
SECTION E: Support Services

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** Regulation adopted by Radford City Schools*

SUPPORT SERVICES

The non-instructional operations of the school division are an important component of the educational process and support the instructional program.

The Radford City Public School Board provides support services necessary for the efficient and cost-effective operation of its schools.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 9, 2009.

July 9, 2013.

April 10, 2018.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:2.

Cross Refs.: EC Buildings and Grounds Management and
Maintenance

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 annually reviews each school's plan and provides copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official and the emergency management official of the locality. The Department of Education and the Virginia Center for School and Campus Safety 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 plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates the director of transportation as emergency manager.

Each school annually conducts school safety audits as defined below. 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 Virginia Center for School and Campus Safety and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits.

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 School Board's standards for student conduct.

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.

Adopted: December 5, 1991.

Revisions Approved: February 3, 1994.
September 5, 1996.
July 8, 1997.
February 25, 1999.
June 24, 1999.
April 27, 2000.
July 12, 2001.
June 28, 2002.
July 10, 2003.
June 23, 2004.
July 6, 2006.
July 26, 2007.
June 9, 2009.
June 26, 2012.
July 9, 2013.
July 8, 2014.
April 10, 2018.

Legal Refs: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8.
Acts 2006, c. 164.
8 VAC 20-131-260.

Cross Refs.: CLA 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
JFC-R Standards of Student Conduct
JFCD Weapons in School
JFCE Gang Activity or Association
JHCD Administering Medicines to Students
JHH Suicide Prevention
KK School Visitors

BUILDINGS AND GROUNDS INSPECTION

The School Board is responsible for the maintenance of the property of the school division. In order to fulfill this responsibility, the School Board will cause the schools to be inspected at reasonably frequent intervals. Inspections required by law will be performed as required by law.

The results of inspections will be reported to the School Board.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

June 9, 2009.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-1165, 22.1-79(3).

8 VAC 20-131-260.

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to the employee's supervisor, the superintendent or the superintendent's designee.

The superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials are not used in kindergarten through grade 5.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

June 9, 2009.

May 13, 2014.

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1.

8 VAC 20-530-10 et seq.

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification by a School Board employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the School Board employee.

The superintendent and the School Board employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in Va. Code § 32.1-35.

Whenever any School Board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the School Board employee who was exposed. If the person whose blood specimen is sought for testing is a minor, the parent, guardian or person standing in loco parentis of such minor shall be notified prior to initiating such testing. In other than emergency situations, it shall be the responsibility of the School Board employee to inform the person of this provision prior to the contact that creates a risk of such exposure.

If the person whose blood specimen is sought for testing is a minor, and that minor refuses to provide such specimen, consent for obtaining such specimen shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, or is not reasonably available, the person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person may petition the juvenile and domestic relations district court in the county or city where the minor resides or resided or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the minor to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy.

Whenever any person is directly exposed to the body fluids of a School Board employee in a manner that may, according to the then current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the School Board employee whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The School Board employee shall also be deemed to have consented to the release of such test results to the person.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted: July 8, 1997.

Revisions Approved: July 10, 2003.

July 3, 2008.

May 13, 2014.

July 14, 2015.

Legal Ref: Code of Virginia, 1950 as amended, §§ 22.1-271.3, 32.1-45.1.

Cross Refs: EBBB Personnel Training-Viral Infections
GBE Staff Health
JHCC Communicable Diseases
JHCCA Blood-Borne Contagious or Infectious Diseases

Threat Assessment Teams

The superintendent will establish a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams will 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 will include persons with expertise in counseling, instruction, school administration and law enforcement. Each team will

- provide guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identify members of the school community to whom threatening behavior should be reported; and
- implement 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 shall immediately report its determination to the superintendent or superintendent’s designee. The superintendent or superintendent’s designee shall immediately attempt 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 shall redisclose any criminal history record information or health information obtained pursuant to this policy or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team will report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.

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.

Adopted: July 9, 2013.

Revised: July 8, 2014.
July 12, 2016.

