

Policy Change Cover Page

Policy: EB - School Crisis Emergency Management and Medical Emergency Response Plan

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code § 22.1-279.8 by HB2051 and HB2640/SB1380 and additions of Va. Code § 22.1-271.9 by HB1695/SB817, § 22.1-274.7 by HB1700, and §§ 22.1-206.01 and 22.1-274.4:1 by HB732/SB726 (2024). Cross References updated.

Current

EB. SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLAN

Each school develops a written school crisis, emergency management and medical emergency response plan as defined below. The School Board includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. The School Board, the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, will annually review each school's plan. The Department of Education and the Virginia Center for School and Campus Safety (VCSCS) will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plans developed by the Board of Education and the VCSCS.

The School Board designates the Senior Director of Student Support Services as emergency manager.

Each school annually conducts school safety audits as defined below in collaboration with the chief law-enforcement officer of the locality or with that officer's designee. The results of such school safety audits are made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or that officer's designee. Each school maintains a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and makes a copy of such report available for review upon written request.

Each school submits a copy of its school safety audit to the superintendent. The superintendent collates and submits all such school safety audits, in the prescribed format and manner of submission, to the VCSCS and shall make available upon request to the chief law-enforcement officer of the locality that created such audits for the officer's review and recommendation. The superintendent includes the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address, and a current functional fax number, with the school safety audits when they are submitted to VCSCS.

The superintendent establishes a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards and judicial and public safety personnel. The school safety audit committee reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

“School crisis, emergency management, and medical emergency response plan” means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel or facilities. The plan includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Va. Code § 19.2-11.01, as well as current contact information for both.

“School safety audit” means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses include recommendations for structural adjustments, changes in school safety procedures and revisions to the Standards of Student Conduct. The audit is consistent with a list of items identified by the VCSCS to be reviewed and evaluated. As part of each audit, the School Board creates a detailed and accurate floor plan for each school building or certifies that the existing floor plan is sufficiently detailed and accurate.

Each school has contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration ensures that the school has:

- written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy JHCD Administering Medicine to Students. The plan is outlined in the student handbook and discussed with staff and students during the first week of each school year;
- space for the proper care of students who become ill;

- a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
- written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility. Each school building evacuation plan includes provisions that seek to maximize the opportunity for students with mobility impairments to evacuate the school building alongside their non-mobility-impaired peers.

Adopted:

Legal Refs:

Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-137.4, 22.1-279.8.

8 VAC 20-131-260.

Cross Refs.:

CBA	Qualifications and Duties for the Superintendent
CLAZ	Reporting Acts of Violence and Substance Abuse
EBAA	Reporting of Hazards
EBBA	Emergency First Aid, CPR and AED Certified Personnel
EBCB	Safety Drills
EEAB	School Bus Scheduling and Routing
GBEB	Staff Weapons in School
JFC	Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHCD	Administering Medicines to Students
JHHZ	Suicide Prevention
JMZ	Restraint and Seclusion of Students

JO Student Records

KK School Visitors

Adopted by Norfolk School Board October 30, 1996

Revised: July 17, 2002; July 9, 2003; August 15, 2007; June 12, 2013; October 15, 2014, September 30, 2020, September 21, 2022, August 21, 2024

VSBA © 05/03; 05/12, 05/20, 05/22, 5/23, 5/24.

Redlined

EB. SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLAN

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The School Board designates the Senior Director of Student Support Services as emergency manager.

Each school annually conducts school safety audits as defined below in collaboration with the chief law-enforcement officer of the locality or with that officer's designee. The results of such school safety audits are made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or that officer's designee. Each school maintains a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and makes a copy of such report available for review upon written request.

Each school submits a copy of its school safety audit to the superintendent. The superintendent collates and submits all such school safety audits, in the prescribed format and manner of submission, to the VCSCS and shall make available upon request to the chief law-enforcement officer of the locality that created such audits for the officer's review and recommendation. The superintendent includes the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address, and a current functional fax number, with the school safety audits when they are submitted to VCSCS.

The superintendent establishes a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards and judicial and public safety personnel. The school safety audit committee reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board. The Superintendent or Superintendent's designee and the school safety audit committee may meet annually on the grounds of any public school in the school division with the chief law-enforcement officer of the locality or a designee from the local law-enforcement agency to discuss the school safety audit completed for such school.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel or facilities. The plan includes a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Va. Code § 19.2-11.01, as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses include recommendations for structural adjustments, changes in school safety procedures and revisions to the Standards of Student Conduct. The audit is consistent with a list of items identified by the VCSCS to be reviewed and evaluated. As part of each audit, the School Board creates a detailed and accurate floor plan for each school building or certifies that the existing floor plan is sufficiently detailed and accurate. Each audit shall include a review of the school's comprehensive plan for closures during public health emergencies.

Each school has contingency plans for emergencies that include staff trained or certified in cardiopulmonary resuscitation (CPR), the use of Automated External Defibrillators (AED), the Heimlich maneuver, and emergency first aid.

Athletic Emergency Action Plan or Cardiac Emergency Response Plan

Each school, specifically including those that schools that have an athletic department or organized athletic program, develops and implements a cardiac emergency response plan or an athletic emergency action plan, as defined below, which address the appropriate use of school personnel to respond to incidents involving an individual who is experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds or while such individual is attending or participating in an athletic practice or event sponsored by a school or conducted as a part of a school's athletic department or organized athletic program. Each school works directly with local emergency service providers to integrate the school's athletic emergency action plan and cardiac emergency response plan into the local community's emergency medical services response protocols.

“Athletic emergency action plan” or “athletic EAP” means an emergency action plan that establishes and details emergency management and response preparations, strategies, and guidelines specifically for emergencies that occur in an athletic setting, including sports-related health emergencies and physical injuries that occur in the course of participating in athletic practices, games, competition or other events.”

“Cardiac emergency response plan” or “CERP” means a written document that establishes the specific steps to reduce death from sudden cardiac arrest that occurs on school grounds.

Each CERP and athletic EAP:

- establishes a cardiac emergency response team, which team is activated in response to a sudden cardiac event;
- is integrated into the local community's emergency medical services response protocols;
- is practiced at least annually through the use of drills for responding to sudden cardiac arrest on school grounds;
- ensures the placement and routine maintenance of AEDs in each school building including venues where school-sponsored athletic practices or competitions are held;
- ensures each AED is identified with appropriate signage and is on-site or made available in an unlocked location on school property in a manner that the AED can accessed and placed on an individual experiencing sudden cardiac arrest or a similar life-threatening emergency within three minutes;
- ensures appropriate staff, including school nurses, athletic trainers, and coaches, are properly trained in first aid, CPR, and the use of AEDs;
- is reviewed and evaluated on an ongoing and annual basis and amended as necessary; and
- is provided to appropriate individuals throughout the school community.

Bleeding Control Program

Subject to and with funds provided by the General Assembly for such purpose, the School Board develops a bleeding control program in each school in the division that requires bleeding control kits:

- be placed in each school building in locations designated by the division safety officer or local first responders as being easily accessible;
- be presented and used in all drills and emergencies;
- be inspected annually to ensure the materials, supplies, and equipment contained therein are not expired;
- have any expired materials, supplies, and equipment, replaced as necessary; and
- be restocked and materials replaced in each kit after each use to ensure the kit contains all required materials, supplies, and equipment.

For the purposes of this policy, “bleeding control kits” means a first aid response kit that must contain at least:

- one tourniquet endorsed by the Committee on Tactical Combat Casualty Care of the federal Defense Health Agency,
- one compression bandage,
- one bleeding control bandage,
- one pair of protective gloves and one marker,
- one pair of scissors, and (f) one set of instructional documents developed by the Stop the Bleed national awareness campaign of the U.S. Department of Homeland Security or the American College of Surgeons' Committee on Trauma

and may contain:

- other tourniquets and bandages similar to those described above; and any additional items that are approved by local law enforcement or first responders, that can adequately treat a traumatic injury involving bleeding and can be stored in a readily available kit.

In addition, the school administration ensures that the school has:

- written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures include Policy JHCD Administering Medicine to Students. The plan is outlined in the student handbook and discussed with staff and students during the first week of each school year;
- space for the proper care of students who become ill;

- a written procedure, in accordance with guidelines established by the School Board, for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
- written procedures to follow for the safe evacuation of persons with special physical, medical or language needs who may need assistance to exit a facility. Each school building evacuation plan includes provisions that seek to maximize the opportunity for students with mobility impairments to evacuate the school building alongside their non-mobility-impaired peers.
- written procedures relating to the procurement, placement, maintenance, and replacement of opioid antagonists in each such school, and procedures relating to the possession and administration of an opioid antagonist in accordance with Va. Code § 22.1-274.4:1(B) and Policy EBBC Opioid Antagonists; and
- written procedures relating to the procurement, placement, use, inspection, and restocking of bleeding control kits in accordance with Va. Code § 22.1-274.7(B).

Adopted:

Legal Refs:

Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-137.4, 22.1-206.01, 22.1-271.9, 22.1-274.4:1, 22.1-274.7, 22.1-279.8, 54.1-3408.

8 VAC 20-132-240.

Cross Refs.:

CBA	Qualifications and Duties for the Superintendent
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Legal Refs:

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Policy Change Cover Page

Policy: EBB - Threat Assessment Teams

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code § 22.1-79.4 by HB2679.
Cross References updated.

Current

EBB. THREAT ASSESSMENT TEAMS

The superintendent establishes a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams assess and intervene with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School and Campus Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.

Each team includes persons with expertise in counseling, instruction, school administration and law enforcement, and in schools in which a school resource officer is employed, at least one such school resource officer. New threat assessment team members complete an initial threat assessment training and all threat assessment team members complete refresher threat assessment training every three years. Each team

- provides guidance to students, faculty and staff regarding recognition of threatening or
- aberrant behavior that may represent a threat to the community, school or self;
- identifies members of the school community to whom threatening behavior should be
- reported; and
- implements policies adopted by the School Board.

A principal who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Va. Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team immediately reports its determination to the superintendent or superintendent's designee. The superintendent or superintendent's designee immediately attempts to notify the student's parent or legal guardian. Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Va. Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in Va. Code § 32.1-127.1:03. No member of a threat assessment team rediscloses any criminal history record information or health information obtained pursuant to this policy or otherwise uses any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team collects and reports to the Virginia Center for School and Campus Safety (the Center) quantitative data on its activities using the case management tool developed by the Center.

