

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

VSBA Policy Updates, February 2014 (first half) – 1st Reading

BACKGROUND: Revisions made to the following policy manual items are based on changes in law or regulations. A few policies have been revised for editorial reasons or to correct technical errors. Two policies (GBB\* and KM\*) are to be deleted. Changes are designated by underlining new language and striking through deleted language. Changes are also highlighted in yellow. Footnote comments are highlighted in orange and will be removed from adopted policies.

- DA Management of Funds
- DGD Funds for Instructional Materials and Office Supplies
- DJA Purchasing Authority
- DK Payment Procedures
  
- GAA Staff Time Schedules
- GBB \* Staff Involvement in Decision Making
- GBD Board-Staff Communications
- GBLA Third-Party Complaints Against Employees
- GCBEA Leave Without Pay
  
- JC School Attendance Areas
- JFCJ Written Notification of Violation of School Policies by Students in Alternative Education Programs
- JL Fundraising and Solicitation
  
- KA Goals for School-Community Relations
- KBE Internet Privacy
- KD Public Participation at School Board Meetings
- KGB Public Conduct on School Property
- KJ Advertising in the Schools
- KL Public Complaints
- KLB (Option 1) Public Complaints about Learning Resources (Option 1 is currently used.)
- KM \* Relations with Community Organizations
- KMA Relations with Parent Organizations
- KQ Commercial, Promotional and Corporate Sponsorships and Partnerships

RECOMMENDATION: These policies are presented for a first reading. Since there are no major changes to policies currently in effect, the Board may wish to waive next month’s second reading and adopt the policies, as presented.

## MANAGEMENT OF FUNDS

The superintendent or ~~his/her superintendent's~~ designee ~~shall be~~ is responsible for administering the division budget in accordance with Board policies and applicable state and federal regulations, and laws; ~~therefore, the~~ The superintendent or ~~his/her superintendent's~~ designee ~~will use~~ uses appropriate fiscal planning and management methods, modeled after the best accepted business practices and directed toward the educational goals of the division.

1. If the appropriating body ~~approves appropriates funds to~~ the School Board ~~budget~~ by total expenditures, funds may be transferred by the School Board from one category to another. If funds are appropriated to the School Board by major classifications, no funds ~~shall be~~ are expended by the School Board except in accordance with such classifications without the consent of the body appropriating the funds.
2. The superintendent may be authorized by the School Board to make line item transfers within a category.

The School Board ~~shall manage~~ and controls the funds made available to it for the public schools and ~~may incur~~ costs and expenses.

Adopted:

---



---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-89, 22.1-94.

Cross Refs.: DB Annual Budget  
DG Custody and Disbursement of School Funds  
DI Financial Accounting and Reporting  
DJ Small Purchasing  
DJA Purchasing Authority  
DJF Purchasing Procedures  
DK Payment Procedures  
DL Payroll Procedures

## FUNDS FOR INSTRUCTIONAL MATERIALS AND OFFICE SUPPLIES

The School Board may, by resolution and subject to the approval of the appropriating body, establish accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of the funds budgeted for a school or division department, not to exceed thirty-five percent of the allocation, into the account.

The account shall be managed by the principal of the school or head of the division department who shall file a monthly accounting of the funds with the **division** superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or head of the division department, and a second person **to be** designated by the School Board. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of the disbursements. All such accounts shall be subject to an annual audit as prescribed by Va. Code § 15.2-2511 and to relevant provisions of the Virginia Public Procurement Act.

Adopted:

---



---

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-122.1.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJA	Purchasing Authority
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures
	DJG	Vendor Relations
	DK	Payment Procedures

## PURCHASING AUTHORITY

The superintendent with the School Board's formal approval may designate a qualified employee to serve as the purchasing agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state codes laws and regulations and School Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act.

All personnel in the division who desire to purchase equipment and supplies shall follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or his/her superintendent's designee for approval and processing.

## Internal Controls

The superintendent, or his/her superintendent's designee, shall establishes appropriate procedures for internal accounting controls.

## Purchasing and Contracting

BLANK School Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Adopted:

---



---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 22.1-68, 22.1-70 and 22.1-78.

Cross Refs.:	DGC	School Activity Funds
	DGD	Funds for Instructional Materials and Office Supplies
	DJ	Small Purchasing
	DJB	Petty Cash Funds
	DJF	Purchasing Procedures

## PAYMENT PROCEDURES

## School Board

The School Board will examines all claims against it, except those to be paid from petty cash funds or funds for the purchase of instructional materials and office supplies, and when approved, orders or authorizes payment thereof. A record of such approval and order or authorization shall be is made in the minutes of the School Board. Payment of each claim shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody and disbursement of the funds of the School Board. The face of the warrant shall state the purpose or service for which such payment is drawn and the date of the order entered or authority granted by the School Board.