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

Cross Refs.:	CLA EB JFC JFCD	Reporting Acts of Violence and Substance Abuse School Crisis, Emergency Management and Medical Emergency Response Plan Student Conduct Weapons in School
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RADFORD CITY PUBLIC SCHOOLS

JFC-R	Standards of Student Conduct
JFCI	Substance Abuse-Student Assistance Program
JGD/JGE	Student Suspension/Expulsion
JDGA	Disciplining Students with Disabilities
JFCE	Gang Activity or Association
JFCC	Student Conduct on School Buses
JHH	Suicide Prevention
JM	Restraint and Seclusion of Students
JO	Student Records
KNAJ	Relations with Law Enforcement Authorities

Radford City Public Schools Threat Assessment Regulation

Formal threat assessment teams will be established for the Radford City Public School division as well as the four Radford City Public Schools for the assessment of and intervention with individuals whose behavior may pose a threat to the safety of school staff or students.

The division assessment team will consist the school superintendent, the executive director of instruction/curriculum, the executive director of student services/school psychologist, building administrators and the school resource officer.

The school assessment teams will include the principal, a guidance counselor, a teacher, and the school resources officer. When a threat is reported, the school administrator will implement necessary emergency procedures and/or initiate an investigation through the Threat Assessment Team (TAT). The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support victims and to provide assistance, as needed to the students being assessed.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement are to occur. If the individual(s) posing a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, the team may obtain criminal history and health records as part of the threat assessment process. 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.

All school division employees, volunteers, and contractors are required to report immediately to the designated school administrator any expression of intent to harm another individual, concerning communications, or concerning behaviors that suggest an individual may intend to commit an act of violence.

Certain types of threats require immediate notification to law enforcement. The school administrator shall immediately report to the local law enforcement agency:

- A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity;
- Threats to bomb, burn, kill, or harm school personnel;
- Threats of death or bodily injury to a person or members of his or her family; and/or threats to commit serious bodily harm to persons on school property.

Duties of the Threat Assessment Team and assessing threats:

1. Provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
2. Identify members of the school community to whom threatening behavior should be reported;
3. Implement policies and regulation adopted by the local school board pursuant to the *Code of Virginia*, (22.1-79.4.D)
4. Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team (TAT) shall immediately report its determination in accordance with the *Code of Virginia*.

When a threat (self-harm and/or harm to others) is reported, the school administrator will implement necessary emergency procedures and/or initiate an investigation through the Threat Assessment Team (TAT).

- The TAT will interview the individual making the threat.
- The TAT will interview the individual witnesses who have knowledge of the threat in an effort to understand the meaning and intent of the threat.
- The TAT will determine if the threat is imminent, moderate risk, or low risk.
 - Imminent – (1) The TAT will notify law enforcement in accordance with School Board Policy and respond in accordance with ***RCPS Safety and Crisis Management Guide***, “Emergency Procedures” below. (2) The TAT will notify the school superintendent or designee and the individual’s parent, guardian or other responsible party. (3) The TAT will complete an RCPS Individual Threat Assessment and Response Form and refer individual(s) for assistance.
 - Moderate risk – (1) The TAT will continue its investigation and consult as a team. (2) The TAT will complete an RCPS Individual Threat Assessment and Response Form and refer individual(s) for assistance. (3) The TAT will notify the school superintendent or designee and the individual’s parent, guardian or other responsible party.
 - Low risk – (1) The TAT will complete an RCPS Individual Threat Assessment and Response Form and refer individual(s) for assistance. (2) The TAT will notify the school superintendent or designee and the individual’s parent, guardian or other responsible party.
- The individual and any impacted individuals are to be assisted by the TAT in accessing appropriate school and community-based resources for support and/or assistance.
- The TAT will document resolution of the case in the Verification of Case Closure portion of the RCPS Individual Threat Assessment and Response Form.

5. If it is determined that the individual posing a threat of violence is a student, the TAT shall develop, implement, and monitor an individualized plan to intervene and reduce the threat documenting the plan on the RCPS Student Threat Assessment and Response Report. Assistance in accessing the appropriate school and community-based resources for support will be provided to the individual posing a threat and his/her parent(s) and/or guardians.
6. Updates to the RCPS Student Threat Assessment and Response Report will be made when a TAT member is made aware of changes or a cause for a re-assessment or every 30 days until the case is resolved.
7. Resolution of the case is to be documented in the Verification of Case Closure portion of the RCPS Student assessment and Response Report.
8. Threat assessment teams will report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.

Adopted: July 12, 2016.