The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is established, it will

include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 16.1-301, 22.1-79.4.

Cross Ref.:

CLA	Reporting Acts of Violence and Substance Abuse
EB	School Crisis, Emergency Management and Medical Emergency Response Plan
JFC	Student Conduct
JFCD	Weapons in School
JFCI	Substance Abuse-Student Assistance Program
JGDZ/JGEZ	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JFCE	Gang Activity or Association
JFCC	Student Conduct on School Buses
JHHZ	Suicide Prevention and Postvention
JMZ	Restraint and Seclusion of Students
JO	Student Records
KNAJ	Relations with Law Enforcement Authorities

Adopted by Norfolk School Board.

Revised:

September 18, 2013; October 15, 2014, November 13, 2019, September 21, 2022, September 20, 2023.

VSBA Update © 05/2013, 5/2019, 05/2022, 5/2023

Redline

EBB. THREAT ASSESSMENT TEAMS

The superintendent establishes a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams assess and intervene with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School and Campus Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.

Each team includes persons with expertise in counseling, instruction, school administration and law enforcement, and in schools in which a school resource officer is employed, at least one such school resource officer. New threat assessment team members complete an initial threat assessment training and all threat assessment team members complete refresher threat assessment training every three years. Each team

- provides guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identifies members of the school community to whom threatening behavior should be reported; and
- implements policies adopted by the School Board.

A principal who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Va. Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team immediately reports its determination to the superintendent or superintendent's designee. The superintendent or superintendent's designee immediately attempts to notify the student's parent or legal guardian and shall provide, either in such initial attempt to notify the student's parent or legal guardian or through a separate communication to the student's parent or legal guardian made as soon as practicable thereafter. Such materials:

- will address recognition of and strategies for responding to behavior indicating that a student poses a threat of violence or physical harm to self or others,
- must include information on the legal requirements in Va. Code § 18.2-56.2 relating to the safe storage of firearms in the presence of minors; and
- may include guidance on best practices and strategies for limiting a student's access to lethal means, including firearms and medications.

Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Va. Code §§ 19.2-389 and 19.2-389.1, and health records, as provided in Va. Code § 32.1-127.1:03. No member of a

threat assessment team rediscloses any criminal history record information or health information obtained pursuant to this policy or otherwise uses any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team collects and reports to the Virginia Center for School and Campus Safety (the Center) quantitative data on its activities using the case management tool developed by the Center.

The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 16.1-301, 18.2-56.2, 22.1-79.4.

Cross Ref.:

BCF	Advisory Committees to the School Board
CLA	Reporting Acts of Violence and Substance Abuse
EB	School Crisis, Emergency Management and Medical Emergency Response Plan
JFC	Student Conduct
JFCD	Weapons in School
JFCI	Substance Abuse-Student Assistance Program
JGDZ/JGEZ	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JFCE	Gang Activity or Association
JFCC	Student Conduct on School Buses
JHHZ	Suicide Prevention and Postvention
JMZ	Restraint and Seclusion of Students
JO	Student Records
KNAJ	Relations with Law Enforcement Authorities

Adopted by Norfolk School Board.

Revised:

September 18, 2013; October 15, 2014, November 13, 2019, September 21, 2022, September 20, 2023, ???.

VSBA Update © 05/2013, 5/2019, 05/2022, 5/2023, 5/2025

Clean

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JO	Student Records
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Adopted by Norfolk School Board.

Revised:

September 18, 2013; October 15, 2014, November 13, 2019, September 21, 2022, September 20, 2023, ???.

VSBA Update © 05/2013, 5/2019, 05/2022, 5/2023, 5/2025

Policy Change Cover Page

Policy: EBBA - Emergency First Aid, CPR, and Certified Personnel

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code § 22.1-279.8 by HB2051 and HB2640/SB1380

and additions of Va. Code § 22.1-271.9 by HB1695/SB817

and §§ 22.1-206.01 and 22.1-274.4:1 by HB732/SB726 (2024).

Cross References updated.

Current

EBBA. EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

In school buildings with an instructional and administrative staff of ten or more, there shall be at least three employees who have current certification or training in emergency first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such school, there shall be at least two employees who have been trained in the administration of insulin and glucagon.

In school buildings with an instructional and administrative staff of fewer than ten, there shall be at least two employees who have current certification or training in emergency first aid, CPR and the use of an AED. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

When a registered nurse, advanced practice registered nurse, physician or physician assistant is present, no employee who is not a registered nurse, advanced practice registered nurse, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, advanced practice registered nurse, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Legal Ref.:

Code of Virginia, 1950, as amended, §22.1-274.

Cross Ref.:

EB. School Crisis, Emergency Management, and Medical Emergency Response Plan

JHCD. Administering Medicines to Students

Adopted by Norfolk School Board

Revised:

June 12, 2013, May 15, 2024.

VSBA © 05/12, 2/2024

Redline

EBBA. EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

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In each school with an athletic emergency action plan or cardiac emergency response plan, appropriate staff, including school nurses, athletic trainers, and coaches are trained in first aid, CPR, and the use of AEDs. When a registered nurse, advanced practice registered nurse, physician or physician assistant is present, no employee who is not a registered nurse, advanced practice registered nurse, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, advanced practice registered nurse, physician or physician assistant to assist with the administration of insulin and administer glucagon.

In each public elementary and secondary school at least one employee (i) is authorized by a prescriber and has been trained and is certified in the administration of an opioid antagonist, and (ii) at all times during regular school hours, has the means to access any opioid antagonist supply.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-206.01, 22.1-271.9, 22.1-274, 22.1-274.4, 22.1-274.4:1, 22.1-274.7, 54.1-3408..

Cross Ref.:

EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBBC	Opioid Antagonists
JHCD	Administering Medicines to Students
JJAG	Student-Athlete Extreme Heat Safety and Protection
KGD	Notification of School-Connected Overdose

Adopted by Norfolk School Board

Revised:

June 12, 2013, May 15, 2024, ???.

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Clean

EBBA. EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

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Adopted by Norfolk School Board

Revised:

June 12, 2013, May 15, 2024, ???.

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Policy Change Cover Page

Policy: EBBC – Opioid Antagonists

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

New Policy

Current

No current policy.

Redline

EBBC – Opioid Antagonists

Administration

A dosage of opioid antagonist may be administered to any student, faculty, or staff member who is believed to be experiencing or about to experience a life-threatening opioid overdose, by a school nurse, local health department employees that are assigned to a public school by agreement, school board employees who have completed training and are certified in the administration of an opioid antagonist for overdose reversal by a program administered or authorized by the Department of Health, other school board employees or individuals contracted by the School Board to provide school health services for overdose reversal.

Maintenance, Inspection, and Record Keeping

Each school maintains a properly and safely stored supply of opioid antagonists in an amount equivalent to at least two unexpired doses, inspects its dosage at least annually, and maintains a record of (i) the date of inspection, (ii) expiration date on each dose, and (iii) the date of administration of a dose, in the event that a dose of such opioid antagonist is administered for overdose reversal to a person who is believed to be experiencing or about to experience a life-threatening opioid overdose.

Regulations

The superintendent establishes regulations for proper and safe storage of such opioid antagonist supply in each such school and establishes regulations for each such school to request a replacement dose of an opioid antagonist any time such dose has expired, is administered for overdose reversal, or is otherwise rendered unusable and regulations ensuring each such request is timely fulfilled.

Personnel Training

The Norfolk School Board partners with a program administered or approved by the Department of Health to provide training in opioid antagonist administration for the purpose of organizing and providing the training and certification required for an employee to administer an opioid antagonist.

At least one employee in every school in the division (i) is authorized by a prescriber, has been trained, and is certified in the administration of an opioid antagonist through a program administered or authorized by the Department of Health, and (ii) has the means to access at all times during regular school hours any opioid antagonist supply that is stored in a locked or otherwise generally inaccessible container or area within the school.

Adopted:

Legal Ref: Code of Virginia, §§ 22.1-274.4:1, 54.1-3408.

Cross Refs: EB School Crisis, Emergency Management, and Medical
 Emergency Response Plan

 EBBA Emergency First Aid, CPR and AED Certified
 Personnel

 GBE Staff Health

 GBEA Unlawful Manufacture, Distribution, Dispensing,
 Possession or Use of a Controlled Substance

 GCPD Professional Staff Discipline

 IGAG Teaching About Drugs, Alcohol and Tobacco

 JHCD Administering Medicines to Students

 KGD Notification of School-Connected Student Overdose

VSBA 5/2025

Clean

EBBC – Opioid Antagonists

Administration

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Adopted:

Legal Ref: Code of Virginia, §§ 22.1-274.4:1, 54.1-3408.

Cross Refs:	EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
	EBBA	Emergency First Aid, CPR and AED Certified Personnel
	GBE	Staff Health
	GBEA	Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance
	GCPD	Professional Staff Discipline
	IGAG	Teaching About Drugs, Alcohol and Tobacco
	JHCD	Administering Medicines to Students
	KGD	Notification of School-Connected Student Overdose

VSBA 5/2025

Policy Change Cover Page

Policy: GBN STAFF HIRING PROCEDURES

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy Updated

Current

GBN. STAFF HIRING PROCEDURES

It is the desire of the Norfolk School Board to recruit, hire and retain the best possible qualified applicants.

The Superintendent is responsible for developing procedures for advertising vacancies and new positions. Those procedures will be designed to ensure that all openings are properly advertised to give all interested and qualified parties the opportunity to apply. While most positions will be filled using those procedures, the School Board may, at the request of the Superintendent, fill positions in other ways. For example, the School Board may authorize the filling of a position to accommodate the disability of an employee, to transfer an employee when it is determined to be in the best interest of the school division, to satisfy the rights of employees returning from leave, to move an employee whose performance is unsuccessful to a position in which the employee might be successful or to discipline an employee for conduct deficiencies.

Current division employees are given an opportunity to apply for positions for which they are qualified.

Vacancies and new positions within the division are advertised on the internet, in each school and in the Central Office, and in other places specified by the Superintendent or his/her designee.

The applicant determined to be the best qualified shall be selected for a vacant or new position, regardless of whether the applicant is an internal or external candidate.

Application for employment in the Norfolk Public Schools shall be made in writing on forms provided by the Department of Human Resources.

It is the responsibility of the applicant to furnish accurate information and any falsification of either information or credentials is cause for dismissal or refusal to employ.