The warrant shall be signed by the chairman or vice-chairman, and countersigned by the clerk or deputy clerk, made payable to the person or persons, firm or corporation entitled to receive such payment and recorded in the form and manner prescribed by the Board of Education.

## Fiscal Agent

The School Board may, by resolution, appoint an agent and deputy agent to examine and approve claims against it. A record of such approval and order or authorization shall be made and kept with the records of the School Board. Payment of each such claim so examined and approved by such agent or his deputy shall be ordered or authorized by a warrant drawn on the treasurer or other officer charged by law with the responsibility for the receipt, custody, and disbursement of the funds made available to the School Board. The warrant shall be signed by such agent or his deputy and countersigned by the clerk or deputy clerk of the School Board.

However, (1) when the agent is the division Superintendent superintendent, who also occupies the position of School Board clerk, a countersignature from the chairman or vice-chairman is required and (2) when the deputy agent and the deputy clerk is one and the same person, the warrant must be countersigned by either the clerk or the agent of the School Board.

Each warrant shall be payable to the person or persons, firm or corporation entitled to receive payment. The face of the warrant shall state the purpose or service for which such payment is made and also that such warrant is drawn pursuant to authority delegated to such agent or his deputy by the School Board on the specified date.

Any such agent or deputy agent must furnish a corporate surety bond. The School Board shall set the amount of such bond or bonds and the premium therefore shall be paid out of funds made available to the School Board.

## Special Warrants<sup>1</sup>

The BLANK County School Board may provide, by resolution, for the drawing of special warrants in payment of compensation, when such compensation has been earned and is due, for

- all employees under written contract,
- all other employees whose rates of pay have been established by the School Board or its properly delegated agent, upon receipt of certified time sheets or other evidence of service performed, and
- for payment on contracts for school construction projects according to the terms of such contracts.

All such special warrants shall be signed by the clerk or deputy clerk of the School Board and countersigned by the division superintendent or the chairman or vice-chairman of the School Board. When the division superintendent and clerk is one and the same person, such special warrants shall be countersigned by such chairman or vice-chairman. Such payrolls and contracts so paid shall be reviewed and approved by the School Board at its next regular meeting.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-122, 22.1-122.1, 22.1-123.

Cross Refs.:	DG	Custody and Disbursement of School Funds
	DJB	Petty Cash Funds
	DGD	Funds for Instructional Materials and Office Supplies

---

**Note:** Footnotes are for reference only. They should be eliminated from an individual board's policy.

<sup>1</sup> Because only county school boards can use special warrants, city school boards should not adopt this section of the policy.

## STAFF TIME SCHEDULES

### Work Schedules

The workday for full-time licensed and professional staff ~~will be~~ is a minimum of seven hours and thirty minutes<sup>1</sup> and ~~will~~ continues until professional responsibilities to the student and school are completed. Elementary school teachers ~~will be~~ are provided at least an average of thirty minutes per day during the students' school week as planning time. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning and extra-curricular activities may require hours beyond the stated minimum. Work schedules for other employees ~~will be~~ are defined by the superintendent or his/her superintendent's designee consistent with the Fair Labor Standards Act and the provisions of this policy.

### Workweek Defined

Working hours for all employees not exempted under the Fair Labor Standards Act, including secretaries, bus drivers, cafeteria, janitorial and maintenance personnel ~~will~~ conform to federal and state regulations. The superintendent ~~will~~ ensures that job positions are classified as exempt or non-exempt and that employees are made aware of such classifications. Supervisors ~~will~~ make every effort to avoid circumstances which ~~will~~ require non-exempt employees to work more than 40 hours each week. For purposes of compliance with the Fair Labor Standards Act, the workweek for school district employees will be 12:00 a.m. Saturday until 11:59 p.m. Friday.<sup>2</sup>

### Overtime and Compensatory Time<sup>3</sup>

The **BLANK** School Board discourages overtime work by non-exempt employees. A non-exempt employee will not work overtime without the express approval of his/her the employee's supervisor. All overtime work must be expressly approved in writing<sup>4</sup> by the superintendent or his/her superintendent's designee.<sup>5</sup> All supervisory personnel must monitor overtime on a weekly basis and report such time to the superintendent or his/her superintendent's designee. Principals and supervisors ~~will~~ monitor employees' work, ~~will~~ ensure that overtime provisions of this policy and the Fair Labor Standards Act are followed and ~~will~~ ensure that all employees are compensated for any overtime worked.<sup>6</sup> Principals or supervisors may need to adjust daily schedules

---

**Footnotes are for reference only. They should be eliminated from an individual board's policy.**

<sup>1</sup> If the length of the usual workday is different, the correct length should be substituted.

<sup>2</sup> The board is legally required to identify the workweek, but may designate another 7-day period as the school division's workweek.

<sup>3</sup> Administrative procedures or regulations may provide more information on circumstances in which non-exempt employees will be permitted to work overtime.

