains programs for health and safety of pupils.
- E. Communicates as liaison between schools and community social agencies.

Adopted: September 5, 2001 Revised July 19, 2011

Legal Ref.: Constitution of Virginia, article VIII, § 5c,
Code of Virginia, 1950, as amended, §§ 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.

APPOINTMENT AND TERM OF THE DIVISION SUPERINTENDENT

The School Board will appoint the division superintendent and determine the term of employment as set forth in State law.

If the School Board fails to appoint a division superintendent within 180 days of a vacancy, the Virginia Board of Education will appoint a superintendent for the division. If the School Board has not appointed a superintendent within 120 days of a vacancy, it will submit a written report to the Superintendent of Public Instruction demonstrating its efforts to make an appointment and containing a status report with a timeline for making the appointment prior to the 180-day deadline. If the School Board does not appoint a superintendent within 180 days of a vacancy, it will immediately notify the Virginia Board of Education, in writing, of its failure to do so. Within 30 days of the 180th day after the vacancy occurs, the School Board will submit, in writing, its preferred candidate(s), not to exceed three, for the position. The Virginia Board of Education may consider these candidates and other eligible individuals. The Virginia Board of Education may authorize the State Superintendent of Public Instruction to conduct the search for a division superintendent.

If the Virginia Board of Education appoints a division superintendent, the contract for the superintendent will be negotiated by the School Board.

Adopted: August 15, 2006
Revised July 20, 2010

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-60, 22.1-61.
8 VAC 20-22-600.
8 VAC 20-720-100.
Procedures for Appointment of a School Division Superintendent by the Virginia Board of Education (adopted by the Virginia Board of Education March 22, 2006) (available at http://www.pen.k12.va.us/VDOE/VA_Board/Meetings/2006/mar22min.pdf).

DISCLOSURE STATEMENT REQUIRED OF SUPERINTENDENT

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 Charles City County School Board. After the initial disclosure, the division superintendent must file this statement annually on or before January 15.

Adopted: April 3, 2007

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3115, 2.2-3117.

SUPERINTENDENT'S CONTRACT, COMPENSATION AND BENEFITS

The superintendent's contract shall set forth the superintendent's compensation and benefit package. The superintendent's contract is available to the public pursuant to the Virginia Freedom of Information Act.

The School 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: August 19, 2003
Revised: June 18, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3705.8, 22.1-60.

Cross Ref.: CBB Appointment and Term of the Division Superintendent

SEVERANCE BENEFITS

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

Adopted: July 17, 2007

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

EVALUATION OF THE SUPERINTENDENT

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

Annually, the superintendent will provide to the School 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. The superintendent's evaluations will include student academic progress as a significant component and an overall summative rating. Informal evaluations may also take place as the Board deems appropriate, provided that specific criteria 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 annual evaluation instrument. Upon conclusion of the annual performance appraisal, the evaluation will be reviewed with the superintendent by the Board or its designees.

Adopted: July 19, 2004
Revised: June 18, 2013
Revised: July 19, 2011

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-60.1, 22.1-253.13:5.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Superintendents (Virginia Board of Education, approved Sept. 27, 2012 to become effective July 1, 2014)

Cross Ref.: CBA Qualifications and Duties for the Superintendent

SCHOOL BUILDING ADMINISTRATION

The Charles City County School Board, upon recommendation of the superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

A principal provides instructional leadership in, is responsible for the administration of and supervises the operation and management of the school or schools and property to which he has been assigned, in accordance with the rules and regulations of the School Board and under the supervision of the superintendent.

A principal may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to his supervision.

Adopted: September 17, 2002

Revised: June 18, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-293.

Guidelines for Uniform Performance Standards and Evaluation Criteria for Principals,
Virginia Board of Education.