Adopted:

Legal Ref.:

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

Cross Refs.:

AC Nondiscrimination

GA Personnel Policies Goals

GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

Adopted by the Norfolk School Board October 27, 1999.

Revised: April 15, 2015, October 21, 2020

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Redline

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Cross Refs.:

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Adopted by the Norfolk School Board October 27, 1999.

Revised: April 15, 2015, October 21, 2020, ???

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Clean

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Adopted:

Legal Ref.:

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

Cross Refs.:

AC Nondiscrimination

GA Personnel Policies Goals
GCDA Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

Adopted by the Norfolk School Board October 27, 1999.

Revised: April 15, 2015, October 21, 2020, ???

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Policy Change Cover Page

Policy: GCDA - Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy updated to reflect amendments of Va. Code § 22.1-296.1 by HB1924.

Current

GCDAZ. EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

The Board does not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. Applicants for Employment

A. Criminal Convictions

As a condition of employment for all of its employees, whether full-time or part-time, permanent, or temporary, the Norfolk School Board requires on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.

The School Board does not employ any individual who has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code §19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

The Norfolk School Board also requires on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect is guilty of a Class 1 misdemeanor and upon conviction, the fact of such conviction is grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Norfolk School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of

Investigations for the purpose of obtaining criminal history record information on applicants who offer or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the School Board of the City of Norfolk (School Board) shall inform another school board with which reciprocity has been established and to which applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Norfolk School Board as provided by statute.

If an applicant is denied employment because of information appearing on the applicant's criminal history record, the School board provides a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board ensures that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board takes reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on the applicant's record in the registry, the School Board provides a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services is confidential and is not disseminated by the School Board.

II. Employee Arrest/Criminal Charge

A. Employee Duty to Notify Immediate Supervisor of Arrest/Criminal Charge/Abuse or Neglect Investigation

An employee who has either been charged by summons, warrant, indictment or information with the commission of a felony or misdemeanor, or who has been notified that he/she is subject of a child abuse or neglect investigation, shall notify his/her immediate supervisor within 48 hours such arrest/charge/notification. The employee shall also provide the supervisor a copy of the arrest/charge/notification document(s) as soon as practicable.

B. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with policies GCPD and GDPD Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on the employee's criminal history record, the School Board provides a copy of the information provided by the Central Criminal Records Exchange to the employee.

The superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

C. Founded Complaints of Child Abuse or Neglect

Any employee of Norfolk School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal

provided by Va. Code § 63.2-1526 have been exhausted, is grounds for the school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be treated as a conviction and as a finding of guilt.

IV. Costs of Fingerprinting, Criminal Record and Abuse and Neglect Checks.

The School Board and the applicant or employee shall share the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy. The School Board pays 50% and the applicant or employee pays 50%.

Legal Ref.:

Code of Virginia, as amended, sections 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

Cross Refs.:

GCPF	Suspension of Staff Members
GCPD	Professional Staff Discipline

Replaces policies GCDAZ, and GCDA (combined with this policy).

Adopted by the Norfolk City School Board December 19, 1996.

Revised:

June 22, 2000; June 18, 2003; June 16, 2004; May 15, 2013; September 19, 2018, October 21, 2020, August 18, 2021, September 20, 2023, May 15, 2024.

VSBA: 05/2021, 5/2023

Redline

GCDZ. EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

The Board does not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. Applicants for Employment

A. Criminal Convictions

As a condition of employment for all of its employees, whether full-time or part-time, permanent, or temporary, the Norfolk School Board requires on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.

The School Board does not employ any individual who has been convicted of any violent felony or crime of moral turpitude set forth in the definition of barrier crime in subsection A of Va. Code §19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense.

The School Board may employ any individual who was convicted of a violent felony or crime of moral turpitude but only if the following conditions are met in accordance with subsection B(2) of Va. Code § 22.1-296.1, specifically that:

- (1) such felony conviction does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;
- (2) such individual:
 - (a) has had their civil rights restored by the Governor,
 - (b) has completed all terms of supervision and has been released from supervision for more than 20 years,
 - (c) is, in the opinion of the School Board, of upstanding character, and
 - (d) has demonstrated commitment to public or community service and rehabilitation after completing all terms of supervision; and
- (3) the School Board certifies in writing that such an individual meets the requirements set forth above.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or

rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

The Norfolk School Board also requires on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect is guilty of a Class 1 misdemeanor and upon conviction, the fact of such conviction is grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Norfolk School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who offer or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the School Board of the City of Norfolk (School Board) shall inform another school board with which reciprocity has been established and to which applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Norfolk School Board as provided by statute.

If an applicant is denied employment because of information appearing on the applicant's criminal history record, the School board provides a copy of the information provided by the Central Criminal Records Exchange to the applicant.

B. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board ensures that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain

information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board takes reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on the applicant's record in the registry, the School Board provides a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services is confidential and is not disseminated by the School Board.

II. Employee Arrests, Charges, and Convictions

A. Employee Duty to Notify Immediate Supervisor of Arrest/Criminal Charge/Abuse or Neglect Investigation

An employee who has either been charged by summons, warrant, indictment or information with the commission of a felony or misdemeanor, or who has been notified that he/she is subject of a child abuse or neglect investigation, shall notify his/her immediate supervisor within 48 hours such arrest/charge/notification. The employee shall also provide the supervisor a copy of the arrest/charge/notification document(s) as soon as practicable.

B. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with policies GCPD and GDPD Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on the employee's criminal history record, the School Board provides a copy of the information provided by the Central Criminal Records Exchange to the employee.

The superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

C. Founded Complaints of Child Abuse or Neglect

Any employee of Norfolk School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, is grounds for the school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be treated as a conviction and as a finding of guilt.

IV. Costs of Fingerprinting, Criminal Record and Abuse and Neglect Checks.

The School Board and the applicant or employee shall share the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy. The School Board pays 50% and the applicant or employee pays 50%.

Legal Ref.:

Code of Virginia, as amended, sections 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

Cross Refs.:

GCPF	Suspension of Staff Members
GCPD	Professional Staff Discipline

Replaces policies GCDAZ, and GCDAA (combined with this policy).

Adopted by the Norfolk City School Board December 19, 1996.

Revised:

June 22, 2000; June 18, 2003; June 16, 2004; May 15, 2013; September 19, 2018, October 21, 2020, August 18, 2021, September 20, 2023, May 15, 2024, ???.

VSBA: 05/2021, 5/2023, 5/2025

Clean

GCDAZ. EFFECT OF CRIMINAL CONVICTION OR FOUNDED COMPLAINT OF CHILD ABUSE OR NEGLECT

The Board does not hire or continue the employment of any part-time, full-time, temporary, or permanent personnel who are determined to be unsuited for service by reason of criminal conviction or information appearing in the registry of founded complaints of child abuse and neglect maintained by the Department of Social Services.

I. Applicants for Employment

A. Criminal Convictions

As a condition of employment for all of its employees, whether full-time or part-time, permanent, or temporary, the Norfolk School Board requires on its application for employment certification of whether the applicant has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Va. Code § 19.2-392.02; any offense involving the sexual molestation, physical or sexual abuse or rape of a child, or the solicitation of any such offense; or any crime of moral turpitude.

The School Board does not employ any individual who has been convicted of any violent felony or crime of moral turpitude set forth in the definition of barrier crime in subsection A of Va. Code §19.2-392.02 or any offense involving the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense.

The School Board may employ any individual who was convicted of a violent felony or crime of moral turpitude but only if the following conditions are met in accordance with subsection B(2) of Va. Code § 22.1-296.1, specifically that:

- (4) such felony conviction does not involve the sexual molestation, physical or sexual abuse, or rape of a child, or the solicitation of any such offense;
- (5) such individual:
 - (a) has had their civil rights restored by the Governor,
 - (b) has completed all terms of supervision and has been released from supervision for more than 20 years,
 - (c) is, in the opinion of the School Board, of upstanding character, and
 - (d) has demonstrated commitment to public or community service and rehabilitation after completing all terms of supervision; and
- (6) the School Board certifies in writing that such an individual meets the requirements set forth above.

The School Board may employ any individual who has been convicted of any felony or crime of moral turpitude that is not set forth in the definition of barrier crime in subsection A of § Va. Code § 19.2-392.02 and does not involve the sexual molestation, physical or sexual abuse, or

rape of a child, or the solicitation of any such offense, provided that in the case of a felony conviction, such individual's civil rights have been restored by the Governor.

The Norfolk School Board also requires on its application for employment, as a condition of employment requiring direct contact with students, whether full-time or part-time, permanent, or temporary, certification that the applicant has not been the subject of a founded case of child abuse and neglect. Any person making a materially false statement regarding a finding of child abuse and neglect is guilty of a Class 1 misdemeanor and upon conviction, the fact of such conviction is grounds for the Board of Education to revoke such person's license to teach.

As a condition of employment, any applicant who is offered or accepts employment, whether full-time, part-time, permanent or temporary with the Norfolk School Board shall submit to fingerprinting and provide personal descriptive information. The information and fingerprints shall be forwarded through the Central Criminal Records Exchange to the Federal Bureau of Investigations for the purpose of obtaining criminal history record information on applicants who offer or accept employment.

To conserve the costs of conducting criminal history record checks to applicants and school boards, upon the written request of the applicant, the School Board of the City of Norfolk (School Board) shall inform another school board with which reciprocity has been established and to which applicant also has applied for employment of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Criminal history record information pertaining to an applicant for employment by a school board shall be exchanged only between school boards in the Commonwealth in which a current agreement of reciprocity for the exchange of such information has been established and is in effect. Reciprocity agreements shall provide for the apportionment of the costs of the fingerprinting or criminal records check between the applicant and Norfolk School Board as provided by statute.

If an applicant is denied employment because of information appearing on the applicant's criminal history record, the School board provides a copy of the information provided by the Central Criminal Records Exchange to the applicant.