<sup>4</sup> Written approval is not required by the Fair Labor Standards Act but is recommended. If an individual school board elects not to require written approval, it should specify how and when oral approval may be granted.

<sup>5</sup> This sentence is not required by the Fair Labor Standards Act but is recommended.

to prevent non-exempt employees from working more than 40 hours in a workweek. Accurate and complete time sheets of actual hours worked during the workweek **will must** be signed by each employee and submitted to the finance officer.<sup>7</sup> The finance officer **will** reviews work records of employees on a regular basis to make an assessment of overtime use.

In lieu of overtime compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time

- (1) is pursuant to an agreement between the employer and employee reached before overtime work is performed, and
- (2) is authorized by the immediate supervisor.

Employees will be allowed to use compensatory time within a reasonable period after requesting such use if the requested use of the compensatory time does not unduly disrupt the operation of the school division. Employees may accrue a maximum of 240<sup>8</sup> compensatory time hours before they will be provided overtime pay at the rate earned by the employee at the time the employee receives such payment. In addition, upon leaving the school division, an employee **must will** be paid for any unused compensatory time at the rate of not less than the higher of

- (1) the average regular rate received by the employee during his/her last three years of employment, or
- (2) the final regular rate received by the employee.

Non-exempt employees whose workweek is less than 40 hours **will be are** paid at the regular rate of pay for time worked up to 40 hours. Such employees **will be** provided overtime pay or compensatory time as provided above for working more than 40 hours in a workweek.

Employees **will be are** provided with a copy of this policy and **will be are** required to sign this policy to acknowledge their understanding of overtime and compensatory time provisions. Such signed policy **will** constitutes the written agreement required in this section.

### Attendance Expectations

All employees are expected to be present during all work hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working

---

**Footnotes are for reference only. They should be eliminated from an individual board's policy.**

<sup>6</sup> Employees must be compensated for all time worked, even if it is unauthorized overtime. However, employees who intentionally work unauthorized overtime may be subject to disciplinary action. Supervisors who fail to prevent employees from working unauthorized overtime may also be subject to discipline.

<sup>7</sup> Each division should designate the person to whom the time sheets should be given.

<sup>8</sup> The Fair Labor Standards Act permits employees to accrue a maximum of 240 hours of compensatory time. Individual boards may elect to permit employees to accrue a lesser number of compensatory hours.



hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.<sup>9</sup>

Adopted:

---

---

Legal Refs.: 29 U.S.C. § 201 et seq.

29 C.F.R § 516.1 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-291.1, 40.1-28.8 et seq.

Cross Ref.: IC/ID            School Year/School Day

---

**Footnotes are for reference only. They should be eliminated from an individual board's policy.**

<sup>9</sup> Administrative procedures or regulations may further clarify expectations on absences.

### STAFF INVOLVEMENT IN DECISION MAKING

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or administrative staff. A system of two-way communication shall be established by the superintendent to hear from and respond to all employees.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

## BOARD-STAFF COMMUNICATIONS

The **BLANK** School Board supports and encourages ~~the concept of~~ two-way communication between the Board and employees. The superintendent is the official representative of the School Board as its chief administrative officer in its relations and communications with its employees. A description of the two-way communication system ~~shall be~~ is included in this policy manual.

Employees are encouraged to communicate their ideas and concerns in an orderly and constructive manner to the School Board and/or the administrative staff.

The School Board desires to develop and maintain the best possible working relationship with the employees of the school division. The **School** Board welcomes the viewpoints of employees, and it shall allow time at its meetings for employees to be heard.

~~It is the policy of the~~ **The** School Board does not ~~to~~ discriminate against any employee by reason of his or her membership in an employee organization, or participation in any lawful activities of the organization.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.1.

Cross Ref.: ~~GBB~~ Staff Involvement in Decision Making

### THIRD-PARTY COMPLAINTS AGAINST EMPLOYEES

Any parent or guardian of a student enrolled in the BLANK Public Schools or any resident of BLANK may file a complaint regarding an employee of the BLANK School Board. Such complaint will should be filed with the superintendent or his/her superintendent's designee. If the complaint involves allegations that an employee of the BLANK Public Schools School Board has abused or neglected a child in the course of his employment, the complaint will be investigated in accordance with Va. Code §§ 63.2-1503, 63.2-1505 and 63.2-1516.1.

Information determined to be unfounded after a reasonable administrative review will not be maintained in any employee personnel file, but may be retained in a separate sealed file by the administration if such information alleges civil or criminal offenses. Any dispute over such unfounded information, exclusive of opinions retained in the personnel file, or in a separate sealed file, notwithstanding the provisions of the Government Data Collection and Dissemination Practices Act, Va. Code §§ 2.2-3800 et seq., will be settled through the employee grievance procedure as provided in Va. Code §§ 22.1-306 and 22.1-308 through 22.1-314.

