

**AN ORDINANCE AMENDING CHAPTER 7, ARTICLE 14, SECTION 7-14.1 ENTITLED "LICENSURE REQUIREMENTS; PROVISIONAL LICENSE AND MILITARY SERVICE; PROVISIONAL LICENSE FOR CAREER AND TECHNICAL EDUCATION TEACHER; LOCAL LICENSE; DEFINITIONS" OF THE POLICIES OF THE SUFFOLK CITY SCHOOL BOARD - SECOND READING**

**BE IT ORDAINED, by the School Board of the City of Suffolk, Virginia that Chapter 7, Article 14, Section 7-14.1 entitled "Licensure Requirements; Provisional License and Military Service; Provisional License for career and technical education teacher; Local license; Definitions" of the Policies of the Suffolk City School Board, be, and the same is hereby amended as follows:**

**Section 7-14.1. Licensure Requirements; Provisional License and Military Service; Provisional License for career and technical education teacher; Local license; Definitions.** — A. The State School Board of Education shall, by regulation, prescribe the requirements for licensure of teachers and other school personnel required to hold a license. No teacher shall be regularly employed by a School Board or paid from public funds, unless such teacher:

- (i) holds a license issued by the Board of Education or a provisional license issued by the State Board of Education, superintendent or School Board
- (ii) holds a local eligibility license issued in accordance with Va. Code §§ 22.1-298.1 and 22.1-299
- (ii) holds a three-year license to teach high school career and technical education courses in specified subject areas; or
- (iii) (iv) is hired to teach in a trade and industrial education program and for whom the teacher licensure requirements have been waived by the Virginia Department of Education.

Requirements for classroom teachers, special education, vocational education, guidance counsellors, reading specialists, school psychologists, visiting teacher/social worker are stated in the Licensure Regulations for School Personnel adopted by the State School Board of Education and effective July 1, 1993.

B. If a teacher employed under a provisional license is activated or deployed for military service within a school year (July 1 - June 30), an additional year will be added to the teacher's provisional license for each school year or portion thereof during which the teacher is activated or deployed. The additional year shall be granted the year following the return of the teacher from deployment or activation.

The superintendent may request that the Board of Education extend the three-year provisional license of a teacher for at least one year but no more than two additional years. The request must be accompanied by the superintendent's recommendation for such extension and satisfactory performance evaluations for the teacher for each year during the original three-year provisional license that such teacher was actually employed and received a filed performance evaluation.

C. As specified in Va. Code § 22.1-298.1, the division's superintendent may issue a provisional teacher license to any individual the School Board seeks to employ as a career

and technical education teacher who is also seeking initial licensure in Virginia with an endorsement in the area of career and technical education to allow the teacher time to attain the required credentials.

Upon an individual's completion of a local eligibility license, the School Board may issue a provisional license to such individual upon receiving from the superintendent (i) a recommendation for such license, and (ii) a satisfactory performance evaluation for such individual for the local eligibility licensure period.

D. In accordance with Va. Code § 22.1-298.1(M) and the Board of Education's regulations, a one-year nonrenewable local eligibility license may be issued to an individual who needs to take additional coursework but otherwise meets certain conditions for licensure and who may be employed by the School Board with the intention of such individual, upon satisfaction of the applicable requirements set forth in Board regulations, receiving full licensure with a renewable license.

The superintendent or School Board may recommend for a local eligibility license any individual who received a baccalaureate degree from a regionally accredited institution of higher education and who has experience or training in a subject or content area as the School Board or the superintendent deems appropriate for the applicable teaching position or endorsement area.

Each local eligibility license is subject to regulations developed by the Board of Education and criteria established by law, including, but not limited to, the following:

- (1) the School Board ensures that the number of its employed teachers who hold local eligibility licenses do not exceed five percent of the teachers employed by the School Board during the preceding school year;
- (2) local eligibility licenses are not issued to any individual who is (i) seeking to provide instruction in special education or (ii) eligible for a collegiate professional license or postgraduate professional license;
- (3) any individual issued a local eligibility license is required to complete, within the one-year of such licensure, all training requirements prescribed by law, the School Board and the superintendent;
- (4) local eligibility licenses are only valid within the issuing school division;
- (5) any individual issued a one-year local eligibility license is considered a probationary teacher and subject to the probationary terms of employment pursuant to Virginia law and School Board policies;
- (6) when appropriate, before or by the expiration of such local eligibility license period held by an individual, the superintendent and School Board provide a recommendation to the Board of Education for such individual to be issued a collegiate professional or postgraduate professional license; and
- (7) within a month of issuance to an individual, each local eligibility license is reviewed by the Department of Education's Office of Licensure to ensure compliance with all Board of Education regulations.

- C. The following definitions shall apply in this policy:
  - (a) "Professional staff" shall include the following personnel:
    - (1) Licensed personnel by state education authorities: classroom teachers, speech/therapists, guidance, psychologists, assistant principals, principals, superintendent
    - (2) Support personnel (who need not hold a certificate issued by state education authorities in order to obtain their positions): public relations, coordinators, assistant superintendents, directors.
  - (b) "Classified/Support personnel" are those employees who need not hold a license issued by the State School Board of Education in order to obtain their positions and shall include: non-certified administrative positions, clerical, maintenance, transportation, food service, teacher assistants, nurses, and print shop employees.

- D. Employees may be placed into categories as follows:
  - (a) "Full-time" means full-time employment for six (6) hours or more daily under a contract as established by the School Board.
  - (b) "Part-time" means part-time employment for any period of time less than six (6) hours daily.
  - (c) "Temporary" means temporary employment for a specific short period of time or for programs of short or uncertain duration.

E. The number of days/hours employed shall be as specified in each contract and/or school calendar. Scheduled hours of employment shall be approved by the superintendent. (Adopted August 10, 1995; Revised October 13, 2016; Ordinance Number 16/17-12; Effective Date: July 1, 2017; Revised October 11, 2018, Ordinance Number 18/19-28, Effective Date: October 11, 2018; Ordinance 23/24-42, Revised/Effective: January 11, 2024)

**Legal Authority** - Virginia Code §§ 22.1-298.1, 22.1-299, 22.1- 299.5 and 22.1-299.6. (1950) as amended.

**BE IT FURTHER ORDAINED** that all phrases, clauses, sentences, paragraphs, subsections, sections and chapters of the School Board's Policy Manual not amended or repealed shall remain in full force and effect.

**FIRST READING:** October 10, 2024

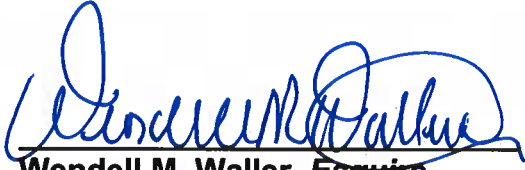
**SECOND READING:** \_\_\_\_\_

**EFFECTIVE DATE:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**CLERK**

**Approved as to form and content:**

A handwritten signature in blue ink, appearing to read "Wendell M. Waller". The signature is written in a cursive style with a large initial "W" and a prominent loop at the end.

**Wendell M. Waller, Esquire**  
**School Board Attorney**