C. Founded Complaints of Child Abuse or Neglect

The School Board requires, as a condition of employment, that any applicant who is offered or accepts employment requiring direct contact with students, whether full-time or part-time, permanent or temporary, provide written consent and the necessary personal information for the School Board to obtain a search of the registry of founded complaints of child abuse and neglect. The registry is maintained by the Department of Social Services. The School Board ensures that all such searches are requested in conformance with the regulations of the Board of Social Services. In addition, where the applicant has resided in another state within the last five years, the School Board requires as a condition of employment that such applicant provide written consent and the necessary personal information for the School Board to obtain

information from each relevant state as to whether the applicant was the subject of a founded complaint of child abuse and neglect in such state. The School Board takes reasonable steps to determine whether the applicant was the subject of a founded complaint of child abuse and neglect in the relevant state. The Department of Social Services shall maintain a database of central child abuse and neglect registries in other states that provide access to out-of-state school boards for use by local school boards. The applicant may be required to pay the cost of any search conducted pursuant to this subsection at the discretion of the School Board. From such funds as may be available for this purpose, however, the School Board may pay for the search.

If the information obtained pursuant to the preceding paragraph indicates that the applicant is the subject of a founded case of child abuse and neglect, such applicant shall be denied employment, or the employment shall be rescinded.

If an applicant is denied employment because of information appearing on the applicant's record in the registry, the School Board provides a copy of the information obtained from the registry to the applicant. The information provided to the School Board by the Department of Social Services is confidential and is not disseminated by the School Board.

II. Employee Arrests, Charges, and Convictions

A. Employee Duty to Notify Immediate Supervisor of Arrest/Criminal Charge/Abuse or Neglect Investigation

An employee who has either been charged by summons, warrant, indictment or information with the commission of a felony or misdemeanor, or who has been notified that he/she is subject of a child abuse or neglect investigation, shall notify his/her immediate supervisor within 48 hours such arrest/charge/notification. The employee shall also provide the supervisor a copy of the arrest/charge/notification document(s) as soon as practicable.

B. Criminal Proceedings

An employee who is charged by summons, warrant, indictment, or information with the commission of a felony or a misdemeanor specified in Va. Code § 22.1-315 may be suspended in accordance with policies GCPD and GDPD Policy GCPF Suspension of Staff Members.

If a current employee is suspended or dismissed because of information appearing on the employee's criminal history record, the School Board provides a copy of the information provided by the Central Criminal Records Exchange to the employee.

The superintendent shall inform the School Board of any notification of arrest of a school board employee received pursuant to Virginia Code §19.2-83.1. The School Board shall require such employee, whether full-time or part-time, permanent, or temporary, to submit to fingerprinting and to provide personal descriptive information to be forwarded along with the employee's fingerprints through the Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining criminal history record information regarding such employee. The contents of the employee's criminal record shall be used only to implement dismissal, suspension or probation in accordance with §§22.1-307 and 22.1-315 of the Code of Virginia.

C. Founded Complaints of Child Abuse or Neglect

Any employee of Norfolk School Board will be dismissed if he or she is or becomes the subject of a founded complaint of child abuse and neglect and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, is grounds for the school division to recommend that the Board of Education revoke such person's license to teach.

III. Court Ordered Probation

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code section 18.2-251 shall be treated as a conviction and as a finding of guilt.

IV. Costs of Fingerprinting, Criminal Record and Abuse and Neglect Checks.

The School Board and the applicant or employee shall share the costs of the fingerprinting, criminal record check and abuse and neglect check conducted pursuant to this policy. The School Board pays 50% and the applicant or employee pays 50%.

Legal Ref.:

Code of Virginia, as amended, sections 18.2-251, 19.2-83.1, 19.2-389, 22.1-78, 22.1-296.1, 22.1-296.2, 22.1-296.4, 22.1-307, 22.1-315, 63.2-1515.

Cross Refs.:

GCPF	Suspension of Staff Members
GCPD	Professional Staff Discipline

Replaces policies GCDAZ, and GCDAA (combined with this policy).

Adopted by the Norfolk City School Board December 19, 1996.

Revised:

June 22, 2000; June 18, 2003; June 16, 2004; May 15, 2013; September 19, 2018, October 21, 2020, August 18, 2021, September 20, 2023, May 15, 2024, ???.

VSBA: 05/2021, 5/2023, 5/2025

Policy Change Cover Page

Policy: GCE. PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code § 22.1-302 by HB2201/SB1230.

Cross References updated.

Current

GCE. PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

A. Substitute Teachers

Substitute teachers shall:

1. be at least 18 years old, with preference given to persons 21 years old or older;
2. possess good moral character;
3. hold a high school diploma or have passed a high school equivalency examination approved by the School Board;
4. attend orientation to school policies and procedures;
5. meet the requirements of the school health and medical regulations before being placed on the substitute list.

Persons who meet the requirements of the school board shall be eligible for substitute teaching.

A substitute teacher, as used in this section, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year.

The executive director of human resources shall maintain annually a record of available substitute classroom teachers, special teachers, and school clerks who may be called for duty in accordance with established procedure.

A substitute may be appointed for any teacher absent or on leave or to fill a vacancy for which no properly qualified person can be found for regular appointment.

A substitute shall be called on a long-term basis when needed to temporarily fill a vacancy for which no teacher is under contract, when called to work in the place of a teacher who will be absent for 15 work days or more, or when, in the judgement of the principal, he/she is required to assume the full responsibility for class work.

The Norfolk School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

B. Homebound Teachers

Homebound teachers will be employed on a part-time, hourly basis. They will be selected from the active file of applicants in the human resources office or from the approved substitute teacher list and shall hold a valid teaching license.

C. Part-time Teachers

1. An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.
2. Part-time teachers shall meet the licensure requirements.

D. Summer School Teachers

Summer school teachers shall meet all certification requirements.

E. Interns

Arrangements for the utilization of interns in the school division should be initiated through the superintendent or designee.

F. Student Teachers

The school division will accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent or designee shall have the responsibility for the placement of student teachers in the school system.

1. Student teachers shall not be used as substitute teachers.
2. Student teachers will be under the administrative direction of the principal of the school.
3. The supervising teacher will be professional at all times of scholastic and personal welfare of the class.
4. Student teachers authorized by Norfolk Public Schools to complete their student teaching requirements shall be required to demonstrate an acceptable level of general liability coverage as provided by their college or university.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.:

GCB. Professional Staff Contracts

GCPD. Professional Staff Discipline

GDPD. Support Staff Members: Contract Status and Discipline

Replaced Norfolk Public Schools Blue Book Policy 8-21.

Adopted by the Norfolk City School Board January 23, 1998

Revised: May 15, 2013; October 15, 2014.

Redline

GCE. ~~PART-TIME AND SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT~~ SUBSTITUTE TEACHERS

~~A. Substitute Teachers~~

Substitute teachers also known as temporarily employed teachers shall must:

1. be at least 18 years ~~old, with preference given to persons 21 years old or older; old;~~
- ~~2. possess good moral character;~~
3. hold a high school diploma or have passed a high school equivalency examination approved by the School Board;
- ~~4. attend orientation to school policies and procedures;~~
5. ~~meet the requirements of the school health and medical regulations before being placed on the substitute list.~~

~~Persons who meet the requirements of the school board shall be eligible for substitute teaching. The Norfolk School Board seeks to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.~~

A substitute teacher, as used in this ~~section~~ policy, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year. However, during the 2023-2024 and 2024-2025 school years, the Norfolk School Board may employ a substitute teacher to fill such a vacancy for a period not to exceed 180 days during one school year.

~~The executive director of human resources shall maintain annually a record of available substitute classroom teachers, special teachers, and school clerks who may be called for duty in accordance with established procedure.~~

~~A substitute may be appointed for any teacher absent or on leave or to fill a vacancy for which no properly qualified person can be found for regular appointment.~~

~~A substitute shall be called on a long-term basis when needed to temporarily fill a vacancy for which no teacher is under contract, when called to work in the place of a teacher who will be absent for 15 work days or more, or when, in the judgement of the principal, he/she is required to assume the full responsibility for class work.~~

~~The Norfolk School Board shall seek to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.~~

~~B. Homebound Teachers~~

~~Homebound teachers will be employed on a part-time, hourly basis. They will be selected from the active file of applicants in the human resources office or from the approved substitute teacher list and shall hold a valid teaching license.~~

~~C. Part-time Teachers~~

- ~~1.—An employee working less than 180 days or less than six (6) hours per day or who is restricted to temporary or interim employment is considered part-time.~~
- ~~2.—Part-time teachers shall meet the licensure requirements.~~

~~D. Summer School Teachers~~

~~Summer school teachers shall meet all certification requirements.~~

~~E. Interns~~

~~Arrangements for the utilization of interns in the school division should be initiated through the superintendent or designee.~~

~~F. Student Teachers~~

~~The school division will accept student teachers only from accredited institutions. All student teachers shall meet the same health requirements as all other personnel. The superintendent or designee shall have the responsibility for the placement of student teachers in the school system.~~

- ~~1.—Student teachers shall not be used as substitute teachers.~~
- ~~2.—Student teachers will be under the administrative direction of the principal of the school.~~
- ~~3.—The supervising teacher will be professional at all times of scholastic and personal welfare of the class.~~
- ~~4.—Student teachers authorized by Norfolk Public Schools to complete their student teaching requirements shall be required to demonstrate an acceptable level of general liability coverage as provided by their college or university.~~

Long-term substitute teachers

Unless otherwise approved by the Superintendent of Public Instruction, substitute teachers who are employed to fill a vacancy for more than 90 teaching days for any course other than a course which requires a technical professional license, must also:

- _____ hold a baccalaureate degree, and
- _____ not meet the qualifications to apply for a provisional license or have held an active professional teaching license in Virginia within the past 10 years.

The School Board executes a professional development plan with any substitute teacher employed to fill a vacancy for more than 90 teaching days, which plan sets forth a mentoring and coaching plan and, for any such substitute teacher who is interested in obtaining licensure, a proposed licensure timeline and set of strategies for obtaining licensure by the Board of Education that allows such substitute teacher to apply for licensure by or after a specific date deemed appropriate by the School Board.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.:

GCB. Professional Staff Contracts

[GCDA. Effect of Criminal Conviction of Funded Complaint of Child Abuse or Neglect](#)

[GCG. Professional Staff Probationary Term and Continuing Contract](#)

GCPD. Professional Staff Discipline

GDPD. Support Staff Members: Contract Status and Discipline

Replaced Norfolk Public Schools Blue Book Policy 8-21.

Adopted by the Norfolk City School Board January 23, 1998

Revised: May 15, 2013; October 15, 2014, [???](#).