Individuals lodging a complaint will be sent a letter noting notified in writing that the complaint has been received and is in the process of being investigated.

The complaint must should be filed as soon as possible after the alleged incident, usually within 30 15 school days, after the alleged incident and should will be processed after a reasonable period of time, normally promptly, usually within 60 15 days or less.

Adopted:

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3800 et seq., 22.1-70, 22.1-78, 22.1-295.1.

Cross Refs.:	GB	Equal Employment Opportunity/Nondiscrimination
	GBA/JFHA	Prohibition Against Harassment and Retaliation
	GBL	Personnel Records
	JB	Equal Educational Opportunities/Nondiscrimination
	JHG	Child Abuse and Neglect Reporting

## LEAVE WITHOUT PAY

### Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30)<sup>1</sup> days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Prior approval Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

### Other Work During Leave

Employees who are on unpaid leave pursuant to this policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBE Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the superintendent.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296.

Cross Refs.: GCBD            Staff Leaves and Absences  
                  GCBE                Family and Medical Leave  
                  GCBEB               Military Leave and Benefits

**FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY**

<sup>1</sup> The number of days of unpaid leave is up to the ~~division~~ School Board.

## SCHOOL ATTENDANCE AREAS

School attendance areas for each school are established by the School Board. Students shall attend the school in the attendance area in which they reside and to which they are assigned, unless special permission is granted by the School Board.

Changes in attendance areas shall be ~~are~~ determined by the School Board, upon recommendation of the superintendent based on the need to provide for the orderly administration of the schools, the competent instruction of the students and the health, safety, best interests and general welfare of all students.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950 as amended, §§ 22.1-78, 22.1-79, 22.1-253.13:7.

Cross Refs:	JCA	Transfers by Student Victims of Crime
	JCB	Transfers by Students in Persistently Dangerous Schools
	<del>JCC</del>	<del>School Choice for Students Enrolled in Schools Identified for Improvement</del>

WRITTEN NOTIFICATION OF VIOLATION OF SCHOOL POLICIES BY  
STUDENTS IN ALTERNATIVE EDUCATION PROGRAMS

The School Board shall require<sup>s</sup> written notification of an offense to the parent, guardian or other person having charge or control of a pupil in an alternative education program as described in Va. Code § 22.1-209.1:2 when

- a pupil commits an offense in violation of School Board policies and school officials determine the offense was committed without the willful intent to violate such policies, or
- when the offense did not endanger the health and safety of the individual or other persons.

The notification shall be made no later than two school days following the incident. The School Board shall require<sup>s</sup> the principal of the school the child attends, or other appropriate school personnel, to develop appropriate measures, in conjunction with the pupil's parent or guardian, for correcting such behavior.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-209.1:2(D).

## FUNDRAISING AND SOLICITATION

All fundraising activities conducted for the benefit of BLANK school division must provide an educational benefit to students and must not interfere with the instructional program. All fundraising activities conducted by school-sponsored organizations or clubs must be approved in advance by the principal. Fundraising refers to the raising of non-appropriated funds by students, parents or others for the educational benefit of students and their schools.

Students may participate in fundraising activities provided such activities are approved in writing and carefully monitored and regulated by the school principal or a principal's designee. Elementary school students may not participate in door-to-door solicitation. Students will not be excused from class to participate in fundraising activities. No grade will be affected by a student's participation, or lack of participation, in a fundraising activity.

Each principal shall develop and maintain a list of all approved fundraising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent periodically shall furnish the School Board with an up-to-date listing of all fundraising activities being conducted by the school division.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79.

Cross Refs.:	JHCF	Student Wellness
	KJ	Advertising in the Schools
	KGA	Sales and Solicitations in Schools
	KMA	Relations with Parent Organizations
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships



## GOALS FOR SCHOOL-COMMUNITY RELATIONS

The School Board recognizes that good school-community relations are essential to securing public input and public support for educational programs. The School Board will set goals and standards for school-community relations and regularly evaluates its relationship with the public. The School Board also regularly evaluates and its programs for maintaining open channels of communication and good relations with parents, community organizations, other governmental organizations, non-profit organizations, the businesses and industrial sector industries and the community at large.

Through its school-community relations program, the Board will encourage the community to

- take an active interest in the schools and participate in school activities,
- place a high priority on education and make funds available for an educational system that supports learning for all children, and
- establish partnerships with the schools to enhance learning opportunities.