EMERGENCY FIRST AID, CPR AND AEP 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, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, 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, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Adopted: December 5, 1991.

Revisions Approved: February 3, 1994.
June 23, 1994.
September 5, 1996.
June 30, 1998.
June 28, 2002.
June 23, 2004.
March 24, 2009.
June 26, 2012.
July 9, 2013.
July 8, 2014.

Legal Refs.: Code of Virginia, 1950, as amended, §22.1-274. 22.1-274.4.

Cross Ref.: EB School Crisis, Emergency Management, and Medical Emergency
 Response Plan
 JHCD Administering Medicines to Students

PERSONNEL TRAINING - VIRAL INFECTIONS

All school personnel having direct contact with students shall receive appropriate training in the etiology, prevention, transmission modes, and effects of blood-borne pathogens, specifically, hepatitis B and human immunodeficiency viruses or any other infections that are the subject of regulations promulgated by the Safety and Health Codes Board of the Virginia Occupational Safety and Health Program within the Department of Labor and Industry.

Adopted: July 8, 1997.

Revisions Approved: July 13, 2017.

Legal Ref: Code of Virginia, § 22.1-271.3.

Cross Refs: EBAB Reporting of Possible Exposure to Viral Infections
JHCC Communicable Diseases
JHCCA Blood-Borne Contagious or Infectious Diseases

SAFETY DRILLS

Fire Drills

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted: December 5, 1991.

Revisions Approved: June 24, 1993.

September 5, 1996

July 6, 2006.

July 9, 2013.

July 12, 2016.

April 10, 2018.

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-184.

Acts 2006, c. 164.

8 VAC 20-131-260.

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

SCHOOL CLOSINGS

The superintendent or his/her designee may order the closing, the delay in opening or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff.

Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The guidelines may be reviewed by the School Board.

Adopted: December 5, 1991.

Revisions Approved: February 3, 1994.

June 23, 1994.

August 24, 1995.

September 5, 1996.

June 9, 2009.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-98

Cross Refs.: GAA Staff Time Schedules

**RADFORD CITY PUBLIC SCHOOLS
CLOSING CODES FOR EMPLOYEES**

- Code 0** **Schools Closed. No Employees Report. On Call or Report as Needed: Superintendent, Executive Directors, Directors, Building Administrators, Maintenance and Custodial Staff.**
- Code 1** **Schools Closed. All Twelve Month Employees Report to Work at 9:00am.**
- Code 2** **Schools Closed. All Twelve Month Employees Report to Work at 11:00am**
- 2 Hr Delay** **Maintenance and custodial employees will report on time. All other faculty and staff will report when school doors open (Secondary @ 9:00 and Elementary @ 9:45).**
- 2 Hr Early Release** **All teachers and instructional aides may leave 30 minutes after students depart unless the building administrator requests staff to stay longer due to the need for added support to help with students. Essential personnel (administrators, office staff and custodians) should remain at their school or building locations at least one (1) hour after students have been dismissed from schools or until all students have arrived home safely.**

*****The closing codes are subject to change at the discretion of the superintendent or designee*****

Adopted: December 19, 2018

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

The superintendent has the general responsibility for the care, custody, and safekeeping of all school property. The principal of each school is responsible for the operation, supervision, care and maintenance of the school plant.

Each school maintains records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections is determined by the School Board in consultation with the local health and fire departments. In addition, the school administration equips all exit doors with panic hardware as required by the Uniform Statewide Building Code.

The school division maintains documentation of any pesticide application that includes the target pest, the formulation applied and the specific location of the application.

Adopted: December 5, 1991.

Revisions Approved: February 3, 1994.

June 23, 1994.

September 5, 1996.

June 9, 2009.

June 8, 2010.

July 8, 2014.

April 10, 2018.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-137, 22.1-293.D.
8 VAC 20-131-260.

Cross Refs.:	CF	School Building Administration
	EA	Support Services
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	EBCB	Safety Drills
	FE	Playground Equipment
	IIBEA-R/ GAB-R	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises
	KJ	Advertising in the Schools
	KL	Public Complaints
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The superintendent is responsible for implementing a system of inventory of school property to identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the superintendent or superintendent's designee.

Adopted: November, 1998.

Revisions: June 9, 2009.
May 13, 2014.
April 9, 2019.