[VSBA: 5/2023, 5/2025](#)

Clean

GCE. SUBSTITUTE TEACHERS

Substitute teachers also known as temporarily employed teachers must:

1. be at least 18 years
2. hold a high school diploma or have passed a high school equivalency examination approved by the School Board;

The Norfolk School Board seeks to employ substitute teachers, especially those engaged as long-term substitutes, who exceed these requirements.

A substitute teacher, as used in this policy, is (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy, unless otherwise approved by the Superintendent of Public Instruction on a case-by-case basis, during one school year. However, during the 2023-2024 and 2024-2025 school years, the Norfolk School Board may employ a substitute teacher to fill such a vacancy for a period not to exceed 180 days during one school year.

Long-term substitute teachers

Unless otherwise approved by the Superintendent of Public Instruction, substitute teachers who are employed to fill a vacancy for more than 90 teaching days for any course other than a course which requires a technical professional license, must also:

- hold a baccalaureate degree, and
- not meet the qualifications to apply for a provisional license or have held an active professional teaching license in Virginia within the past 10 years.

The School Board executes a professional development plan with any substitute teacher employed to fill a vacancy for more than 90 teaching days, which plan sets forth a mentoring and coaching plan and, for any such substitute teacher who is interested in obtaining licensure, a proposed licensure timeline and set of strategies for obtaining licensure by the Board of Education that allows such substitute teacher to apply for licensure by or after a specific date deemed appropriate by the School Board.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-302.

Cross Ref.:

GCB. Professional Staff Contracts

GCD. Effect of Criminal Conviction of Funded Complaint of Child Abuse or Neglect

GCG. Professional Staff Probationary Term and Continuing Contract

GCPD. Professional Staff Discipline

GDPD. Support Staff Members: Contract Status and Discipline

Replaced Norfolk Public Schools Blue Book Policy 8-21.

Adopted by the Norfolk City School Board January 23, 1998

Revised: May 15, 2013; October 15, 2014, ???.

VSBA: 5/2023, 5/2025

Policy Change Cover Page

Policy: GCPD - Professional Staff Discipline

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect addition of Va. Code § 22.1-274.4:1 by HB732/SB726 (2024).

Cross References updated.

Current

GCPD. PROFESSIONAL STAFF DISCIPLINE

A. Probation and Dismissal

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause.

A teacher shall be dismissed if such teacher is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to Va. Code § 63.2-1505, and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke such person's license to teach.

In those instances when licensed personnel are dismissed or resign due to a conviction of any felony; any offense involving the sexual molestation, physical or sexual abuse or rape of a child; any offense involving drugs; or due to having become the subject of a founded case of child abuse or neglect, the School Board shall notify the Board of Education within 10 business days of such dismissal or the acceptance of such resignation.

If a current employee is dismissed because of information appearing on the employee's criminal history record, the School Board shall provide a copy of the information obtained from the Central Criminal Records Exchange to the employee.

Administrative regulations shall be developed for the dismissal or placing on probation of continuing contract teachers and probationary teachers during the school year.

No teacher shall be dismissed or placed on probation solely on the basis of the teachers' refusal to submit to a polygraph examination requested by the School Board.

B. Suspension

Employees of Norfolk School Board may be suspended as provided in Policy GCPF Suspension of Staff Members.

C. Failure to Perform Nonemergency Health-Related Services

With the exception of school administrative personnel and employees who have the specific duty to deliver health-related services, no licensed instructional employee, instructional aide, or clerical employee shall be disciplined, placed on probation, or dismissed on the basis of such employee's refusal to (i) perform nonemergency health-related services for students or (ii) obtain training in the administration of insulin and glucagon. However, instructional aides and clerical employees may not refuse to dispense oral medications.

"Health-related services" means those activities which, when performed in a health care facility, must be delivered by or under the supervision of a licensed or certified professional.

D. Effect of Probation Pursuant to Va. Code §18.2-251

For purposes of this policy, a court's placing an individual on probation pursuant to Va. Code § 18.2-251 shall be treated as a conviction and as a finding of guilt.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 18.2-251, 22.1-274, 22.1-296.2, 22.1-307, 22.1-313, 22.1-315.

Cross Ref.:

GBM. Professional Staff Grievances

GCE. Part-Time and Substitute Staff Employment

GCGZ. Professional Staff Probationary Term and Continuing Contract

GCDA. Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

GCPF. Suspension of Staff Members

JHC. Student Health Services

JHCD. Administering Medicines to Students

Cross Ref. Updated:

October 18, 2017, May 15, 2024

Adopted by the Norfolk City School Board September 17, 2008.

Revised:

April 9, 2014; October 18, 2017, September 30, 2020, May 15, 2024

VSBA Update

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Redline

GCPD. PROFESSIONAL STAFF DISCIPLINE

A. Probation and Dismissal

Teachers may be dismissed for incompetency, immorality, non-compliance with school laws and regulations, disability in accordance with State and federal law, conviction of a felony or a crime of moral turpitude or other good and just cause.

A teacher shall be dismissed if such teacher is or becomes the subject of a founded complaint of child abuse and neglect, pursuant to Va. Code § 63.2-1505, and after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted. The fact of such finding, after all rights to an appeal provided by Va. Code § 63.2-1526 have been exhausted, shall be grounds for the School Board to recommend that the Board of Education revoke such person's license to teach.

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E. Administration of Opioid Antagonist

No employee of the School Board will be subject to disciplinary action for any act or omission made in connection with the administration of an opioid antagonist, when the employee during regular school hours, on school premises, or during a school-sponsored activity, in good faith administers an opioid antagonist for opioid overdose reversal to any individual who is believed to be experiencing or about to experience a life-threatening opioid overdose, regardless of whether such employee was trained or certified in the administration of an opioid antagonist.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 18.2-251, 22.1-274, 22.1-274.1:1, 22.1-296.2, 22.1-307, 22.1-313, 22.1-315.

Cross Ref.:

EEBC. Opioid Antagonists

GBM. Professional Staff Grievances

GCE. Part-Time and Substitute Staff Employment

GCGZ. Professional Staff Probationary Term and Continuing Contract

GCDA. Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect

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JHC. Student Health Services

JHCD. Administering Medicines to Students

Cross Ref. Updated:

October 18, 2017, May 15, 2024, ???

Adopted by the Norfolk City School Board September 17, 2008.

Revised:

April 9, 2014; October 18, 2017, September 30, 2020, May 15, 2024, ???

VSBA Update

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Clean

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Cross Ref.:

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Cross Ref. Updated:

October 18, 2017, May 15, 2024, ???

Adopted by the Norfolk City School Board September 17, 2008.

Revised:

April 9, 2014; October 18, 2017, September 30, 2020, May 15, 2024, ???

VSBA Update

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Policy Change Cover Page

Policy: IGAG - Teaching About Drugs, Alcohol, and Tobacco

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect addition of Va. Code § 22.1-206.01 by HB732/SB726 (2024).

Cross References updated.

Current

IGAG. TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

Norfolk Public Schools provides instruction concerning

- drugs and drug abuse
- the public safety hazards and dangers of alcohol abuse, underage drinking, underage marijuana use, and drunk driving, and
- the health and safety risks of using tobacco products, nicotine vapor products, and alternative nicotine products, and
- gambling and the addictive potential thereof.

Each school that includes grades nine through 12 annually distributes fentanyl education and awareness information developed by the Department of Education to each student in those grades within the first two weeks of school.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-206 and 22.1-206.01.

Replaced Norfolk Public Schools Blue Book Policy 6-18.

Adopted by the Norfolk School Board March 25, 1999.

Cross Refs:

GBEC/JFCH Tobacco-Free School for Staff and Students

IGAE/IGAF Health Education/Physical Education

JFCH/GBEC Tobacco-Free School for Staff and Students

KGCZ Use of Tobacco and Electronic Cigarettes on School Premises

Revised:

October 15, 2014, September 22, 2021, September 21, 2022, August 21, 2024

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Redline

IGAG. TEACHING ABOUT DRUGS, ALCOHOL AND TOBACCO

Norfolk School Board provides instruction concerning

- drugs and drug abuse
- the public safety hazards and dangers of alcohol abuse, underage drinking, underage marijuana use, and drunk driving, and
- the health and safety risks of using tobacco products, nicotine vapor products, and alternative nicotine products, and
- gambling and the addictive potential thereof.

Instruction on Opioid Overdose Prevention and Reversal in Secondary School

The School Board, in accordance with guidelines and model curriculum developed by the Department of Health and Department of Education, provides a program of instruction on opioid overdose prevention and reversal in each secondary school with grades nine through 12, which includes instruction in identifying the signs of possible opioid overdose and training in the administration of an opioid antagonist for the reversal of a potentially life-threatening opioid overdose. The School Board determines the appropriate grade level to provide such program in grades nine through 12.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-206 and 22.1-206.01.

Replaced Norfolk Public Schools Blue Book Policy 6-18.

Adopted by the Norfolk School Board March 25, 1999.

Cross Refs:

EBBC	Opioid Antagonists
GBEC/JFCH	Tobacco-Free School for Staff and Students
IGAE/IGAF	Health Education/Physical Education
JFC	Student Conduct
JFCF	Drugs in School
JFCH/GBEC	Tobacco-Free School for Staff and Students
JFCE	Substance Abuse – Student Assistant Program
JHCD	Administering Medicines to Students
KGD	Notification of School-Connected Student Overdose

Revised:

October 15, 2014, September 22, 2021, September 21, 2022, August 21, 2024, ???

VSBA Update © 06/1996, 05/2021, 05/2022, 5/2024, 5/2025.

Clean

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Revised:

October 15, 2014, September 22, 2021, September 21, 2022, August 21, 2024, ???

VSBA Update © 06/1996, 05/2021, 05/2022, 5/2024, 5/2025.

Policy Change Cover Page

Policy: IGBJ – Advanced or Accelerated Mathematics

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy created to reflect the addition of Va. Code § 22.1-207.9 by HB2686.

Current

No Current Policy

Redline

IGBJ. ADVANCED OR ACCELERATED MATHEMATICS

Annual Notification

The parents of each student in grades five through eight is notified annually of the following:

- Criteria and process for enrollment in advanced or accelerated mathematics, including automatic enrollment and parental opt-out, as set forth in this policy;
- The importance of middle school mathematics coursework;
- The impact of middle school mathematics coursework on the high school mathematics coursework sequence; and
- The mathematics courses available within the Norfolk school division.