Adopted:

---



---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Refs :	AF	Comprehensive Plan
	KBC	Media Relations
	<u>KB</u>	<u>Public Information Program</u>
	<u>KF</u>	<u>Distribution of Information/Materials</u>
	<u>KG</u>	<u>Community Use of School Facilities</u>
	<u>KMA</u>	<u>Relations with Parent Organizations</u>
	<u>KNAJ</u>	<u>Relations with Law Enforcement Authorities</u>
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships
	IGBC	Parental Involvement

## INTERNET PRIVACY

The **BLANK** School Board is committed to complying with the Government Data Collection and Dissemination Practices Act (~~formerly known as the Privacy Protection Act~~) and the Virginia Freedom of Information Act. The **BLANK** School ~~Division shall~~ **Board does** not collect unnecessary personal information by means of its website, and ~~shall collect~~ **s** only appropriate personal information to the extent necessary to serve its constituents and the community.

Personal information collected and retained by the school division's website ~~will be is~~ maintained in compliance with the Government Data Collection and Dissemination Practices Act. Any individual wishing to learn the purpose for which information has been recorded and the particulars of its use and dissemination may contact the superintendent or the superintendent's designee regarding this information. Any person wishing to correct, erase or amend inaccurate, obsolete or irrelevant information may do so by procedures established by the superintendent or the **superintendent's** designee.

The ~~school division shall~~ **School Board** informs the public of any personal information collected through its website by posting the following privacy statement or a link to this privacy statement in a conspicuous fashion at the top of the website home page:

**BLANK Public Schools School Board**  
**Internet Privacy Policy Statement<sup>1</sup>**  
**(last updated on [date])**

The following information explains the Internet Privacy Policy, which the **BLANK Public Schools School Board** has adopted for its website. The following is intended to explain our current Internet privacy practices, but shall not be construed as a contractual promise. We reserve the right to amend our Internet Privacy Policy Statement at any time without notice.

### Virginia law

We protect our records in accordance with our obligations as defined by applicable Virginia statutes, including, but not limited to, Government Data Collection and Dissemination Practices Act and the Virginia Freedom of Information Act and by any applicable federal laws.

---

**Footnotes are for reference only. They should be eliminated from an individual board's policy.**

<sup>1</sup> **The following Internet Privacy Policy Statement is a sample. Each school board should amend it as necessary to reflect the actual practices in the school division.**

### Links to other websites

Our website may contain links to other public or private entities' websites, whose privacy practices we do not control.

### Information we collect

When you access our website, the routing ~~or client~~ information, and the essential and nonessential technical information listed below, is automatically collected. No other information is collected through our website except when you deliberately decide to send it to us (for example, by clicking on a link to send us an e-mail). The information you might choose to send us is listed below as "optional information."

Routing, ~~or client~~, information: the Internet domain and Internet address of the computer you are using.

Essential technical information: identification of the page or service you are requesting, type of browser and operating system you are using and the date and time of access.

Nonessential technical information: the Internet address of the website from which you linked directly to our website, [and the "cookie information" described below]<sup>2</sup>.

Optional information: when you send us an e-mail, your name, e-mail address, and the content of your e-mail, and/or when you fill out online forms, all the data you choose to fill in or confirm; ~~and,~~

### Cookies<sup>3</sup>.

Our website does not place any "cookies" on your computer.

OR

Our website places "cookies" on your computer unless your browser is set to reject cookies. The cookies enable our website to recognize you when you return to the website at a later date or time and enable us to personalize the website with preferences or information you have provided during prior sessions. The cookies

---

**Footnotes are for reference only. They should be eliminated from an individual board's policy.**

<sup>2</sup> If a school board's website does not collect cookies, this phrase should not be adopted.

<sup>3</sup> Each division should choose one of the options below.

information placed on your computer by this website includes the following: \_\_\_\_\_.

### **How the collected information is used**

Routing information is used to route the requested web page to your computer for viewing. We send the requested web page and the routing information to our Internet Service Provider (ISP) or other entities involved in transmitting the requested page to you. We do not control the privacy practices of those entities. Essential and nonessential technical information helps us respond to your request in an appropriate format, or in a personalized manner and helps us plan website improvement.

Optional information enables us to provide services or information tailored more specifically to your needs or to forward your message or inquiry to another entity that is better able to do so, and also allows us to plan website improvements.

We may keep your information indefinitely, but we ordinarily delete the routing information from our computer within [X] days after the web page is transmitted and do not try to obtain any information to link it to the individuals who browse our website. We use this routing information primarily in a statistical summary type format to assess site content and server performance. We may share this summary information with our business partners when needed.

However, on rare occasions when a “hacker” attempts to breach computer security, logs of routing information are retained to permit a security investigation and in such cases may be forwarded together with any other relevant information in our possession to the appropriate law enforcement agency.

Optional information is retained in accordance with the Records Retention Schedules promulgated by the Library of Virginia.

Under the Freedom of Information Act, any records in our possession at the time of a request for information, including the collection of logs and data of a website, may be subject to being inspected by or disclosed to members of the public for any purpose.

