

Section 2-2.1. Powers and duties generally. — A. The School Board shall exercise all the powers conferred and shall perform all the duties imposed upon it by law. Complete and final control in all matters pertaining to Suffolk Public Schools shall be vested in the School Board. The School Board's powers include, but are not limited to, the following:

- (1) See that the school laws are properly explained, enforced and observed.
- (2) Perform such other duties as are prescribed by the State Board of Education or as imposed by law.
- (3) Act as a policy making body and through its own action, legislate to make its policies effective.
- (4) Adopt broad goals and objectives for each aspect of the Suffolk Public School's operation based upon the identified needs of the community. The goals and objectives shall be documented, reviewed and revised periodically in light of changing community needs.
- (5) Establish basic policies to implement these goals and objectives and provide a framework of general rules and guidelines for Suffolk Public School's administration affecting major educational and financial problems of Suffolk Public Schools.
- (6) Evaluate the performance and progress of Suffolk Public Schools against the stated goals and objectives. The measures used shall be:
 - (i) Progress toward objectives
 - (ii) Administration operations within School Board policy
 - (iii) Concise and meaningful management reports on current operations provided to the School Board by the division superintendent on a regular basis
 - (iv) Performance of the division superintendent
- (7) Provide leadership in presenting needs of Suffolk Public Schools to regional, state and federal government or agencies, the general public or the media by a planned program of external public relations.
- (8) Act upon recommendations that may come to it through the administration or its own members which concern the progress and improvement of Suffolk Public Schools.
- (9) Act upon all recommendations of the division superintendent as they relate to implementation of School Board policy.
- (10) Care for, manage and control the property of the school division and provide for erecting, furnishing, and equipping of necessary school buildings and appurtenances and the maintenance thereof.

- (11) Secure, by visitation or otherwise, as full information as possible about the operation of Suffolk Public Schools and to ensure that the schools are being operated according to law and with the utmost efficiency.
- (12) Operate and maintain the public schools in the school division and determine the length of the school term, the studies to be pursued, the methods of teaching and governance to be employed in the schools.
- (13) Review and act upon the recommended attendance boundaries within the division in compliance with state and federal mandates.
- (14) Provide for the consolidation of schools whenever such procedure will contribute to the efficiency of the school division.
- (15) Review and approve the annual operating budget for Suffolk Public Schools prepared by the division superintendent to ensure that there is the most prudent utilization of public resources.
- (16) Authorize expenditures and approve bills presented for payment of expenditures.
- (17) Prescribe qualifications of all employees of the School Board and fix salary schedules for such employees.
- (18) Employ a division superintendent and establish the salary and terms of contract, provided the terms shall be in conformity with existing laws and regulations of the Commonwealth of Virginia.
- (19) Employ a school board attorney and establish the salary and terms of contract, provided the terms shall be in conformity with existing laws and regulations of the Commonwealth of Virginia.
- (20) Evaluate the superintendent's performance and the school board attorney's performance on a continuing basis. Criteria for appraisals shall be specific and communicated to the division superintendent and school board attorney. Performance appraisals based on the stated criteria shall be conducted in a closed meeting of the School Board. Formal evaluations shall occur annually with informal evaluation as the parties deem appropriate.
- (21) On the recommendation of the division superintendent, employ teachers and other personnel as may be needed for the efficient operation of the schools.
- (22) Approve or reject personnel recommended by the superintendent and enter into contracts with such personnel when required by law.
- (23) Acts as a body of final administrative appeal in all cases which may be appealed to the School Board from a ruling or decision made by the division superintendent, as provided for by established law and policy.
- (24) Act upon legal matters with advice from the school board attorney.

- (25) Be responsible for the safety of pupils involved in school activities, including transportation in school buses.
- (26) Act upon textbooks and courses of study recommended by the division superintendent.
- (27) Obtains public comment through a public hearing not less than seven days after reasonable notice to the public in a newspaper of general circulation in the school division prior to providing:
 - (1) for the consolidation of schools;
 - (2) the transfer from the public school system of the administration of all instructional services for any public school classroom or all non-instructional services in the school division pursuant to a contract with any private entity or organization;
 - (3) for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership for redistricting of school boundaries or adopting any pupil assignment plan affecting the assignment of fifteen percent or more of the pupils in average daily membership in the affected school. Such public hearings may be held at the same time and place as the meeting of the School Board at which the proposed action is taken if the public hearing is held before the action is taken.
- (28) Surveys, at least annually, the school division to identify critical shortages of teachers and administrative personnel by subject matter, and school bus drivers and reports such critical shortages to the Superintendent of Public Instruction and to the Virginia Retirement System or requests the superintendent to conduct such survey and submit such report to the School Board, the Superintendent of Public Instruction, and the Virginia Retirement System.
- (29) Ensures that the public schools within the school division are registered with the Department of State Police to receive electronic notice of the registration or re-registration of any sex offender within the school division pursuant to Virginia Code Section 9-1.914.
- (30) Ensures that the information sheet on the Supplemental Nutrition Assistance Program (SNAP) benefits program developed and provided by the Department of Social Services pursuant to subsection D of Va. Code § 63.2-801 is sent home with each student enrolled in an elementary or secondary school in the division at the beginning of each school year or, in the case of any student who enrolls after the beginning of the school year, as soon as practicable after enrollment.
- (31) Ensures that a fillable free or reduced price meals application is sent home with each student enrolled in a public elementary or secondary school in the division at the beginning of each school year or, in the case of any student

who enrolls after the beginning of the school year, as soon as practicable after enrollment.