Automatic Enrollment and Option for Parental Opt-Out

Students in grades five through eight who earn a grade-level upper quartile scale score on the end-of-year Standards of Learning mathematics assessments will be automatically enrolled in an available advanced or accelerated mathematics course in the next school year. Parents of such a student may opt-out their student from such automatic enrollment.

Eligibility for Enrollment

Besides the automatic enrollment option referenced above, students may be eligible for enrollment in an available advanced or accelerated mathematics course upon teacher recommendation, parental recommendation, student preference, or student aptitude as demonstrated through other means of evaluation than the Standards of Learning mathematics assessment, such as grades, other standardized testing, portfolios, or observation.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-207.9, 22.1-253.13:1,
22.1-253.13:3.

Cross Ref.: IA Instructional Goals and Objectives
 IKF The Virginia Assessment Program and Graduation Requirements

VSBA 5/2025

Clean

IGBJ. ADVANCED OR ACCELERATED MATHEMATICS

Annual Notification

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Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-207.9, 22.1-253.13:1,
22.1-253.13:3.

Cross Ref.:	IA	Instructional Goals and Objectives
	IKF	The Virginia Assessment Program and Graduation Requirements

VSBA 5/2025

Policy Change Cover Page

Policy: JFCD – Weapons in School

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Cross References Updated

Current

JFCD. WEAPONS IN SCHOOL

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school is prohibited, and grounds for disciplinary action. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07 (D) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.

II. Expulsion for Possession of Firearms

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy

JGDZ/JGEZ Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School

Board authorizes¹ the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

III. Students with Disabilities

- A. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.
 - 1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 - 2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

¹

Adopted:

Legal Refs.:

18 U.S.C. § 930.

20 U.S.C. § 1415.

Code of Virginia, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:4.

8 VAC 20-81-10.

Cross Refs.:

GBEB	Staff Weapons in School
JGD/JGE	Student Suspension/Expulsion
JFC	Student Conduct
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Adopted by the Norfolk School Board August 22, 2001.

Revised: July 9, 2003; September 14, 2004; July 1, 2013, October 21, 2020.

VSBA Update © 05/2004, 5/2020.

Redline

JFCD. WEAPONS IN SCHOOL

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Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school is prohibited, and grounds for disciplinary action. The superintendent or superintendent's designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:

- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07 (D) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade or stiletto knife, ballistic knife, machete, knife or razor,
- slingshots or slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.

II. Expulsion for Possession of Firearms

A student who has possessed a firearm on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a

school-sponsored activity may be expelled for at least one year in accordance with Policy JGDZ/JGEZ Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School

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Cross Refs.:

EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBB	Threat Assessment Teams
GBEB	Staff Weapons in School
JFC	Student Conduct
JFCC	Student Conduct on School Buses
JFG	Search and Seizure
JGA	Corporal Punishment
JGDZ/JGEZ	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Adopted by the Norfolk School Board August 22, 2001.

Revised: July 9, 2003; September 14, 2004; July 1, 2013, October 21, 2020, ???.

VSBA Update © 05/2004, 5/2020, 5/2025.

Clean

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- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade or stiletto knife, ballistic knife, machete, knife or razor,
- slingshots or slingshots,
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A student who has possessed a firearm on school property, school buses, or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a

school-sponsored activity may be expelled for at least one year in accordance with Policy JGDZ/JGEZ Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School

Board authorizes³ the superintendent or the superintendent's designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. If it is determined by the superintendent or superintendent's designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

III. Students with Disabilities

- A. Students with disabilities are subject to this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student's disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.
- B. Additional authority to remove a student with a disability from school for a weapons violation.
 - 1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.
 - 2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

“a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 ½ inches in length.”

³

Adopted:

Legal Refs.:

18 U.S.C. § 930.

20 U.S.C. § 1415.

Code of Virginia, §§ 15.2-915.4, 18.2-308, 18.2-308.1, 18.2-308.7, 22.1-277.07, 22.1-277.07:1, 22.1-280.2:4.

Cross Refs.:

EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBB	Threat Assessment Teams
GBEB	Staff Weapons in School
JFC	Student Conduct
JFCC	Student Conduct on School Buses
JFG	Search and Seizure
JGA	Corporal Punishment
JGDZ/JGEZ	Student Suspension/Expulsion
JGDA	Disciplining Students with Disabilities
JGDB	Discipline of Students with Disabilities for Infliction of Serious Bodily Injury

Adopted by the Norfolk School Board August 22, 2001.

Revised: July 9, 2003; September 14, 2004; July 1, 2013, October 21, 2020, ???.

VSBA Update © 05/2004, 5/2020, 5/2025.

Policy Change Cover Page

Policy: JHC - Student Health Services

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code §§ 22.1-272.2 and 22.1-272.3 by HB1945/SB1037.

Current

JHC. STUDENT HEALTH SERVICES

The School Board of the City of Norfolk may employ school nurses, physicians, physical therapists, occupational therapists and speech therapists who meet such standards as may be determined by the Board of Education. Subject to the approval of the local appropriating body, a local health department may provide personnel for health services for the school division.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1-274.

Cross Ref.:

EBBA. Emergency First Aid, CPR and AED Certified Personnel

GCPD. Professional Staff Discipline

GCPF. Suspension of Staff Members

JHCA. Physical Examinations of Students

JHCB. Student Immunizations

JHCC. Communicable Diseases

JHCCA. Blood Borne Contagious or Infectious Diseases

JHCD. Administering Medicines to Students

Cross Ref. Updated:

May 17, 2017

Adopted by Norfolk School Board June 23, 1999.

Revised:

June 12, 2013; May 17, 2017.

VSBA Update

© 06/1996; 02/2012; 02/2017.

Redline

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Telehealth Services and Mental Health Teletherapy Services

The School Board may provide school-based mental health teletherapy services and permit any student to schedule and participate in telehealth services and mental health teletherapy services on school property during regular school hours on the same basis as such students are permitted to schedule and participate in school counseling services.

When telehealth services are offered, the School Board enters into a memorandum of understanding with a nationally recognized school-based telehealth provider in accordance with the model memorandum of understanding developed by the Department of Education and provides guidance relating to the implementation of this telehealth services policy for administrative and instructional personnel and posts such guidance on its website at the beginning of each school year.

When school-based telehealth services and mental health teletherapy services are made available, each school where telehealth services are provided shall:

- Designate a location with internet access within the school for students to use for telehealth appointments that ensures the privacy and safety of the student
- Implement measures to ensure the privacy and safety of each student participating in a telehealth appointment

Any student who participates in a telehealth appointment during regular school hours will not be subject to any disciplinary measure or consequences for participating in such an appointment if the student would otherwise be considered absent or excused for the purposes of receiving health care services.

Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-272.2, 22.1-272.3, 22.1-274.

Cross Ref.:

EBBA Emergency First Aid, CPR and AED Certified Personnel

GCPD Professional Staff Discipline

GCPF Suspension of Staff Members
IJ Guidance and Counseling Program
JED Student Absences/Excuses/Dismissals
JHCA Physical Examinations of Students
JHCB Student Immunizations
JHCC Communicable Diseases
JHCCA Blood Borne Contagious or Infectious Diseases
JHCD Administering Medicines to Students
JHH Suicide Prevention

Cross Ref. Updated:

May 17, 2017, ???

Adopted by Norfolk School Board June 23, 1999.

Revised:

June 12, 2013; May 17, 2017, ???.

VSBA Update

© 06/1996; 02/2012; 02/2017, 5/2025.

Clean

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Legal Ref.:

Code of Virginia, 1950, as amended, §§ 22.1-272.2, 22.1-272.3, 22.1-274.

Cross Ref.:

EBBA Emergency First Aid, CPR and AED Certified Personnel

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IJ Guidance and Counseling Program
JED Student Absences/Excuses/Dismissals
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JHCD Administering Medicines to Students
JHH Suicide Prevention

Cross Ref. Updated:

May 17, 2017, ???

Adopted by Norfolk School Board June 23, 1999.

Revised:

June 12, 2013; May 17, 2017, ???.

VSBA Update

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Policy Change Cover Page

Policy: JHCD - Administering Medicines to Students

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References updated to reflect amendments of Va. Code §§ 8.01-225, 22.1-274.2, 22.1-274.6, and 54.1-3408

by HB2104/SB1036 and Va. Code §§ 22.1-206.01 and 22.1-274.4:1 by HB732/SB726 (2024). Cross References updated.

Current

JHCD. ADMINISTERING MEDICINES TO STUDENTS

SELF-CARE AND SELF-ADMINISTRATION OF MEDICATION

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

SELF-ADMINISTRATION OF ASTHMA MEDICATIONS AND AUTO-INJECTABLE EPINEPHRINE

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.

- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

EPINEPHRINE

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

ALBUTEROL INHALERS

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, licensed athletic trainer under contract with the school division, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

REGULATION

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Legal Ref.:

Code of Virginia, as amended, §§ 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Legal Ref. Updated:

October 18, 2017

Cross Ref.:

EBBA Emergency First Aid, CPR and AED Certified Personnel

JHCE Recommendation of Medication by School Personnel

JO Student Records

Cross Ref. Updated:

October 18, 2017, September 22, 2021

Adopted by the Norfolk School Board October 23, 1997.

Revised:

February 23, 2000; April 17, 2013; July 16, 2014; October 18, 2017, September 22, 2021, October 18, 2023.

VSBA Update

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JHCD. ADMINISTERING MEDICINES TO STUDENTS

SELF-CARE AND SELF-ADMINISTRATION OF DIABETES MEDICATION

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

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- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
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ALBUTEROL INHALERS

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, licensed athletic trainer under contract with the school division, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

OPIOID ANTAGONISTS

A dosage of opioid antagonist may be administered by a school nurse or trained and certified employee to any student who is believed to be experiencing or about to experience a life-

threatening opioid overdose in accordance with Policy EBBC Opioid Antagonists and any related regulations and applicable laws.

REGULATIONS

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Legal Ref.:

Code of Virginia, as amended, §§ 8.01-225, 22.1-78, 22.1-274, 22.1-274.01:1, 22.1-274.2, 22.1-274.6, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Legal Ref. Updated:

October 18, 2017

Cross Ref.:

EB	School Crisis, Emergency Management and Medical Emergency Response Plan
EBBA	Emergency First Aid, CPR and AED Certified Personnel
EBBC	Opioid Antagonists
GCPD	Professional Staff Discipline
JHCE	Recommendation of Medication by School Personnel
JO	Student Records
KGD	Notification of School-Connected Student Overdose

Cross Ref. Updated:

October 18, 2017, September 22, 2021, ???

