

1 **SCHOOL BOARD DUTIES**

2 **Definitions**

3 **Essential Information** - Information that is called out to families so they can access ACPS
4 programs, services or activities such as: language assistance programs, special education and
5 related services, IEP meetings, grievance procedures, notices of nondiscrimination, student
6 discipline policies and procedures, registration and enrollment, report cards, requests for parent
7 permission for student participation in district or school activities, parent-teacher conferences,
8 parent handbooks, gifted and talented programs, magnet and charter schools, and any other school
9 and program choice options.

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11 **School laws** are applicable federal, state, and local laws.

12 **Specialized student support positions** include school social workers, school psychologists,
13 school nurses, licensed behavior analysts, licensed assistant behavior analysts, and other licensed
14 health and behavioral positions, which may either be employed by the School Board or provided
15 through contracted services.

16 As part of its core duties, the School Board:

- 17 1. Adopts policy to provide for the day-to-day supervision of schools;
- 18 2. Sees that the school laws are properly explained, enforced, and observed;
- 19 20 3. Secures, by visitation or otherwise, as full information as possible about the conduct of the
21 public schools in the school division and takes care that they are conducted according to
22 law and with the utmost efficiency;
- 23 24 4. Cares for, manages and controls the property of the school division and provides for the
25 erecting, furnishing, equipping, and non-instructional operating of necessary school
26 buildings and appurtenances and the maintenance thereof by purchase, lease, or other
27 contracts;
- 28 29 5. Provides for the consolidation of schools or redistricting of school boundaries or adopts
30 pupil assignment plans whenever such procedure will contribute to the efficiency of the
31 school division;
- 32 33 6. Operates and maintains the public schools in the school division and determines the length
34 of the school term, the studies to be pursued, the methods of teaching, and the government
35 to be employed in the schools;
- 36 37 7. Performs such other duties as shall be prescribed by the Virginia Board of Education or are
38 imposed by law, including those in other ACPS policies;
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42 In addition to its core duties, the School Board

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44 8. Obtains public comment through a public hearing not less than seven days after reasonable
45 notice to the public in a newspaper of general circulation in the school division prior to
46 providing (i) for the consolidation of schools; (ii) the transfer from the public school system
47 of the administration of all instructional services for any public school classroom or all
48 non-instructional services in the school division pursuant to a contract with any private
49 entity or organization; or (iii) in school divisions having 15,000 pupils or more in average
50 daily membership, for redistricting of school boundaries or adopting any pupil assignment
51 plan affecting the assignment of fifteen percent or more of the pupils in average daily
52 membership in the affected school. Such public hearing may be held at the same time and
53 place as the meeting of the School Board at which the proposed action is taken if the public
54 hearing is held before the action is taken;
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- 56 9. Surveys, at least annually, the school division to identify critical shortages of:
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- 58 ● teachers and administrative personnel by subject matter;
 - 59 ● specialized student support positions; and
 - 60 ● school bus drivers; and
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- 62 reports such critical shortages to the Superintendent of Public Instruction and to the
63 Virginia Retirement System or requests the Superintendent to conduct such survey and
64 submit such report to the School Board, the Superintendent of Public Instruction, and the
65 Virginia Retirement System;
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- 67 10. Ensures that public schools within the school division are registered with the Department
68 of State Police to receive electronic notice of the registration or re-registration of any sex
69 offender within the school division pursuant to Va. Code § 9.1-914;
- 70 11. Ensures that the information sheet on the Supplemental Nutrition Assistance Program
71 (SNAP) benefits program developed and provided by the Department of Social Services
72 pursuant to subsection D of Va. Code § 63.2-801 is sent home with each student enrolled
73 in an elementary or secondary school in the division at the beginning of each school year
74 or, in the case of any student who enrolls after the beginning of the school year, as soon as
75 practicable after enrollment;
- 76 12. Ensures that a fillable free or reduced price meals application is sent home with each
77 student enrolled in a public elementary or secondary school in the division at the beginning
78 of each school year or, in the case of any student who enrolls after the beginning of the
79 school year, as soon as practicable after enrollment; and
- 80 13. Ensures that at any back to school night event in the division to which the parents of
81 enrolled students are invited, any parent in attendance receives prominent notification of
82 and access, in paper or electronic form, or both, to information about application and
83 eligibility for free or reduced price meals for students and a fillable free or reduced price
84 meals application that may be completed and submitted on site. ACPS considers these
85 notifications Essential Information, and provides translations in accordance with federal
86 law.

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- 89 Adopted: October 24, 1996
- 90 Amended: July 10, 1997
- 91 Amended: April 6, 2006
- 92 Amended: September 20, 2007
- 93 Amended: April 24, 2014
- 94 Amended: April 30, 2015
- 95 Amended: February 4, 2021
- 96 Amended: December 14, 2023
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- 99 Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-703, 22.1-78,.22.1-79,
- 100 22.1-253.13:2.
- 101
- 102 Dear Colleague Letter: English Learner Students and Limited English Proficient
- 103 Parents; U.S Department of Justice/U.S. Department of Education; January, 2015
- 104
- 105 Cross Refs.: AF Comprehensive Plan
- 106 CBA Qualifications and Duties for the Superintendent
- 107 KN Sex Offender Registry Notification