### **Choice to provide information**

There is no legal requirement for you to provide any information at our website. However, our website will not work without routing information and the essential technical information. Failure of your browser to provide nonessential technical information will not

prevent your use of our website but may prevent certain features from working. Failure to provide optional information may mean that the particular feature or service associated with that part of the web page ~~would~~ will not be available to you.

**Comments or review**

If you have questions about this privacy statement or the practices of this website or if you choose to review or correct any information, please contact us at **[PROVIDE CONTACT INFORMATION]**.

Adopted:

---

---

Legal Refs: Code of Virginia, 1950, as amended, § 2.2-3803(B).

Internet Privacy Guidelines (Final Draft), Virginia Department of Technology Planning.

## PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Members of the community are invited and encouraged to attend meetings of the BLANK School Board to observe its deliberations. Any citizen member of the community may address the School Board on matters related to the BLANK public schools at any regular meeting as provided in the accompanying regulation<sup>1</sup>. Persons wishing to appear before address the School Board are requested to contact the superintendent, the School Board chairman or their designee for placement on the agenda.

The chairman is responsible for the orderly conduct of the meeting and shall rules on such matters as the appropriateness of the subject being presented and length of time for such presentation. No one will be allowed to make additional presentations until everyone who wishes to speak has an opportunity to make an initial presentation.

A reasonable period of time, as determined by the School Board, will be allocated at each regular meeting for citizens community members to present matters of concern.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-253.13:7.C.4.

Cross Ref.: BDDE Rules of Order

---

**FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL VERSION OF THE POLICY.**

<sup>1</sup>The regulation should address matters such as the amount of time available for speakers and placement of public comment on the agenda.

## PUBLIC CONDUCT ON SCHOOL PROPERTY

All visitors shall-must register at the school office on arrival.

No one may possess or consume any alcoholic beverage in or on the grounds of any public school during school hours or school or student activities. In addition, no one may consume, and no organization shall serve, any alcoholic beverage in or on the grounds of any public school after school hours or school or student activities, except for religious congregations using wine for sacramental purposes only.

In accordance with Policy KGC Tobacco Use on School Premises, smoking is not permitted in schools or school vehicles.

Any person found to be engaged in or advocating illegal activity while on school property, including school buses, shall be reported by the principal to the local law enforcement authorities.

Any person who willfully and maliciously damages, destroys or defaces any school district building, or damages or removes any school property from a school building, will be required to compensate the school division and may be prosecuted.

Any person who willfully interrupts or disturbs the operation of any school or, being intoxicated, disturbs the same, whether willfully or not, may be ejected and/or prosecuted.

Adopted:

---

---

Legal Refs.: 20 U.S.C. §§ 6083, 7183.

Code of Virginia, 1950, as amended, §§ 4.1-309, 18.2-415, 18.2-128, 18.2-138, 22.1-78.

Cross Refs: ECAB           Vandalism  
GBEC/JFCH Tobacco-Free School for Staff and Students  
KGC            Tobacco Use on School Premises  
KK             School Visitors  
KN            Sex Offender Registry  
KNA            Violent Sex Offenders on School Property

## ADVERTISING IN THE SCHOOLS

Individual schools may not endorse or imply endorsement of any product. All requests for endorsement should be directed to the superintendent or his/her designee superintendent's designee.

~~In order to solicit advertisements from merchants and business establishments for school publications, school~~ School organizations must secure approval from the principal before soliciting advertisements for school publications. If there is need for policy clarification, the principal shall consult with the superintendent.

Commercial establishments whose primary source of revenue is the sale of intoxicants may not advertise in school publications.

Neither the facilities, nor the staff, nor the students of any school may be used in any manner for advertising or otherwise promoting the interests of any commercial or other non-school organization.

Adopted:

---

---

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

Cross Refs.:	DJG	Vendor Relations
	<u>JP</u>	<u>Student Publications</u>
	KF	Distribution of Information/Materials
	KGA	Sales and Solicitations in Schools
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships



PUBLIC COMPLAINTS

A complaint Complaints involving a particular school ~~shall be~~ are handled within the school through the established channel of responsibility. If the complaint cannot be resolved at the level of the principal, it ~~shall be~~ is referred to the superintendent or ~~his/her~~ superintendent's designee. If the central office staff and complainant cannot reach a satisfactory solution, the matter may, at the School Board's discretion, be heard at a regular board meeting.

Any parent, custodian, or legal guardian of a pupil attending the BLANK public schools who is aggrieved by an action of the School Board may, within thirty days after such action, petition the local circuit court to review the action of the School Board. The court will sustain the action of the School Board unless the School Board exceeded its authority, acted arbitrarily or capriciously or abused its discretion.

Adopted:

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-87, 22.1-253.13:7.

