

Section 3-1.6. The responsibilities of the building principal; budget preparation; implementation of severe weather plans; make up days; waivers by Board of Education. —

A. The principal under the direction of the school superintendent or his/her designee, serves as the chief executive in his or her assigned school and is charged with the administration, supervision, and operation of the individual school program. It is the principal's responsibility to see that the school functions within the framework of regulations of the superintendent, the policies of the School Board and the State Board of Education. The principal is expected to provide leadership to staff and assists in interpreting the educational program in the community. The principal shall respond to concerns expressed by parents and involve the community in planning and problem solving for the school where appropriate. The principal must have successfully served as a teacher; have demonstrated administrative ability; and satisfied the requirements for state licensure.

B. The principal prepares budget requests indicating needs for the school, and controls and expends funds allocated to the school.

C. The principal implements the severe weather disaster plans upon notification by the superintendent or his/her designee.

D. If severe weather conditions or other emergency situations result in the closing of a school or schools or all the schools in the school division or in an unscheduled remote learning day for a school or schools in the division for (i) five or fewer days, all missed days are made up by adding teaching days to the school calendar or extending the length of the school day; (ii) six days or more, the first five days plus one day for each two days missed in excess of the first five are made up by adding teaching days to the school calendar or extending the length of the school day.

If severe weather conditions or other emergency situations result in the closing of any school in the school division and such school has been unable to meet the 180 teaching day requirement, the school division may make up the missed teaching days by providing its students with instructional hours equivalent to such missed teaching days to meet the minimum 990 teaching hour requirement.

If severe weather conditions or other emergency situations result in the closing of any school in the school division for in-person instruction, the school division may declare an unscheduled remote learning day whereby the school provides instruction and student services that are consistent with guidelines established by the Department of Education to ensure the equitable provision of such services. No more than 10 unscheduled remote learning days will be declared in a school year unless the Superintendent of Public Instruction grants an extension.

E. The Board of Education may waive the requirement that the school division provide additional teaching days or teaching hours to compensate for school closings resulting from a declared state of emergency or severe weather conditions or other emergency situations under certain circumstances. If the School Board desires a waiver, it will submit a request to the Board of Education. The request will include evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the superintendent and chair of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted before

requesting a waiver. If the waiver is denied, the school division will make up the missed instructional time.

The Board of Education waives the requirement that school divisions provide additional teaching days or teaching hours to compensate for school closings resulting from an evacuation directed and compelled by the Governor pursuant to Va. Code § 44-146.17 for up to five teaching days. If the School Board desires such a waiver, it notifies the Board of Education and provides evidence of efforts that have been made by the school division to reschedule as many days as possible and certification by the superintendent and chair of the School Board that every reasonable effort for making up lost teaching days or teaching hours was exhausted. After receiving such notification, the Board of Education grants the waiver and there is no proportionate reduction in the amount paid by the Commonwealth from the Basic School Aid Fund. Further, the local appropriations for educational purposes necessary to fund 180 teaching days or 990 teaching hours shall not be proportionally reduced by the local appropriating body due to any reduction in the length of the term of any school or the schools in a school division permitted by such waiver. (Adopted June 8, 1995; Revised July 10, 2003; Ordinance Number 02/03-25; Effective: July 1, 2004; Ordinance 22/23-38, Revised/Effective: February 9, 2023)

Legal Authority - Virginia Code §§ 22.1-26, 22.1-79.1, 22.1-98, and 22.1-200.2. (1950), as amended.