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.: EC Buildings and Grounds Management and Maintenance
ECAB Vandalism
EI Insurance Management
JFC-R Standards of Student Conduct

VANDALISM

The school board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible.

The school board may institute action and recover from the parents or either of them of any minor living with such parents or either of them up to \$2,500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

In addition, a student who damages or destroys public property is subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted: December 5, 1991.

Revisions Approved: July 7, 1994.
September 5, 1996.
April 9, 2002.
June 23, 2004.
July 3, 2008.
June 9, 2009.
May 13, 2014.
April 9, 2019.

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.

Cross Refs.: ECA Inventory and Reporting of Loss or Damage
IIBEA/GAB Acceptable Computer System Use
JFC-R Standards of Student Conduct

BOMB THREATS

I. Purpose

To establish procedures for handling bomb threats.

II. Procedures

The following procedures shall be followed whenever a telephoned bomb threat is received at a Radford City Public School.

WARNING: Because detonating devices are activated by radio waves, use of two-way radios should be avoided within 300 feet of the building or suspected location of the explosive device.

A. Person receiving the call:

1. Have someone else also listen to the call if possible.
2. Take notes for the police investigation. Record caller's exact words.
3. Attempt to determine the caller's gender, accent or other distinguishing speech characteristics.
4. Listen for background noises that may help in identifying the location of the caller.
5. Ask caller for the following information:
 - a. Time of detonation.
 - b. Location of the explosive device.
 - c. Type of explosive device.
 - d. Physical appearance of the device.
 - e. Reason device was placed at the school.
 - f. Caller's name.
6. If your phone is direct service, attempt to identify the number from which the person is calling by the following procedure when the caller hangs up (this procedure will not work on some telephone systems):
 - a. Hang up. Immediately pick up the same phone and push the * (star) button followed by the numbers 5 and 7, and then hang up the phone. This will flag the calling number of the telephone exchange. Note the exact time this is done. The police will retrieve the information later.

- b. When police arrive, inform the investigating police officer that you completed the above procedure and give him or her the number of the phone you received the call on and the time you performed the procedure.
7. Notify the principal or designee, the police department on 911, the area office and school security of the threat.

B. Principal or Designee

1. Ensure proper notifications are made.
2. Decide if the building will be evacuated. This decision should be made based on all available information. The police will offer guidance, but the decision is the responsibility of the school official.
3. If evacuation is necessary, conduct evacuation using fire drill procedures: any requirements for prior notification to school security may be omitted. Students should be evacuated to a location at least 300 feet from the building.
4. If events warrant, request a building search. The search should be supervised by police, but school personnel should provide any assistance requested.

Adopted: February 25, 1999.

AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.
September 5, 1996.
June 9, 2009.
May 13, 2014.
July 8, 2014.
April 9, 2019.

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Acts 2016, c. 647.

Cross Refs.:	DN	Disposal of Surplus Items
	GBEC/JFCH	Tobacco-Free School for Staff and Students
	IIBEA/GAB	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGA	Sales and Solicitations in Schools
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises

COMMUNITY USE OF SCHOOL FACILITIES

Regulations for the Use of School Facilities for Other Than School Purposes

The Radford City School Board permits the use of school buildings and grounds out of school hours during the school term, or in vacation, for any legal assembly by non-school groups according to the following conditions and guidelines:

- A. The requirements of the regular school program shall receive first consideration in the use of school facilities. School-related organizations, such as parent-teacher groups, shall have priority over non-school-related organizations. Activities of the Radford Recreation Department shall have priority over other non-school groups.
- B. Parent-teacher organizations and the Radford Recreation Department shall be exempt from all fee requirements.
- C. Organizations other than those indicated in A above shall be restricted to no more than *ten (10)* consecutive use dates during any permission period. Additional use requests may not be initiated until prior approval has expired.
- D. A request by organizations indicated in A above shall take precedence over dates which may have been previously approved.
- E. Fees shall be due and paid within a minimum of 5 working days prior to the activity. *If applicable fees are not paid as stated, the individual/organization will forfeit their reservation.*
- F. Application for use of school facilities shall be presented in writing on the approved form to the principal of the school as far in advance as possible. The principal shall approve or deny the request and submit it to the superintendent for action. The superintendent will present the "Facility use Agreement" to the board at each regular meeting.
- G. When non-school groups are granted permission to use school facilities, the principal or his designee shall be administratively responsible according to the following guidelines:
 1. One person who is a citizen of Radford representing the non-school-related group or organization shall assume personal responsibility to work with the principal and see that the group or organization represented follows the policies, rules, and regulations of the School Board relating to the use of school facilities;
 2. The regular custodian, or another person specifically approved and designated by the principal checks to be sure all windows are locked, lights are off, the building is secured in an acceptable manner, and that facilities are carefully inspected prior to leaving of the responsible parties. *The individual/organization is responsible for paying applicable wages of the school employee.*
 3. Each group or organization using school facilities shall be responsible for any damage done to facilities. The superintendent or his agent will determine damages;
 4. The group or organization using school facilities shall accept the responsibility for good order, and if determined by the superintendent provide and pay proper police and fire protection;