Adopted by the Norfolk School Board October 23, 1997.

Revised:

February 23, 2000; April 17, 2013; July 16, 2014; October 18, 2017, September 22, 2021, October 18, 2023, ???.

VSBA Update

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- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.

- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
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Legal Ref. Updated:

October 18, 2017

Cross Ref.:

EB School Crisis, Emergency Management and Medical Emergency Response Plan

EBBA Emergency First Aid, CPR and AED Certified Personnel

EBBC Opioid Antagonists

GCPD Professional Staff Discipline

JHCE Recommendation of Medication by School Personnel

JO Student Records

KGD Notification of School-Connected Student Overdose

Cross Ref. Updated:

October 18, 2017, September 22, 2021, ???

Adopted by the Norfolk School Board October 23, 1997.

Revised:

February 23, 2000; April 17, 2013; July 16, 2014; October 18, 2017, September 22, 2021, October 18, 2023, ???.

VSBA Update

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Policy Change Cover Page

Policy: JJAC - Student-Athlete Concussions

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy and Legal References Updated

Current

JJAC. STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

DEFINITIONS

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and longterm future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

Return-to-Learn: instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

Return to Play: to participate in a non-medically supervised practice, game, or athletic competition.

I. NORFOLK PUBLIC SCHOOLS CONCUSSION MANAGEMENT TEAM

A. The Norfolk Public Schools Concussion Management Team ("CMT") shall be appointed by the superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete and any such other person the superintendent determines will assist the CMT in its actions.

B. The CMT shall develop concussion training materials for school personnel, volunteers, studentathletes and parents of student-athletes. Those materials may address the proper fitting and maintenance of helmets. The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition or practice because he or she has been suspected of sustaining a concussion.

C. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management and review protocols annually.

II. REQUIRED CONCUSSION TRAINING FOR SCHOOL PERSONNEL AND VOLUNTEERS:

A. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce

the risk of concussions, how to seek proper medical treatment for concussions and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.

B. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. DISTRIBUTION OF TRAINING MATERIALS FOR STUDENT-ATHLETES AND PARENT/GUARDIAN:

A. Prior to participating in any extracurricular physical activity, each student-athlete and the studentathlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.

B. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a studentathlete's extracurricular physical activities for a calendar year.

IV. REMOVAL FROM EXTRACURRICULAR PHYSICAL ACTIVITIES

A. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A studentathlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day.

B. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System(BESS)).

C. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.

D. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. RETURN TO PLAY PROTOCOL

A. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs symptoms or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.

B. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. RETURN TO LEARN PROTOCOL

A. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

B. School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

VII. HELMET REPLACEMENT AND RECONDITIONING

A. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.

B. Reconditioned helmets that have been purchased must be recertified as conforming to the

NOCSAE by the reconditioner.

VIII. ATHLETIC ACTIVITIES CONDUCTED BY NON-SCHOOL ORGANIZATIONS ON SCHOOL PROPERTY

The school division may provide this policy and the Board of Education's Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1-271.5, § 22.1-271.6.

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted Jan. 13,

2011).

Legal Ref. Updated:

Cross Ref.:

KG. Community Use of School Facilities

KGB. Public Conduct on School Property

Adopted by the Norfolk City School Board July 16, 2014.

Revised:

June 10, 2015, July 20, 2016.

VSBA Update © 05/2016.

Redline

JJAC. STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

Return to Play Protocol

A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition is removed from the activity at that time . A student athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury does not return to play that day or until the student-athlete is

- evaluated by an appropriate licensed health care provider as determined by the Board of Education and
- in receipt of written clearance to return to play from such licensed health care provider.

The licensed health care provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer.

RETURN TO LEARN PROTOCOL

School personnel are alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including

- difficulty with concentration, organization, and long-term and short-term memory;
- sensitivity to bright lights and sounds; and
- (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

School personnel shall accommodate the gradual return to full participation in academic activities by a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

Procedures

The superintendent is responsible for developing, and biennially updating, procedures regarding the identification and handling of suspected concussions in student-athletes.

ATHLETIC ACTIVITIES CONDUCTED BY NON-SCHOOL ORGANIZATIONS ON SCHOOL PROPERTY

The school division may provide this policy to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy by such organizations.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1-271.5.

Legal Ref. Updated:

Cross Ref.:

KG. Community Use of School Facilities

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Legal Ref.:

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Adopted by the Norfolk City School Board July 16, 2014.

Revised:

June 10, 2015, July 20, 2016, ???.

VSBA Update © 05/2016, 5/2025.

Policy Change Cover Page

Policy: JRCA - School Service Providers Use of Student Personal Information

Date Last Reviewed by Policy Committee: July 17, 2025

Projected Date to Board: August 6, 2025

Projected Date for Board Vote: August 27, 2025

Overview of Updates:

Policy updated to reflect amendments of Va. Code § 22.1-289.01 by SB1486. Cross References updated.

Current

JRCA. SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

I. DEFINITIONS

For the purposes of this policy:

- A. "Elementary and secondary school purposes" means purposes that (i) customarily take place at the direction of an elementary or secondary school, elementary or secondary school teacher, or school division; (ii) aid in the administration of school activities, including instruction in the classroom or at home; administrative activities; and collaboration between students, school personnel or parents; or (iii) are otherwise for the use and benefit of an elementary or secondary school.
- B. "Machine-readable format" means a structured format that can automatically be read and processed by a computer such as comma-separated values (CSV), JavaScript Object Notation (JSON) or Extensible Markup Language (XML). "Machine-readable format" does not include portable document format (PDF).
- C. "Personal profile" does not include account information that is collected and retained by a school service provider and remains under control of a student, parent or elementary or secondary school.
- D. "School-affiliated entity" means any private entity that provides support to the school division or a public elementary or secondary school. "School-affiliated entity" includes alumni associations, booster clubs, parent-teacher associations, parent-teacher-student associations, parent-teacher organizations, public education foundations, public education funds and scholarship organizations.
- E. "School service" means a website, mobile application or online service that (i) is designed and marketed primarily for use in elementary or secondary schools; (ii) is used (a) at the direction of teachers or other employees at elementary or secondary schools or (b) by any school-affiliated entity; and (iii) collects and maintains, uses or shares student personal information. "School service" does not include a website, mobile application or online service that is (a) used for the purposes of college and career readiness assessment or (b) designed and marketed for use by individuals or entities generally, even if it is also marketed for use in elementary or secondary schools.
- F. "School service provider" means an entity that operates a school service pursuant to a contract with the school division.
- G. "Student personal information" means information collected through a school service that identifies a currently or formerly enrolled individual student or is linked to information that identifies a currently or formerly enrolled individual student
- H. "Targeted advertising" means advertising that is presented to a student and selected on the basis of information obtained or inferred over time from such student's online behavior, use of applications, or sharing of student personal information. "Targeted advertising" does not include advertising (i) that is presented to a student at an online location (a) on the basis of such student's online behavior, use of applications or sharing

of student personal information during his current visit to that online location or (b) in response to that student's request for information or feedback and (ii) for which a student's online activities or requests are not retained over time for the purpose of subsequent advertising.

II. REQUIRED CONTRACT TERMS

The contract between a school service provider and the School Board shall require the school service provider

- to provide clear and easy-to-understand information about the types of student personal information it collects through any school service and how it maintains, uses or shares such student personal information;
- to maintain a policy for the privacy of student personal information for each school service and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service;
- to maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- to facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider, or by such student's parent, either directly or through the student's school or teacher;
- to collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, the student's parent or for the purposes authorized in the contract between the School Board and the school service provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, the student's parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service;
- to require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information; and
- to require that, upon the request of the school or School Board, the school service provider will delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, the

student's parent consents to the maintenance of the student personal information by the school service provider; and

- to provide, either directly to the student or his parent or through the school, access to an electronic copy of such student's personal information in a manner consistent with the functionality of the school service. Contracts between local school boards and school service providers may require that such electronic copy be in a machine-readable format.

The contract will also prohibit the school service provider from knowingly

- using or sharing any student personal information for the purpose of targeted advertising to students;
- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, the student's parent, or as otherwise authorized in the contract between the school division and the school service provider; or
- selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider.

Nothing in this policy shall be construed to prohibit school service providers from

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing the school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;
- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;
- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual; or
- prohibit any student from downloading, exporting, transferring, saving or maintaining his personal information, data or documents.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1 289.01.

Cross Ref.:

ET. Educational Technology Foundation and Public School Foundations

JO. Student Records

KMA. Relations with Parent Organizations

Adopted by the Norfolk City School Board July 20, 2016.

Revised:

October 18, 2017, September 21, 2022

VSBA Updates

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Redline

JRCA. SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

DEFINITIONS

For the purposes of this policy:

"Elementary and secondary school purposes" means purposes that (i) customarily take place at the direction of an elementary or secondary school, elementary or secondary school teacher, or school division; (ii) aid in the administration of school activities, including instruction in the classroom or at home; administrative activities; and collaboration between students, school personnel or parents; or (iii) are otherwise for the use and benefit of an elementary or secondary school.

"Machine-readable format" means a structured format that can automatically be read and processed by a computer such as comma-separated values (CSV), JavaScript Object Notation (JSON) or Extensible Markup Language (XML). "Machine-readable format" does not include portable document format (PDF).

"Personal profile" does not include account information that is collected and retained by a school service provider and remains under control of a student, parent or elementary or secondary school.

"School-affiliated entity" means any private entity that provides support to the school division or a public elementary or secondary school. "School-affiliated entity" includes alumni associations, booster clubs, parent-teacher associations, parent-teacher-student associations, parent-teacher organizations, public education foundations, public education funds and scholarship organizations.

"School-issued device" means any technological hardware or devices that a school board, acting independently or pursuant to a contract with a school technology provider, provides to individual students for their personal use on school property, at home, or both. "School-issued device" includes any laptop, tablet, or other technological device.

"School service" means a website, mobile application or online service that (i) is designed and marketed primarily for use in elementary or secondary schools; (ii) is used (a) at the direction of teachers or other employees at elementary or secondary schools or (b) by any school-affiliated entity; and (iii) collects and maintains, uses or shares student personal information. "School service" does not include a website, mobile application or online service that is (a) used for the purposes of college and career readiness assessment or (b) designed and marketed for use by individuals or entities generally, even if it is also marketed for use in elementary or secondary schools.