Cross Refs.:	GB	Equal Employment Opportunity/Nondiscrimination
	GBA/JFHA	<u>Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion Prohibition Against Harassment and Retaliation</u>
	GBLA	Third Party Complaints Against Employees
	JB	Equal Educational Opportunities/Nondiscrimination

## PUBLIC COMPLAINTS ABOUT LEARNING RESOURCES

If there are objections concerning learning resources, the The procedure for filing a complaint will be concerning learning resources is as follows:

1. The complaint should be filed in writing with the principal on the "Request for Reconsideration of Learning Resources" form KLB-E. This form may be obtained from the principal or the central office.
2. A review committee consisting of the principal, the library media specialist, the classroom teacher (if involved), a parent and/or student and the complainant will convene.

The responsibilities of the committee will be are to:

- a. read, view or listen to the challenged material;
  - b. read several reviews, if available;
  - c. check standard selection aids;
  - d. talk with persons who may be knowledgeable about the material in question and similar material;
  - e. discuss the material;
  - f. make a decision to recommend retaining or withdrawing the material;
  - g. file the recommendation of the committee with the principal and the superintendent or his/her superintendent's designee;
  - h. notify the complainant of its recommendation and the disposition of the challenged material.
3. The complainant may appeal the decision, ~~in turn,~~ to the superintendent or his/her superintendent's designee and, then, to the School Board.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-253.13:7.C.2.

~~8 VAC 20-170-10.~~ 8 VAC 20-720-160.

Cross Refs.:	IIA	Instructional Materials
	IGAH	Family Life Education
	INB	Teaching About Controversial Issues
	KL	Public Complaints
	KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

**BATH COUNTY SCHOOL DIVISION  
REQUEST FOR RECONSIDERATION OF LEARNING RESOURCES**

Request By	_____
Representing	Myself _____
	Organization or Group (please identify) _____
Address	_____
	E-mail address _____
Telephone	_____
How do you prefer to be contacted?	_____
Title or Description of Item	_____
Author or Editor	_____
Type of Material (book / film / record / speaker / software / other (specify))	_____

1. Did you examine, review, or listen to this learning resource or presentation in its entirety?  
 YES                       NO
  
2. Have you discussed this material with school staff who ordered it or who use it?  
 YES                       NO
  
3. Are you aware of evaluations of this material by professional critics?  
 YES                       NO  
  
If no, would you be interested in receiving this information?  
 YES                       NO
  
4. Describe what prompted your concern about the material. Please cite page numbers and/or specific information from the material to support your concerns (attach additional material, if necessary).

5. Does the general purpose for the use of the material, as described by the school staff or in the Bath County School Division's program objectives, seem a suitable one for you?  
 YES                       NO

If not, please explain (attach additional material, if necessary)

6. What action[s] would you like to see the school take regarding this material?

Do not assign it to my child               The school should reevaluate the material

Other—Explain: \_\_\_\_\_  
\_\_\_\_\_

7. Are there other materials of the same subject and format that you would suggest for consideration in place of this material?       YES               NO

If yes, please identify your suggestions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RETURN COMPLETED FORM TO SCHOOL PRINCIPAL**

## RELATIONS WITH COMMUNITY ORGANIZATIONS

The Schools shall cooperate with other governmental organizations and non-profit and non-partisan agencies, such as social services, recreation, health, safety, fire, civil defense, and law enforcement agencies, in promoting the general public interest and the educational welfare of the students.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Ref: KF Distribution of Information/Materials

RELATIONS WITH PARENT ORGANIZATIONS

The BLANK School Board encourages the establishment of parent-teacher organizations that seek to advance programs that improve educational opportunities for all students consistent with state statutes and federal law. The School Board recommends requests that parent-teacher organizations maintain a close liaison relationship with the Board, administration, and staff, and that they plan their actions in accordance with established consider School Board and school policies when planning activities.

Adopted:

---

---

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-253.13:7.C.4.

Cross Refs.: IGBC Parental Involvement  
KF Distribution of Information/Materials  
KM Relations with Community Organizations

## COMMERCIAL, PROMOTIONAL AND CORPORATE SPONSORSHIPS AND PARTNERSHIPS

### Generally

The BLANK School Board recognizes that corporate and other private sponsorship of programs and activities related to education can provide valuable enhancement of the educational program offered by the Division Board. For that reason, the BLANK School Board may enter into commercial, promotional and corporate sponsorship and partnership arrangements under certain conditions.

### Definitions

An “educational partnership” is a mutually beneficial, co-operative relationship in which partners share values, objectives and/or human or financial resources to enhance learning for students.

An “educational sponsorship” is an arrangement pursuant to which the sponsor provides money, price reductions, equipment, materials, services or other benefits in exchange for recognition of its products or entity for a specified period of time.

### Authority to Enter into Agreements

On behalf of the School Board, principals may enter into sponsorships and partnerships for their schools when the sponsorship or partnership does not extend beyond a single school year or exceed \$5,000 in value to the school.