5. Any group organization granted use of school facilities may not use the lunchroom kitchen unless an employee of the lunchroom is in charge of equipment. *The individual/organization will be responsible for paying applicable wages of the school employee;*

6. Cotton batting, straw, flammable tissue paper, dry leaves, trees, or other highly flammable materials shall not be used for decorative purposes. Only fresh trees and other non-flammable materials may be used for special decorations in schools.

Revised: November 9, 2010.
May 8, 2012.
June 26, 2012.

RADFORD CITY SCHOOL BOARD

1612 Wadsworth Street, Radford, VA 24141

Use of School Facilities Request

July 1, 2018 - June 30, 2019

Please turn in this document at the requested school. Incomplete Forms will not be processed.

Organization or Club making the request If this is a 501 (C) 3 non-profit organization, list your EINs number Date of Application

Check the Facility you are requesting to use:

RHS King Center Gym Dining Room Kitchen Stadium Library Classroom(s) How many?_

Auditorium Yes, sound equipment needed No, sound equipment not needed Tennis Courts Practice Field

Dalton Classroom(s) How many?_

Belle Heth Practice Field Gym Dining room Kitchen Stage Library Classroom(s) How many?_

McHarg Practice Field Gym/Dining room Kitchen Stage Library Classroom(s) How many?_

List the type of Activity or Event to be held in the school facility: meeting, fund raising, sports camp, etc.

Is there a fee associated with participating in the activity or event? No Yes If so, list the participation fee per student/ person?

For example, if this is a sports camp, list the fee for participation.

Date or Dates requested between July 1, 2018 to June 30, 2019 (not to exceed 8 dates on one request form)

Beginning Time Ending Time

A. The School Board/School Agrees:

- 1. To assure that the requested facilities are in order for use.
2. To see that the building is unlocked and locked at requested times.
3. To provide a food service worker to supervise kitchen area when the kitchen is used.
4. To provide a stage/sound technician to supervise when equipment is requested to be used.

B. The Organization or Individual Agrees:

- 1. To supply adequate supervision of activity and pay for any damages to equipment or the facility.
2. To assume all responsibility for any injuries resulting from the event or activity.
3. To leave building and grounds in good condition after the activity.
4. To assure that the Radford City School Board Policy prohibiting the use of all alcohol, tobacco, or illegal substances on school property is enforced during the activity or event.
5. To pay the following facility, utility and personnel charges at least 5 working days prior to the activity or event otherwise the facility cannot be reserved for the activity or event.
6. To indemnify and hold harmless the School Board from any and all liability, loss or damage it may suffer as a result of claims, demands, costs or judgment against it arising out of any act or omission of the organization or club, or by any act or omission of the School Board, its agents or employees.
7. With and understands that the School Board does not provide liability insurance to cover your use of the building or grounds. You are urged to obtain our own coverage from your insurer for your protection.

Table with 5 columns: Facility Rent, Utilities, Personnel Costs, Total Charges, Superintendent's Initials

Make check payable to the Radford City School Board and deliver or mail to the School Administration Building a minimum of 5 working days prior to the activity. Attention: Elizabeth Williams-Price. For questions call 540-731-3647 or email ewilliams@rcps.org.