Cross Refs.: EB School Crisis, Emergency Management, and Medical Emergency Response
Plan
DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
GCN Evaluation of Professional Staff

POLICY IMPLEMENTATION

Development of Regulations

The School Board authorizes the superintendent to promulgate such regulations as are necessary to carry out the policies adopted by the Board. If Board action is required by law or the Board asks that certain regulations or types of regulations be approved by the Board, the superintendent will present those regulations to the Board for action. The superintendent shall make all regulations available to School Board members, employees and the public and shall see that the regulations are placed in the School Board Policy Manual or are kept with the Policy Manual. Dissemination of Policies and Regulations Administrators and supervisors are responsible for informing staff members of all newly adopted or revised policies and regulations.

Adopted: April 3, 2007
Revised: June 18, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1 -78.

Cross Ref.: BP Board Policy Manual
BFC Policy Adoption

ADMINISTRATION IN POLICY ABSENCE

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 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: July 19, 2011

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70,22.1-78.

REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

I. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division superintendent and to the principal (or designee) on all incidents involving:
- i. the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
 - ii. the 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, on a school bus, on school property, or at a school-sponsored activity;
 - 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 on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
 - iv. any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
 - v. the 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, on a school bus, on school property, or at a school sponsored activity;
 - 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 school 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 therefor; 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 which occur on school property, on a school bus, or at a school-sponsored activity.

- B. The division superintendent and the principal or his designee shall receive reports from local law-enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or 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 would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. The superintendent may 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

The principal or designee will report all incidents required 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 for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department 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 IB 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 IA 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 IA.

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 his/her designee shall notify the parent of any student involved in an incident required to be reported pursuant to this policy, 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 regarding 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 his 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).

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

SCHOOL DIVISION ANNUAL REPORT

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 die schools for the year ending June 30, to the State Board of Education on forms supplied by the Superintendent of Public Instruction.

Adopted: November 16, 1999

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-81.

SCHOOL DIVISION ANNUAL REPORT CARD

I. Division Report Cards

The Charles City County School Board will annually prepare and disseminate a division report card. The report card will contain, but is not limited to, 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 and each combined subgroup, if any, identified by the Virginia Department of Education. 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.
- The names of reward schools, priority schools and focus schools.
- 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.
- 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 state's percentage of students at each achievement level on the National Assessment of Educational Progress (NAEP) in reading and mathematics for grades four and eight for the "all students" group. The data will be disaggregated by race, ethnicity, disability status, English proficiency and status as economically disadvantaged. The participation rates for English Learners and students with disabilities will also be reported.

The report card will also show, by the year following implementation of college and career-ready standards, but no later than the 2014-2015 school year, college-going and college credit-accumulation rates for all students and sub-groups of students in each high school 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 Charles City County 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 Charles City County 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:

- Virginia assessment program results by percentage of participation and proficiency and disaggregated by student subgroups
- the accreditation rating earned by the school
- attendance rates for students
- information related to school safety to include, but not be limited to, incidents of crime and violence
- information related to qualifications and educational attainments of the teaching staff

In addition, 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 students who take AP tests
- International Baccalaureate (IB) or Cambridge course information to include percentage of students who are enrolled in IB or Cambridge programs and percentage of students who receive IB or Cambridge Diplomas
- college-level course information to include percentage of students who take college-level courses including dual enrollment courses
- number and percentage of (i) graduates by diploma type as prescribed by the Board of Education, (ii) certificates awarded to the senior class including GED credentials, and (iii) students who do not complete high school
- number and 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
- the number of career and technical education completers who 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
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Adopted: July 17, 2007
Revised: July 20, 2010
Revised: August 16, 2010
Revised: April 15, 2014

Legal Ref.: 20 U.S.C. § 6311. 34 C.F.R. 200.11.

Non-Regulatory Guidance, State and Local Report Cards: Title I, Part A of the Elementary and Secondary Education Act of 1965, as Amended, U.S. Department of Education (as Revised February 8, 2013).

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

8 VAC 20-131-270.

ESEA Flexibility Request Virginia Department of Education (as revised and submitted January 11, 2013).