On behalf of the School Board, the superintendent may enter into sponsorships and partnerships which will benefit more than one school or the division as a whole. The superintendent may also enter into sponsorships and partnerships when the sponsorship or partnership extends beyond a single school year or exceeds \$5,000 in value to the school.

The School Board may create a Sponsorship Review Committee to approve any sponsorship or partnership which the Board determines should be considered by the Committee. The School Board shall establish criteria identifying proposed sponsorships and partnerships which must be approved by the Committee rather than by a principal or the superintendent. If the Committee’s decision regarding the proposed sponsorship or partnership is not unanimous, the decision may be appealed to the School Board by either the potential sponsor or partner or by a member of the Sponsorship Review Committee.

### Requirements

Any agreement to enter into an educational sponsorship or educational partnership will be in writing.

The written agreement shall include:

- A statement of the educational purpose for the relationship.

- A statement that the School Board has the right to terminate the agreement without penalty if it determines that the agreement is having an adverse impact on the educational experience of students.
- A statement that if an agreement is terminated because of an adverse impact on the educational experience of students, no other agreement for an educational partnership or sponsorship will be entered into between the School Board and the partner or sponsor whose agreement has been terminated for a specified period of time.
- A statement detailing the specific benefits to the school or school division from the agreement.
- A statement clearly defining the roles, expectations, rights, and responsibilities of all parties to the agreement. This statement shall include a statement of whether the agreement permits the sponsor or partner to advertise in connection with the agreement and, if so, the extent of such advertising.
- A statement clearly defining whether the agreement creates any exclusive rights for the sponsor or partner and, if such rights are created, clearly defining those rights. If no exclusive rights are created, the agreement shall include a statement that the existence of the sponsorship or partnership will not limit the discretion of the School Board or its personnel in the use of sponsored or nonsponsored materials.
- The duration of the agreement.
- A statement that the school or School Board retains the exclusive right to authorize the use of its name, logo, or other similar information.
- A statement that the school or School Board must approve its identification as a partner or co-sponsor in all publicity materials.
- A statement of the monetary value to be received by the school or school division pursuant to the agreement.
- A statement defining how the benefits arising from agreement will be distributed.
- A statement of the basis on which students will be permitted to participate in the program or otherwise benefit from the agreement.
- A statement that the sponsor or partner assumes the responsibility for obtaining the consent of any student or School Board employee whose likeness may appear in any materials disseminated by the partner or sponsor.
- A statement disclosing any relationship between the sponsor or partner, or any of its employees or major stockholders, and any student, School Board employee, School Board member, or the superintendent.
- A statement that all partnerships and sponsorships will be consistent with all federal and state laws, local ordinances and School Board policies and regulations and with all preexisting School Board contracts. If the terms of the partnership or sponsorship agreement establish that the employees, contractors or others acting on behalf of the partner or sponsor will have direct contact with students on school property during regular school hours



or during school-sponsored activities, the School Board will require the partner or sponsor to provide certification that all such persons have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

- A statement that no partnership or sponsorship shall exploit any student or School Board employee.
- A statement that no sponsor or partner shall be permitted to collect personal information, including names, addresses or telephone numbers of students or School Board employees because of the partnership or sponsorship.
- A statement that any curriculum materials provided pursuant to the agreement will be held to the same standards as other curriculum materials.
- A statement that any participation by any student or School Board employee in any activity established pursuant to the agreement will be purely voluntary. If a student or School Board employee wants to participate in any sponsored or partnered activity but objects to using the materials provided by the sponsor or partner, the sponsor or partner must supply substantially similar materials to which the student does not object for that student to use in the activity. If a student objects to using materials provided by the sponsor or partner, the School Board employee in charge of the activity shall provide for a means by which the student's objections are made known to other students involved in the activity and by which those objections are discussed in an educational manner.

#### Prohibitions

No agreement shall be entered into if the sponsorship or partnership involves or gives the appearance of involving any activity which could result in the following:

- promotion of hostility or violence;
- an attack on ethnic, racial, or religious groups;
- discrimination prohibited by any law or School Board policy;
- promotion of the use of drugs, alcohol, tobacco or firearms;
- promotion of sexual, obscene or pornographic activities; or
- promotion of any image that is not in keeping with the established goals and purposes of the School Board.

Adopted:

---

---

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-89.4, 22.1-296.1.

Cross Refs.: DJF Purchasing Procedures  
DJG Vendor Relations  
DO Non-Locally Funded Programs

IIAA	Textbook Selection, Adoption, and Purchase
IIAB	Supplementary Materials Selection and Adoption
IICB/IICC	Community Resource Persons/School Volunteers
JFCB	Sportsmanship, Ethics and Integrity
JHCF	Student Wellness
JL	Fund Raising and Solicitation
KA	Goals for School-Community Relations
KH	Public Gifts to the School
KLB	Public Complaints about Learning Resources
KM	Relations with Community Organizations