Signature of Applicant Signature of Principal (verifies the availability of the facility)
Printed Name of Applicant
Phone Email
Address Signature of Board Chair

Radford City Public Schools

Use of School Facility Charges

July 1, 2018 - June 30, 2019

Facility	Rental Fee	Utilities	Building Personnel \$25/hour
RHS			
King Center	\$30/hour \$175/day	\$ 20/hour 50/day	\$ 25
Main Gym	\$175	20/hour 100/day	25
Stadium	\$175		
After 6:00 pm		25/hour	25
Up until 6:00 pm without lights		none	25
Library	\$50	20/hour 40/day	25
Classroom(s)	\$50 each	20/hour 40/day	25
Auditorium	\$175	25/hour	25
Use sound equipment			50
Do not use sound equipment		20/hour	25
No sound equipment			25
Tennis Courts	\$25/hour	none	none
Practice Fields	none	none	none
Dalton			
Classrooms	\$50 each	20/hour 40/day	25
Belle Heth			
Gym	\$125	20/hour 100/day	25
Dining Room	\$150	20/hour 75/day	25
Kitchen	\$100	20/hour 100/day	25
Library	\$50	20/hour 40/day	25
Classrooms	\$50 each	20/hour 40/day	25
Practice Field	none		
McHarg			
Gym/dining room	\$125	20/hour 80/day	25
Kitchen	\$100	20/hour 100/day	25
Library	\$50	20/hour 40/day	25
Classrooms	\$50 each	20/hour 40/day	25
Practice Field	none		
Total	_____		_____
Grand Total	_____		

STUDENT TRANSPORTATION SERVICES

The School Board provides for the transportation of students as required by state and federal laws and regulations.

The superintendent collaborates with the local social services agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged and funded for the duration of time in foster care. The procedures ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with 42 U.S. C. § 675(4)(A) and ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their school of origin, the school division will provide transportation to the school of origin if the local social services agency agrees to reimburse the local school division for the cost of such transportation, the school division agrees to pay for the cost of such transportation or the school division and the local social services agency agree to share the cost of such transportation

Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety or welfare of other riders. In such cases the parent or guardian is responsible for transporting the student to school.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.
September 5, 1996.
June 28, 2002.
June 9, 2009.
May 13, 2014.
April 11, 2017.
July 13, 2017.

Legal Ref.: 20 U.S.C. § 6312.

Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

Cross Refs.:	EEAB	School Bus Scheduling and Routing
	EEAC	School Bus Safety Program
	IICA	Field Trips
	JCA	Transfer Requests by Student Victims of Crime
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JECB	Admission of Nonpublic Students for Part-Time Enrollment
	JEG	Exclusions and Exemptions from School Attendance
	JFCC	Student Conduct on School Buses
	JFC-R	Standards of Student Conduct
	LC-E	Charter School Application Addendum

STUDENT TRANSPORTATION SERVICES

Transportation of Students

The Board of Education may furnish transportation to resident students enrolled in the schools of the division who satisfy the following requirements:

1. Reside within the attendance area of the school(s) served;
2. Reside beyond approved walking distances;
3. Are present at authorized points for student pick-up at the designated time; and
4. Comply with division standards and regulations in their conduct and behavior.

Transportation will be provided on yellow school buses in most circumstances, however, small and special groups may be transported in school vehicles other than yellow school buses. Vehicles may be driven only by persons authorized by the superintendent or designee.

Children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner. If there are additional costs incurred in providing transportation to maintain children in foster care in their school of origin, the school division and local service agency agree to share the cost of such transportation.

Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their bus riding privileges suspended or revoked in accordance with this policy.

Procedural Guidelines

Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures.

Adopted: April 11, 2017

SCHOOL BUS SCHEDULING AND ROUTING

The operation of school buses is scheduled to maximize safety and efficiency.

School bus routes, school sites and safety of students at designated school bus stops are reviewed at least once each year and as changes occur. Routes are reviewed for safety hazards, fuel conservation and to assure the most efficient use of buses. School administrators evaluate the safety of pupils at bus stops periodically and, at the request of the School Board, report the results annually to the School Board.

A written vehicular and pedestrian traffic control plan for each school is reviewed annually for safety hazards. All new school site plans include provisions that promote vehicular and pedestrian safety.

Adopted: December 5, 1991.

Revisions Approved: February 3, 1994.

September 5, 1996.

June 28, 2002.

June 9, 2009.

April 10, 2018.

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

8 VAC 20-70-150.

8 VAC 20-70-160.

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

SCHOOL BUS SAFETY PROGRAM

All buses and other vehicles owned and operated by the school division are inspected for safety in accordance with the regulations prescribed by the Department of Education.