- (32) Ensures that at any back to school night event in the division to which the parents of enrolled students are invited, any parent in attendance receives prominent notification of and access, in paper or electronic form, or both, to information about application and eligibility for free or reduced price meals for students and a fillable free or reduced price meals application that may be completed and submitted on site.
- (33) Performs such other duties as prescribed by the Board of Education or imposed by law.

(Adopted: June 8, 1995; Ordinance 20/21-12, Revised April 15, 2021; Ordinance; 22/23, Revised/Effective: November 9, 2023)

Legal Authority - Virginia Code §§ 22.1-79, 22.1-78, 22.1-70.3, 22.1-253.13:2 (1950), as amended.

Section 3-1.12. Employment of Principals and Assistant Principals; Principal to provide instructional leadership, etc.; Submit recommendations for appointment, etc. — A. The School Board, upon recommendation of the superintendent, employs principals and assistant principals who hold licenses as prescribed by the Board of Education.

B. A principal provides instructional leadership at their assigned school, is responsible for the administration of the school, and supervises the operation and management of school property to which the principal has been assigned, in accordance with the policies of the School Board, regulations of Suffolk Public Schools and under the supervision of the superintendent.

C. A principal may submit recommendations to the superintendent for the appointment, assignment, promotion, transfer and dismissal of all personnel assigned to the principal's supervision. (Adopted: April 14, 2016, Ordinance Number 15/16-28; Effective July 1, 2016; Ordinance 22/23-39, Revised/Effective: February 9, 2023)

Legal Authority — Virginia Code Section §§ 22.1-78, and 22.1-293 (1950), as amended.

Section 7-2.1. Personnel policies and goals; review requirement. — A. The policies contained herein shall be administered by the superintendent, through the Human Resources Department for Suffolk Public Schools, which shall be responsible for the appropriate recruitment, staffing, and employee relations of personnel of Suffolk Public Schools, subject to the exclusive final authority of the School Board, and shall maintain a personnel file system for all employees of Suffolk Public Schools.

B. The personnel policies shall be reviewed annually. Suggestions will be sought from staff members in the revision of personnel policies. Revisions and additions shall be subject to approval by the School Board on the recommendation of the superintendent.

(Adopted August 10, 1995; Revised October 14, 2004; Ordinance Number 04/05-5; Effective Date: July 1, 2005; Revised February 14, 2008; Ordinance Number 07/08-5; Effective Date: February 14, 2008)

Legal Authority - Virginia Code §22.1-295 (1950), as amended.

Section 7-16.1. Hiring by School Board; Emergency Situations. — A. The hiring of all employees of the School Board shall be made by the School Board upon recommendation of the superintendent, except where the School Board has delegated such authority to the superintendent, or in emergency situations set forth herein.

B. In emergency situations, the superintendent may hire any employee without first obtaining School Board approval, provided the superintendent submits, in writing, to the School Board within forty-five (45) days after the superintendent has made the hiring decision, the name and address of the newly hired employee along with the reasons for the decision for School Board approval. Should the School Board not approve the hiring decision made by the superintendent, the new hire shall be relieved of his/her responsibilities and will be entitled to receive compensation for services rendered up until the time that the new hire is relieved of his/her job responsibilities. An emergency situation for the purpose of this section is deemed to exist whenever, in the superintendent's professional judgment, a position must be filled immediately because of a continued vacancy in the position will adversely affect the instruction, transportation and/or safety of students enrolled in Suffolk Public Schools. (Adopted August 10, 1995)

Legal Authority - Virginia Code §22.1-297 (1950), as amended.

Section 7-16.3. Probationary term explained; When Probationary Period Required Following Separation from Service; Mentor Required in Limited Circumstances; Certain Trained Required; Notice of Re-Employment; Continuing Contract Status; Notice After Budget Approval. — A. In calculating probationary terms of service for teachers, principals and supervisors, employment for 180 or more teaching days during one school year shall constitute a single year of service. A probationary term of service of three years in Suffolk Public Schools shall be required before a teacher is issued a continuing contract. Service under a local teacher licensure shall not count towards satisfying this probationary requirement.

B. If a teacher, principal, or supervisor separates from service during his or her probationary period and does not return to service in the same school division by the beginning of the year following the year of separation, such person shall be required to begin a new probationary period.

C. Once a continuing contract status has been attained in a school division in this state, another probationary period need not be served unless such probationary period, not to exceed two years, is made a part of the contract of employment. If a teacher separates from service and returns to teaching service in Virginia public schools by the beginning of the third year, the teacher shall be required to begin a new probationary period, not to exceed two years, if made part of the contract. Teaching service outside of the Virginia Public School System shall not be counted as meeting in whole or in part the required probationary term.