"School service provider" means an entity that operates a school service pursuant to a contract with the school division.

"School technology provider" means an entity that provides, pursuant to a contract with a school board in the Commonwealth, any technological hardware or devices intended for student use as school-issued devices.

"Student personal information" means information collected through a school service that identifies a currently or formerly enrolled individual student or is linked to information that identifies a currently or formerly enrolled individual student

"Targeted advertising" means advertising that is presented to a student and selected on the basis of information obtained or inferred over time from such student's online behavior, use of applications, or sharing of student personal information. "Targeted advertising" does not include advertising (i) that is presented to a student at an online location (a) on the basis of such student's online behavior, use of applications or sharing of student personal information during the student's current visit to that online location or (b) in response to that student's request for information or feedback and (ii) for which a student's online activities or requests are not retained over time for the purpose of subsequent advertising.

REQUIRED TERMS

The contract between a school service provider and the School Board requires the school service provider or school technology provider shall or, in the case of any school or the School Board providing any school-issued devices independently, the school or School Board shall:

- provide clear and easy-to-understand information about the types of student personal information it collects through any school service or through providing any school-issued devices and how it maintains, uses or shares such student personal information;
- maintain a policy for the privacy of student personal information for each school service or each school-issued device and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service or school-issued device ;
- maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider or school technology provider, or by such student's parent, either directly or through the student's school or teacher;
- collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, the student's parent or for the purposes authorized in the contract between the School Board and the school service provider or school technology provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, the student's parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service

or school-issued device, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service or school-issued device;

- require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information; and
- require that, upon the request of the school or School Board, to delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, the student's parent consents to the maintenance of the student personal information by the school service provider;
- for any school-issued device that a student returns at the end of the school year or upon request of the school or school division and that shall subsequently be provided to another student, disposed of, donated, or otherwise transferred in ownership to any individual or entity other than the specific student to whom it was issued, delete any student personal information stored in the school-issued device within a reasonable time after such school-issued device is returned and prior to the subsequent provision of such school-issued device to any other student or other transfer in ownership of such school-issued device; and
- require that, upon request, providing either directly to the student or the student's parent or through the school, access to an electronic copy of such student's personal information in a manner consistent with the functionality of the school service or school-issued device. Contracts between the School Board and school service providers or school technology providers may require that such electronic copy be in a machine-readable format.

The contract will also prohibit the school service provider or school technology provider, or, in the case of a school or the School Board providing any school-issued devices independently, the school or School Board, from knowingly

- using or sharing any student personal information for the purpose of targeted advertising to students;
- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, the student's parent, or as otherwise authorized in the contract between the school division and the school service provider or school technology provider; selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider or school technology provider; or
- except as provided in Va. Code § 22.1-289.01(E)(4), using any school-issued device provided pursuant to any such contract, or granting the School Board or other entity

with the ability to use any school-issued device, to access or monitor (i) location-tracking features; (ii) audio or visual receiving, transmitting, or recording features; or (iii) student interactions, unless such use (a) is limited to a noncommercial, educational, or instructional purpose, to the provision of technical support, or to exam proctoring by a school board employee or a third party pursuant to a contract with the school board and notice of such use is provided in advance or (b) is permitted under a judicial warrant or is necessary to comply with state or federal law.

Nothing in this policy shall be construed to prohibit school service providers or school technology providers or, in the case of any school or the School Board providing any school-issued devices independently, the School Board or school from:

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing any school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;
- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider, school technology provider, School Board, or school, (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, school technology provider, School Board, or school, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider, school technology provider, School Board, or school to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;
- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual;

- prohibit any student from downloading, exporting, transferring, saving or maintaining the student’s personal information, data or documents; or
- Prohibit the School Board from requesting or prohibit any provider from granting the School Board access to or the ability to monitor school-issued devices to ensure compliance with a school code of conduct or otherwise limit the ability of the School Board to use software filters to monitor school-issued devices for certain safety threats, self-harm prevention, or other risk indicators.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1 289.01.

Cross Ref.:

ET	Educational Technology Foundation and Public School Foundations
GAB/IIBEA	Acceptable Computer System Use
JFC	Student Conduct
JFCM	Student Cell Phone and Smart Device Possession and Use
JO	Student Records
KMA	Relations with Parent Organizations

Adopted by the Norfolk City School Board July 20, 2016.

Revised:

October 18, 2017, September 21, 2022, ???

VSBA Updates

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Clean

JRCA. SCHOOL SERVICE PROVIDERS' USE OF STUDENT PERSONAL INFORMATION

DEFINITIONS

For the purposes of this policy:

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- maintain a policy for the privacy of student personal information for each school service or each school-issued device and provide prominent notice before making material changes to its policy for the privacy of student personal information for the relevant school service or school-issued device ;
- maintain a comprehensive information security program that is reasonably designed to protect the security, privacy, confidentiality and integrity of student personal information and makes use of appropriate administrative, technological and physical safeguards;
- facilitate access to and correction of student personal information by each student whose student personal information has been collected, maintained, used or shared by the school service provider or school technology provider, or by such student's parent, either directly or through the student's school or teacher;
- collect, maintain, use and share student personal information only with the consent of the student or, if the student is less than 18 years of age, the student's parent or for the purposes authorized in the contract between the School Board and the school service provider or school technology provider;
- when it collects student personal information directly from the student, to obtain the consent of the student or, if the student is less than 18 years of age, the student's parent before using student personal information in a manner that is inconsistent with its policy for the privacy of student personal information for the relevant school service or school-issued device, and when it collects student personal information from an individual or entity other than the student, to obtain the consent of the school division before using student personal information in a manner that is inconsistent with its

policy for the privacy of student personal information for the relevant school service or school-issued device;

- require any successor entity or third party with whom it contracts to abide by its policy for the privacy of student personal information and comprehensive information security program before accessing student personal information; and
- require that, upon the request of the school or School Board, to delete student personal information within a reasonable period of time after such request unless the student or, if the student is less than 18 years of age, the student's parent consents to the maintenance of the student personal information by the school service provider;
- for any school-issued device that a student returns at the end of the school year or upon request of the school or school division and that shall subsequently be provided to another student, disposed of, donated, or otherwise transferred in ownership to any individual or entity other than the specific student to whom it was issued, delete any student personal information stored in the school-issued device within a reasonable time after such school-issued device is returned and prior to the subsequent provision of such school-issued device to any other student or other transfer in ownership of such school-issued device; and
- require that, upon request, providing either directly to the student or the student's parent or through the school, access to an electronic copy of such student's personal information in a manner consistent with the functionality of the school service or school-issued device. Contracts between the School Board and school service providers or school technology providers may require that such electronic copy be in a machine-readable format.

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- using or sharing any student personal information for the purpose of targeted advertising to students;
- using or sharing any student personal information to create a personal profile of a student other than for elementary and secondary school purposes authorized by the school division, with the consent of the student or, if the student is less than 18 years of age, the student's parent, or as otherwise authorized in the contract between the school division and the school service provider or school technology provider; selling student personal information except to the extent that such student personal information is sold to or acquired by a successor entity that purchases, merges with or otherwise acquires the school service provider or school technology provider; or
- except as provided in Va. Code § 22.1-289.01(E)(4), using any school-issued device provided pursuant to any such contract, or granting the School Board or other entity with the ability to use any school-issued device, to access or monitor (i) location-tracking features; (ii) audio or visual receiving, transmitting, or recording features; or (iii) student interactions, unless such use (a) is limited to a noncommercial, educational, or

instructional purpose, to the provision of technical support, or to exam proctoring by a school board employee or a third party pursuant to a contract with the school board and notice of such use is provided in advance or (b) is permitted under a judicial warrant or is necessary to comply with state or federal law.

Nothing in this policy shall be construed to prohibit school service providers or school technology providers or, in the case of any school or the School Board providing any school-issued devices independently, the School Board or school from:

- using student personal information for purposes of adaptive learning, personalized learning or customized education;
- using student personal information for maintaining, developing, supporting, improving or diagnosing any school service;
- providing recommendations for employment, school, educational or other learning purposes within a school service when such recommendation is not determined in whole or in part by payment or other consideration from a third party;
- disclosing student personal information to (i) ensure legal or regulatory compliance, (ii) protect against liability or (iii) protect the security or integrity of its school service; or
- disclosing student personal information pursuant to a contract with a service provider, provided that the school service provider, school technology provider, School Board, or school, (i) contractually prohibits the service provider from using any student personal information for any purpose other than providing the contracted service to or on behalf of the school service provider, school technology provider, School Board, or school, (ii) contractually prohibits the service provider from disclosing any student personal information provided by the school service provider, school technology provider, School Board, or school to any third party unless such disclosure is permitted by Va. Code § 22.1-289.01(B)(7) and (iii) requires the service provider to comply with the requirements set forth Va. Code § 22.1-289.01(B) and the prohibitions set forth in Va. Code § 22.1-289.01(C).

Nothing in this policy shall be construed to:

- impose a duty upon a provider of an electronic store, gateway, marketplace, forum or means for purchasing or downloading software or applications to review or enforce compliance with this policy with regard to any school service provider whose school service is available for purchase or download on such electronic store, gateway, marketplace, forum or means;
- impose liability on an interactive computer service, as that term is defined in 47 U.S.C. § 230(f), for content provided by another individual;
- prohibit any student from downloading, exporting, transferring, saving or maintaining the student's personal information, data or documents; or
- Prohibit the School Board from requesting or prohibit any provider from granting the School Board access to or the ability to monitor school-issued devices to ensure

compliance with a school code of conduct or otherwise limit the ability of the School Board to use software filters to monitor school-issued devices for certain safety threats, self-harm prevention, or other risk indicators.

Legal Ref.:

Code of Virginia, 1950, as amended, § 22.1 289.01.

Cross Ref.:

ET	Educational Technology Foundation and Public School Foundations
GAB/IIBEA	Acceptable Computer System Use
JFC	Student Conduct
JFCM	Student Cell Phone and Smart Device Possession and Use
JO	Student Records
KMA	Relations with Parent Organizations

Adopted by the Norfolk City School Board July 20, 2016.

Revised:

October 18, 2017, September 21, 2022, ???

VSBA Updates

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