All accidents, regardless of the amount of damage involved, are reported to the transportation supervisor.

Crashes involving school buses resulting in property damage of \$1,500 or more or personal injury are reported to the Virginia Department of Education at least once per month. The superintendent or superintendent's designee notifies the Virginia Department of Education of any school bus crash involving serious injuries, requiring professional medical treatment, or death within the next working day after the crash.

No person uses any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this policy prohibits the use of two-way radio devices or wireless telecommunications devices that are used hands free to allow live communication between the driver and school or public safety officials.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

July 3, 2008.

June 9, 2009.

May 14, 2013.

July 13, 2017.

Legal Refs.: Code of Virginia, 1950, as amended, § 46.2-919.1.

8 VAC 20-70-130.

8 VAC 20-70-140.

SPECIAL USE OF SCHOOL BUSES

The use of school buses for purposes other than transporting children to and from school for the regular school hours and for extracurricular activities is permitted with prior approval of the superintendent and in accordance with regulations pertaining to field trips.

In addition, the School Board may enter into agreements with its appropriating body, or any state agency or any federal agency established or identified pursuant 42 U.S.C. § 3001 et seq. providing for the use of the school buses of the division by such body or agency for public purposes, including transportation for the elderly. Each such agreement shall provide for reimbursing the school board in full for the proportionate share of any and all costs, both fixed and variable, of such buses incurred by such school board attributable to the use of such buses pursuant to such agreement. The appropriating body, or state or federal agency, shall indemnify and hold harmless the school board from any and all liability of the school board by virtue of use of such buses pursuant to an agreement.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

June 9, 2009.

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-176, 22.1-182.

Cross Ref.: IICA Field Trips

FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. From time to time the superintendent shall report to the school board on the financial status of the division's food service operations.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.
September 5, 1996.
June 28, 2002.
June 9, 2009.
May 13, 2014.
April 9, 2019.

Legal Refs.: 42 U.S.C. § 1751 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-89.1, 22.1-115.

Cross Refs.: DI Financial Accounting and Reporting
EFB Free and Reduced Price Food Services
JHCF Student Wellness
JHCH School Meals and Snacks

FREE AND REDUCED PRICE FOOD SERVICES

The Radford City Public school division provides free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program and the Special Milk Program.

School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Radford City public schools.

The division's policy with regard to situations in which a student who is eligible for a reduced-price meal does not have money on account or in hand to cover the portion of the cost of the meal at the time of service is stated in Policy JHCH School Meals and Snacks. Policy JHCH School Meals and Snacks is delivered to all households at the start of the school year and to households that transfer into the school division during the school year.

The students who participate in the free or reduced-cost meals and milk programs are not overtly identified, distinguished or served differently than other students.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.

September 5, 1996.

June 28, 2002.

June 9, 2009.

December 9, 2014.

April 11, 2017.

Legal Refs.: 42 U.S.C. §§ 1758, 1772 and 1773.

7 C.F.R. §§ 210.9, 220.20, 245.5, 245.8.

Code of Virginia, 1950, as amended, § 22.1-207.3.

8 VAC 20-290-10.

Cross Refs: JHCF Student Wellness
JHCH School Meals and Snacks

FREE AND REDUCED PRICE FOOD SERVICES REGULATION

A. Adults

All employees of the Radford City School Food Service Department who work in the individual schools and the Central Food Processing Facility, as well as certain authorized custodial and personnel, may receive a free lunch. All other adults must pay for all meals and individual items according to the approved price list.

B. Students

The food service director and/or cafeteria managers shall insure that each student's parent or legal guardian is sent a current letter and application for free and reduced price meals at the beginning of each school year, at any time a student enrolls during the year, and whenever there is a change in eligibility criteria.

Each student who receives a free or reduced price meal must have a current approved application on file in the food service department application office. At the beginning of the school year, a student may continue the prior year's eligibility until the new application is processed for up to ten (30) serving days. Incomplete applications are denied and returned to families for completion. Direct certifications from the Department of Social Services in Richmond and students eligible for McKinney-Vento services are automatically approved.

If an eligible free and reduced lunch student transfers into Radford City Schools, his/her eligibility for free or reduced price meals must be transferred to and honored by the receiving school.