D. Each probationary teacher, except probationary teachers who have prior successful teaching experience, as determined by the School Board, shall be assigned a mentor teacher as described by guidelines adopted by the Board of Education.

Probationary teachers with prior successful teaching experience may be exempt from this requirement with approval from the Superintendent. A teacher in his first year of the probationary period is evaluated informally at least once during the first semester of the school year. The Superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the employment of probationary teachers. If a probationary teacher's evaluation is not satisfactory, the School Board shall not re-employ such teacher.

E. In order to achieve continuing contract status, every teacher must successfully completed training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Suffolk Public Schools will provide this training at no cost to teachers employed by the School Board. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

F. If a teacher who has not achieved continuing contract status receives notice of re-employment, the teacher must accept or reject in writing within 15 calendar days of receipt of the notice. Unless a conference with the Superintendent is requested as specified in the Code of Virginia, written notice of non-renewal of the contract must be given by the School Board on or before June 15 of each year. If the teacher requests a conference with the Superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the Superintendent notifies the teacher of his intention with respect to the recommendation.

G. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice of non-continuation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing years. A School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of the decrease in enrollment or abolition of particular subjects. Furthermore, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available.

H. As soon after June 15 as the school budget is approved by City Council, the School Board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary. Within two weeks of the approval of the School Budget by City Council, but no later than June 1, the school board will notify any teacher who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body. (Adopted August 10, 1995; Revised November 11, 1999; Revised April 10, 2013; Ordinance Number 12/13-42; Effective Date: July 1, 2013; Revised June 9, 2016; Ordinance Number 15/16-58; Effective July 1, 2016)

Legal Authority - Virginia Code §§ 22.1-302 and 22.1-303 (1950), as amended.

Section 7-23.1. Probationary Term for Teacher; Acceptance or Rejection of Employment; Good Behavior and Competent Service Required; Miscellaneous Requirements. — A. A probationary term of service of three (3) years in Suffolk Public Schools shall be required before a teacher is issued a continuing contract. A mentor teacher shall be provided to every first year probationary teacher to assist him or her in achieving excellence in instruction. Probationary teachers with prior successful teaching

experience may be exempt from this requirement with approval from the Superintendent. Probationary teachers shall be evaluated at least annually in accordance with school board policy. The superintendent shall consider such evaluations as one factor in making recommendations to the School Board regarding the employment of probationary teachers.

B. In order to achieve continuing contract status, every teacher must successfully completed training in instructional strategies and techniques for intervention for or remediation of students who fail or are at risk of failing the Standards of Learning assessments. Suffolk Public Schools will provide said training at no cost to teachers it employs. If such training is not offered in a timely manner, no teacher will be denied continuing contract status for failure to obtain such training.

C. Except as provided for in School Policy 7-16.3.C, once a continuing contract status has been obtained in a school division in this state another probationary period need not be served unless such probationary period, not to exceed one year, is made a part of the contract of employment. If a teacher separates from service and does not return to teaching service in Virginia Public Schools by the beginning of the third year, the person shall be required to begin a new probationary period, not to exceed one year, if made a part of the contract.

D. If a teacher who has not achieved continuing contract status receives notice of reemployment, the teacher must accept or reject in writing within fifteen (15) calendar days of receipt of the notice. Unless a conference with the superintendent is requested as specified in the Code of Virginia, or in the case of reduction in force, written notice of non-renewal of the contract must be given by the School Board on or before June 15 of each year. If the teacher requests a conference with the superintendent, then written notice of non-renewal by the School Board must be given within thirty days after the superintendent notifies the teacher of his intention with respect to the recommendations.

E. Teachers employed after completing the probationary period shall be entitled to continuing contracts during good behavior and competent service. Written notice of recommendation of the contract by either party must be given by June 15 of each year; otherwise the contract continues in effect for the ensuing year.

F. The School Board may reduce the number of teachers, whether or not such teachers have reached continuing contract status, because of a decrease in enrollment or abolition of particular subjects. Further, nothing in the continuing contract shall be construed to authorize the School Board to contract for any financial obligation beyond the period for which funds have been made available. As soon after June 15 as the school budget is approved by the appropriating body, the school board shall furnish each teacher a statement confirming continuation of employment, setting forth assignment and salary. Within two weeks of the approval of the school budget by the appropriate body, but no later than June 1, the school board will notify any teacher who may be subject to a reduction in force due to a decrease in the school board's budget as approved by the appropriating body. (Adopted August 10, 1995; Revised January 15, 2004, Ordinance Number 03/04-12; Effective: July 1, 2004; Revised April 10, 2013; Ordinance Number 12/13-47; Effective Date: July 1, 2013; Revised: November 8, 2018; Ordinance Number 18/19-31; Effective: November 8, 2018)

Legal Authority – Virginia Code §22.1-303 (1950), as amended.