Students who are eligible for reduced priced meals have their reduced price cost covered by the Radford City School Board.

C. Maintenance of Records

The child nutrition service application office shall maintain the following categorical files of free and reduced price meal applications for the current school year and three prior years:

1. *Approved Applications.* Completed/approved applications include total number of household members, total family income or food stamp case number, social security number of family member signing the application, signature of adult household member, and signature of school official.
2. *Denied Applications.* Incomplete applications or those not falling within income eligibility guidelines.
3. *Transfers/Withdrawals.* Transfers/withdrawals include original applications of students transferring out of the system or withdrawing, or photo copies of original applications of students transferring to another public school.

D. Verification of Applications

Each year the child nutrition service application office will verify income stated on a random sampling of applications. Selected applicants are required to furnish supporting data. The parents and the schools will be notified of verification results.

Adopted: April 11, 2017

FOOD SANITATION PROGRAM

The personnel and the facilities used for food services in the school division are subject to state laws regulating restaurants and other food establishments. School dining facilities are also governed by regulations promulgated by the State Board of Health.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.
September 5, 1996.
April 2, 2007.
June 9, 2009.
April 9, 2019.

Legal Refs.: Code of Virginia, 1950, as amended, § 35.1-1.
12 VAC 5-421-10 et seq.

Cross Refs: EF Food Service Management
EFB Free and Reduced Price Food Services

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Radford City Public School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the Assistant Superintendent of Instruction who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted: December 5, 1991.

Revisions Approved: June 24, 1993.

September 5, 1996.

July 3, 2008.

May 13, 2014.

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref: JFC-R Standards of Student Conduct
GAB/IIBEA Acceptable Computer System Use
GCPD Professional Staff Discipline

INSURANCE MANAGEMENT

The school board maintains such insurance on school property, including vehicles, as it deems necessary or as is required by law. The school board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted: December 5, 1991.

Revisions Approved: June 23, 1994.
September 5, 1996.
June 28, 2002.
May 27, 2004.
May 13, 2014.
April 9, 2019.

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2703, 15.2-2704, 15.2-2705, 22.1-84, 22.1-188 through 22.1-198.

EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

The school board may establish educational technology foundations for the express purpose of implementing a public/private partnership to expand access to and improve the quality of educational technology in the division. The school board may also establish public school foundations for the express purpose of implementing a public/private partnership to implement public school improvement projects approved by the school board. Such foundations may be established directly by the school board or by the school board and other organizations or persons, on behalf of the school board by a third party, or through a contract with a corporation as defined by Va. Code § 2.2-212.2:2. The foundations may be established as a cooperative regional effort with other school boards.

I. Requirements

Upon establishing or contracting with a corporation, whether or not other organizations, school boards, or persons are involved, the school board shall:

- Review and approve the articles of incorporation and bylaws
- Establish a system of accounting to protect public funds
- Establish agreement that, upon dissolution of the corporation, any assets remaining after payment of just debts shall be transferred to and become the property of the school board or, if a regional effort, the procedure by which the property may be divided among the school boards
- Require, in any instance in which the school board advances, contributes or loans funds to the corporation, that such contract shall provide for the posting of a bond with surety by the officers of the corporation conditioned to protect the rights of the school board
- Establish terms for the allocation of any profits or revenues between the school board and the corporation
- Take such other steps as may be necessary to comply with applicable law

II. Funding

The school board may (i) advance, contribute or loan funds to such foundations, and (ii) establish an escrow fund for the purpose of funding various educational technology projects.

III. Procurement

In making purchases through its public school foundation or purchasing educational technology through its educational technology foundation, the school board is exempt from the Virginia Public Procurement Act, except, relative to such purchases, the school board shall comply with the provisions of Va. Code §§ 2.2-4311 and 2.2-4367 through 2.2-4377.

Adopted: July 10, 2003.

Revisions Approved: May 27, 2004.
June 9, 2009.
May 13, 2014.
April 9, 2019.

Legal Ref: Code of Virginia, §§ 2.2-4311, 2.2-4343, 2.2-4367 through 2.2-4377, 22.1-212.2:2.

Cross Refs.: JRCA School Providers' Use of Personal Information
KA Goals for School-Community Relations
KH Public Gifts to the Schools
KM Relations with Community Organizations
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships