

**Section VI – AUXILIARY SERVICES**  
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## **SECTION VI– Auxiliary**

### **ARTICLE I**

#### **POLICY 6-1.1 Purpose**

The School Board of the City of Richmond (the “School Board”) considers the non-instructional or ‘auxiliary services’ of the Richmond Public Schools (“RPS”) to be an important component of the educational process and therefore expects this segment of the administration to operate and maintain the school physical plant and equipment in such a way as to achieve the following objectives: high standards of safety, health conditions for pupils and staff, surroundings requisite to a sound educational climate, and an environment reflecting the moral and cultural aspirations of the Richmond community at its best. The auxiliary services, therefore, will be designed to complement the instructional program. The School Board expects all support services to be consistent with and responsive to the goals and needs of the school division.

To fulfill this function, the School Board intends to:

1. ensure the proper operation, management and maintenance of school buildings, grounds, vehicles, equipment, and services;
2. establish an effective and economical maintenance program, including preventive maintenance of school property, vehicles, buildings, and equipment;
3. set high standards of safety;
4. promote the health and well-being of pupils staff and patrons; and
5. establish efficient procedures for the management of the food service program.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-79(3), 22.1-89.1, 22.1-253.13:2(O); Virginia Administrative code, 8 VAC 20-131-260

Adopted April 11, 2011

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## ARTICLE II

### 6-2.1 SAFETY OF SCHOOL FACILITIES

#### Generally

Providing safety measures against the hazards of fire, inclement weather and accidents is the responsibility of each RPS principal and each School Board employee. The division superintendent and principals shall enforce safety measures mandated by all applicable law and School Board policies.

#### Inspections

The principal and/or head custodian of each school shall make at minimum one inspection per month of fire escapes, emergency exits, playgrounds, playground equipment and any other areas critical to the safety of pupils and staff. The principal, the custodian and/or plant supervisor shall also inspect daily for plant cleanliness. The principal or head custodian of each school shall annually inspect fire extinguishers and tag them once inspected. Principals shall notify the division superintendent when fire extinguishers have been discharged.

#### Reporting of Hazards

##### *Safety Hazards*

It is the duty and responsibility of each School Board employee to assure that all equipment and grounds are free from hazardous conditions. Any perceived hazard shall be reported immediately to the division superintendent or his/her designee for inspection and corrective action.

#### Chemicals and Hazardous Materials

##### *All Chemicals*

All chemicals, regulated or otherwise, shall be managed safely during all phases of activities.

##### *Known Hazardous Materials*

The division superintendent or his/her designee shall approve and issue regulations to ensure that School Board employees are made aware of hazardous chemicals either used in their job or stored near their job site and shall name a designee to evaluate and label the toxicity of all materials used in the division in accordance with criteria established by the Virginia Department of Education and state and federal laws and/or regulations.

##### *Handling*

Precautions (i.e., pupil instructions, employee training, and supervision) shall be taken to maximize safety in the handling of hazardous materials. Instruction and training are crucial to ensuring that hazardous materials are properly managed during handling. Only properly instructed pupils and trained employees will be authorized to handle hazardous materials. The central administration shall develop and provide all appropriate training for the handling of hazardous materials.

### ***Material Safety Data Sheets***

Each school principal or his/her designee shall maintain material safety data sheets (“MSDS”) as required by all applicable laws in a central location.

### ***Pesticides***

The school division shall maintain documentation of any pesticide application, including the target pest, the formulation applied, and the specific location of the application.

### **Playground Safety**

The School Board, together with the school administration, shall develop procedures requiring schools to have playground supervision plans and curricula for training playground supervisors. The School Board shall also require consistent supervisor/pupil ratios and clear playground emergency procedures. Each school shall submit reports on procedures developed pursuant to this policy to the division superintendent or his/her designee by July 31<sup>st</sup> of each year.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-132.2, 22.1-137, 22.1-253.12:2(O), 22.1-272.1, 22.1-274.1, 22.1-279.8; Virginia Administrative Code, 8 VAC 20-131-260, 8 VAC 20-530-20, 8 VAC 20-530-30, 8 VAC 20-530-60

Adopted April 11, 2011

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## **POLICY 6-2.2            SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLANS**

### **Generally**

The School Board is committed to providing a safe and secure learning and working environment for all students and staff. To fulfill that commitment to safety, the division superintendent or his/her designee shall develop and implement a comprehensive school crisis, emergency management, and medical emergency response plan which will comply with and enforce all applicable state and federal laws, rules and regulations.

### **Emergency Response Plans**

#### ***Development of Plans***

The division superintendent or his/her designee shall ensure that every school within the division develops a written school crisis, emergency management, and medical emergency response plan as required by law. A copy of plans developed pursuant to this policy shall be provided 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 Assistant Superintendent for Support Services as the division's emergency manager.

The development of a medical emergency response plan should be created in coordination with local emergency medical services providers. The medical emergency response plan shall detail the training of school personnel and students to respond to a life-threatening emergency and the equipment required for this emergency response. The medical emergency response plan must require select staff to be trained in Cardiopulmonary Resuscitation, the Heimlich maneuver, emergency first aid, and the proper use of an automated external defibrillator (AED) where available. Any individual rendering emergency care pursuant to the medical response plan will not be liable for ordinary negligence in acts or omissions on the part of such employee while engaged in such acts of emergency care to the extent prescribed by applicable law.

### ***Components of Response Plans***

The written school crisis, emergency management, and medical emergency response plan shall include the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including the following:

1. natural disasters, including fire, flood, tornados or other severe weather;
2. loss or disruption of power, water, communications, or shelter;
3. bus or other accidents;
4. medical emergencies, including cardiac arrest and other life threatening medical emergencies;
5. student or staff member deaths;
6. explosions;
7. bomb threats;
8. gun, knife, or other weapon threats;
9. spills or exposures to hazardous substances;
10. the presence of unauthorized persons or trespassers;
11. the loss, disappearance, or kidnapping of a student;
12. hostage situations;
13. violent, disruptive or illegal activities on school property or at school activities;
14. incidents involving acts of terrorism;
15. other incidents posing a serious threat of harm to students, personnel, or facilities;
16. imminent risk of suicide by students; and
17. safe procedures to follow for the evacuation of people with special physical, medical, or language needs who may need assistance to exit a facility.

### ***Review of Emergency Plans***

The School Board shall annually review the written school crisis, emergency management, and medical emergency response plans. The School Board shall have the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided by the Virginia Freedom of Information Act, Virginia Code Section 2.2-3705.2. The division superintendent shall certify this review in writing to the Virginia Center on School Safety no later than August 31 of each year.

## **Crisis Communication Plan**

The division superintendent or his/her designee shall ensure the development of a crisis communication plan to ensure effective communication during a crisis. The following elements shall be included in each school's written safety and crisis management plan:

1. a process by which employees can notify the principal or other administrator of an existing emergency;
2. a process by which the principal or other administrator can notify the school community of an existing emergency and of immediate action to be taken, if any;
3. designation of a person(s) to handle immediate emergency tasks, including calling 911 and disabling school bells; and
4. protocol for notifying persons outside the school of an existing emergency and for fielding incoming inquiries and visits during and following an emergency.

## **School Safety Audits**

The School Board shall require all schools under its supervisory control to conduct annual school safety audits which shall (i) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Each school safety audit shall review and evaluate all items on the walk-through checklist compiled by the Virginia Center for School and Campus Safety. The results of such school safety audits shall be made public within 90 days of completion.

The division superintendent or his/her designee shall maintain a list of schools that have completed the safety audit pursuant to this policy. Each school shall maintain a copy of its school safety audit within the office of the school principal and shall make a copy available for review upon written request. Additionally, each school shall submit a copy of its school safety audit to the division superintendent or his/her designee, who shall collate and submit all such school safety audits 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 School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided by § 2.2-3705.2 (7) of the Code of Virginia.

The division superintendent shall establish a school safety audit committee to include, if available, representatives, parents, teachers, local law enforcement, emergency services agencies, local community services boards, and judicial and public safety personnel. The school safety audit committee shall review the completed school safety audits and submit any plans, as needed for improving school safety to the division superintendent for submission to the School Board.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8; Virginia Administrative Code, 8 VAC 20-131-260

Adopted April 11, 2011

Revised July 15, 2013

Revised June 16, 2014

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### **POLICY 6-2.3                   MANAGEMENT OF BUILDING AND GROUNDS**

The School Board properties shall be maintained in good physical conditions; safe, clean, sanitary, comfortable, and convenient. The division superintendent assumes the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and recommending to the School Board the employment of personnel as may be necessary to discharge this responsibility. At the building level, the principal is responsible for overseeing the operation and maintenance of the school plant and for the proper care of school property by the staff, pupils, and patrons.

**LEGAL REFERENCE:**       Code of Virginia, 1950, as amended, §§22.1-70, 22.1-79(3), 22.1-293(D); Virginia Administrative code, 8 VAC 20-131-260(A)

Adopted April 11, 2011

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### **POLICY 6-2.4                   MAINTENANCE OF SCHOOL FACILITIES**

#### **Generally**

To meet its responsibility of properly maintaining all school buildings at maximum efficiency, the School Board directs that all buildings be regularly inspected by local health and fire departments and any necessary repairs and maintenance completed. Each inspection shall generate a report including major and minor maintenance items for care of the building and grounds.

#### **Maintenance Requirements**

Each school building shall be maintained in a manner ensuring compliance with the Virginia Statewide Building Code. Further, school administration shall:

1. maintain a physical plant that is accessible, barrier free, safe, and clean;
2. provide for the proper outdoor display of flags of the United States and the Commonwealth of Virginia;
3. provide suitable space for classrooms, administrative staff, pupil personnel services, library and media services, and for the needs and safety of physical education;
4. provide adequate, safe, and properly equipped laboratories to meet the needs of instruction in the sciences, technology, fine arts, and career and technical programs;
5. provide facilities for the adequate and safe administration and storage of pupil medications; and
6. equip all exit doors with panic hardware as required by the Virginia Statewide Building Code.

#### **Maintenance Record-Keeping**

Each school shall maintain records of regular maintenance, safety, health, and fire inspections that have been conducted and certified by local health and fire departments.

#### **Vandalism**

The School Board urges staff, pupils 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 for such acts to the appropriate authorities. Each person causing damage shall be required to reimburse the School Board for any actual breakage or destruction of property as permitted by applicable law. Any pupil who

vandalizes School Board property shall be subject to disciplinary action as prescribed in the Student Code of Conduct.

### **Equipment**

The division superintendent or his/her designee shall develop procedures for providing routine maintenance and repair of School Board equipment. Such maintenance and repair generally shall be performed by School Board employees. Plant Services may employ outside consultants and contractors for repair or maintenance of equipment for which the school division has not qualified personnel and in those circumstances in which it is more economical to employ outside consultants. Building principals shall be responsible for the inspection of equipment in their buildings and for reporting the results to plant Services. All School Board equipment shall be placed on a replacement schedule and the division superintendent shall include in the recommended budget funds to maintain the replacement schedule.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§8.01-43, 22.1-79(3), 22.1-293(B) and (D), Virginia Administrative Code, 8 VAC 20-131-260, 13 VAC 5-63

Adopted April 11, 2011

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## **POLICY 6-2.5 SECURITY OF BUILDINGS AND GROUNDS**

The division superintendent and building principals or their designees shall be responsible for seeing that RPS facilities are secure when schools are not in operations. This shall include a system of key distribution, and may include employee identification badges.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70, 22.1-293

Adopted April 11, 2011

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## **POLICY 6-2.6 ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

### **Generally**

The School Board shall ensure that RPS facilities are made accessible to persons with disabilities in accordance with all applicable state and federal laws.

### **New Facilities**

Plans for new buildings, renovations, and/or alterations of existing buildings will offer such designs and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to persons with disabilities. The School Board shall require that construction plans for new buildings and renovations or alterations to existing buildings meet accessibility standards as required by applicable law.

### **Elevators and Lifts**

The School Board of the City of Richmond supports the view that persons with disabilities have equal access to all programs, services, and activities within Richmond City Public Schools. To that end, elevators and lifts within school buildings have been constructed to facilitate that goal. The following policy is applicable to all schools having elevators and lifts.

1. Elevators and lifts are to be fully operable and unlocked during normal hours of operation of the facility and during all public functions.
2. (Applicable to Elevators only) Where warranted by documented incidents of abuse as related to the use of the elevator, the school principal has discretion to implement a system for use of the elevator with a key, which is to be readily accessible whenever the building is in use. The division superintendent shall establish procedures for the use of keys to access elevators within a Richmond Public Schools building.
3. Richmond Public Schools is committed to repairing any deficiencies related to elevators/lifts, including equipment malfunctions expeditiously. Whenever the elevator/lift within the school is inoperable, the school shall have alternative measures in place to ensure that access to services, programs and activities is not interrupted.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-79(7); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.; Americans with Disabilities Act of 1990, 42 U.S.C. §12101, et seq.

Adopted April 11, 2011

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#### **POLICY 6-2.7 CONSERVATION OF RESOURCES**

The increasing demand for world-wide natural and man-made resources is a matter of concern to the School Board. In light of the shortages of certain vital resources, the division superintendent or his/her designee may develop appropriate regulations for a division-wide recycling program, the conservation of natural gas, water, electricity, gasoline, and other petroleum resources and general resources such as paper products.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§22.1-70

Adopted April 11, 2011

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#### **POLICY 6-2.8 SCHOOL CLOSINGS**

The division superintendent or his/her designee may order the closing, the delay in opening, or the early dismissal of any or all Richmond Public Schools due to severe weather conditions or other emergency situations in order to protect the safety and welfare of pupils, staff, and patrons. Unless School Board employees are notified that their work schedule is changed due to severe weather conditions or other emergency situations, all School Board employees shall work according to the terms of their contract.

#### **Medium for School Closing Announcements**

In the case of closings, delays in opening or the early dismissal or any or all Richmond Public Schools due to severe weather conditions or other emergency situations, the following mediums are utilized for announcements detailing the scheduling status for RPS:

RPS Website  
Parent Link

Television Stations  
WTVR Channel 6  
WRIC Channel 8  
WWBT Channel 12

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78

Adopted April 11, 2011

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**POLICY 6-2.9 NAMING SCHOOL FACILITIES AND DEDICATING AREAS OF SCHOOL FACILITIES OR GROUNDS**

**Generally**

It shall be the responsibility of the School Board of the City of Richmond to select names for all school facilities and to authorize the permanent dedication or naming of areas of school facilities or grounds to honor individuals. In fulfilling this responsibility, the School Board shall make every effort to respect the preference of the community; however, final decisions on the naming of school facilities and the dedication of areas of school facilities or grounds shall rest entirely with the School Board.

**Naming or Renaming School Facilities**

The process for naming or renaming schools shall be open and provide for maximum input from the community. As soon as feasible after the construction of a new school is approved and funded, the School Board shall solicit proposed names for the school from the public. Upon the School Board's decision to name or rename a school, the name shall not be changed for thirty (30) years thereafter.

Naming or Renaming Factors

Factors to be considered when naming or renaming a school include, but are not limited to:

1. the geographic location of the building;
2. the physical features of the community; and
3. the desire to honor particular individuals.

Process for Receiving Suggested Names from the Public

Public notice of the School Board's intention to name or rename a school shall be given during a formal meeting of the School Board. Where feasible, letters and other public announcements shall be used to apprise the public of the School Board's request for suggested names.

The public announcement of the School Board's intention to name or rename a school shall be followed by a public comment period of at least one month. During the public comment period, individuals may submit suggested names to the School Board for consideration. Names of deceased or retired individuals who have made an exceptional or outstanding contribution to Richmond Public Schools may be proposed. Names of persons actively serving the school division shall not be considered. All recommendations shall be submitted in writing and must state the reasons for the recommendation. Recommendations that a school be named or renamed for an individual must be accompanied by the individual's resume and five (5) letters of support from a broad range of community members.

During the public comment period, the School Board shall hold a minimum of two (2) public hearings within the community where the school is or will be located to allow the public to propose names for the school. All names suggested at the public hearing, along with the reasons for the recommendation, shall be reduced to writing and considered by the School Board.

Recommendations received after the close of the public comment period or which do not provide supporting documentation will not be considered by the School Board.

### **Dedicating Areas of School Facilities or Grounds**

The School Board acknowledges that the community may want to recognize exceptional or outstanding contributions to a school or the school division by providing for the permanent dedication or naming of appropriate areas of a school facility, including classrooms, media center, athletic fields, conference rooms, common areas and gymnasium, in honor of individuals, private entities or corporate entities. Names of deceased or retired individuals who have made an exceptional or outstanding contribution to Richmond Public Schools may be proposed. Names of persons actively serving the school division shall not be considered.

#### Process for Receiving Suggested Names from the Public

Individuals or groups that wish to initiate a request to name an area of a school facility or grounds for an individual, private entity or corporate entity may submit such a request to the School Board. All requests shall be submitted in writing and must state the reasons for the recommendation. Requests to name areas of school facilities or grounds for an individual, private entity or corporate entity must be accompanied by the individual's or group's resume, four (4) letters of support from a broad range of community members, and one (1) letter of support from the building principal of the affected school.

The School Board shall consider approval of requests submitted in accordance with this policy along with a formal resolution authorizing the requested naming during its formal meeting. Requests to name an area of a school facility or grounds for an individual, private entity or corporate entity may be submitted, according to the foregoing procedure, at any time. Formal School Board approval must precede any arrangements for dedication ceremonies.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, § 22.1-78

Adopted April 11, 2011  
Revised August 19, 2013

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### **POLICY 6-2.10 RETIREMENT OF FACILITIES**

Declining enrollment, inadequate funding, or other reasons may require the School Board to close schools and other facilities. The division superintendent shall recommend to the School Board which school and/or facility shall be closed. In making a recommendation regarding the closing of schools, the division superintendent shall consider, among other things, the following:

Educational flexibility: Which school building is least adaptable for housing a modern and flexible educational program:

Site: Which school site is least adequate for continued use as an educational center?

Cost: Which school building represents the highest cost in terms of upkeep and maintenance?

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-136

Adopted April 11, 2011

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**POLICY 6-2.11 SCHOOL SAFETY – THREAT ASSESSMENTS**

The division superintendent shall establish, for each school, a threat assessment team that shall include persons with expertise in counseling, instruction, school administration, and law enforcement. Threat assessment teams may be established to serve one or more schools as determined by the division superintendent. The teams will assess and intervene with students 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 shall (i) 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; (ii) identify members of the school community to whom threatening behavior should be reported; and (iii) implement policies adopted by the School Board pursuant to this policy.

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 division superintendent or his/her designee. The division superintendent or his/her designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this subsection shall preclude school division personnel from acting immediately to address an imminent threat.

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

The division superintendent may establish a committee charged with oversight of the threat assessment teams operating within the division, which may be an existing committee established by the division. If such a committee is established, it will include individuals with expertise in human resources, education, school administration, mental health, and law enforcement.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§9.1-184, 16.1-301, and 22.1-79.4.

Adopted July 15, 2013

Revised/Adopted June 16, 2014

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**POLICY 6-2.12      SAFETY DRILLS**

**Fire Drills**

As required by applicable law, every school within the division shall conduct a fire drill at least once per week every week during the first twenty days of school and more often if necessary in order that pupils may be thoroughly practiced in such drills. During the remainder of the school sessions, fire drills shall be held at least monthly. No fire or evacuation drills shall be conducted during periods of mandatory testing required by the Virginia Board of Education.

**Tornado Drills**

As required by applicable law, every school within the division shall conduct at least one tornado drill every school year.

**Lock-Down Drill**

As required by applicable law, every school within the division shall conduct at least two (2) simulated lock-down drills each school year, one in September and one in January. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code.

**Emergency Evacuation Drills**

As required by applicable law, every school within the division shall conduct one simulated emergency evacuation activity early in the school year.

**False Fire Alarms**

The reporting of false fire alarms creates a disruptive and potentially dangerous interruption to normal school operation and to the physical and emotional well being of pupils and employees. In addition to any disciplinary action taken pursuant to the Standards of Student Conduct, any pupil who calls or summons the Fire Department to a school building or school property or maliciously activates a school fire alarm shall be required to attend and successfully complete a juvenile fire setters counseling program conducted with the assistance of a school psychologist and/or social worker.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-137, 22.1-137.1, 22.1-137.2.

Adopted June 16, 2014

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### **ARTICLE III**

#### **POLICY 6-3.1            EQUIPMENT, SUPPLIES, AND TEXTBOOKS**

Each Richmond Public School is to report any surplus equipment, supplies, and textbooks to the Division of Purchasing in order that these items may be warehoused, refurbished if necessary, and redistributed to other schools or offices within the division.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-129

Adopted April 11, 2011

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#### **POLICY 6-3.2            FOOD ITEMS**

At the close of the school year, the Director of Food Services is responsible for a physical inventory of surplus food items. The Director of Food Services will coordinate the disposal of surplus food items with the Division of Purchasing.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §22.1-78

Adopted April 11, 2011

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## ARTICLE IV

### POLICY 6-4.1 MOTOR VEHICLES

#### Generally

The School Board may own and maintain a number of vehicles for employee use where the nature of the position, the transportation requirements, and the economics warrant such.

#### Definition of “School Board Vehicle”

“School Board vehicle” means any vehicle owned by RPS, or any vehicle owned by the City of Richmond and assigned to RPS for its use.

#### Use of School Board Vehicles

School Board vehicles shall be used by employees solely to conduct the official business of RPS. All School Board vehicles shall be operated in a safe, courteous, and lawful manner. Personal use of a School Board vehicle is prohibited. The division superintendent or his/her designee shall establish regulations to govern the use of School Board vehicles in an efficient manner, to insure that essential transportation for the conduct of School Board business is provided at a reasonable cost, and to recognize the need to conserve energy resources. The assignment of School Board vehicles shall be at the discretion of the division superintendent or his/her designee. An individual approved to use a school board vehicle to conduct school board business will not be entitled to reimbursement for mileage expended for such travel.

#### Bi-Annual Report to the School Board

The Chief Operating Officer shall prepare and forward to the School Board, on a bi-annual basis, a report on the number and type of School Board vehicles used within the school division. The bi-annual reports shall be reviewed by the division superintendent and the School Board.

#### *“Authorization to Use School Board Vehicle” Form*

Any employee who desires to use a School Board vehicle must complete and sign an “Authorization to Use School Board Vehicle” form and obtain the approval signature of his/her Department Director. The form shall include, among other pertinent information, the purpose of the employee’s use and the School Board vehicle’s odometer reading both before and after the employee’s use.

The Chief Operating Officer shall maintain the completed “Authorization to Use School Board Vehicle” forms and forward copies of such forms to the division superintendent or his/her designee for review on a regular basis.

#### *Department Director Responsibility*

The Department Director shall deny any proposed use of a School Board vehicle by an employee that is in violation of this policy. Employees who violate this policy shall be subject to discipline, up to and including termination. In addition to any discipline imposed, the employee shall be required to reimburse the school division for such improper use by paying mileage at the IRS mileage reimbursement rate at the time of such use.

## **Travel Area**

School Board vehicles are provided for use within the corporate limits of the City of Richmond. Any employee who drives beyond the City's corporate limits must have the prior written permission of the Chief Operating Officer. The employee shall also indicate his/her intention to drive outside the City's corporate limits and the intended destination on the "Authorization to Use School Board Vehicle" form.

## **Overnight Possession of School Board Vehicles**

No School Board vehicle may be parked overnight at an employee's personal residence without the prior written permission of the Chief Operating Officer. Such permission shall state clearly the justification for possessing the School Board vehicle overnight. In the rare instance when an employee is permitted to possess a School Board vehicle overnight, such employee shall drive only to and from work and/or the work-related destination. If an employee is authorized to drive such vehicle home, the value of this benefit shall be reported to the IRS (for tax purposes per IRS regulations).

## **Gas Purchases**

### *Local Gas Purchases*

The City of Richmond operated gas station shall be utilized for all local gas purchases. If an emergency occurs (i.e., after-hours) that requires the purchase of gas from a commercial vendor, the receipt with a written explanation of why the purchase was necessary shall be submitted to the Director of Transportation for review, and if justifiable, for reimbursement.

### *Out-of-Town Gas Purchases*

School Board employees authorized to conduct out-of-town travel and driving a School Board vehicle normally used for pupil transportation (i.e., school bus, busette, van, etc.) may be issued a School Board-sponsored gas credit card, maintained by the School Board Clerk or Chief Operating Officer, to use for out-of-town travel authorized activities on a temporary basis only for each specified trip. The use of this gas credit card shall be restricted to expenses associated with the use of the School Board vehicle and the vehicle tag number shall be printed on each receipt.

## **Vehicle Return**

Unless a School Board employee is on an approved trip outside the Richmond metropolitan area, every School Board vehicle shall be returned to the location where it is normally garaged no later than 4:00 p.m. on the day that it is checked out. If a School Board employee is on an approved trip outside the Richmond metropolitan area, he/she shall return the School Board vehicle to the location where it is normally garaged no later than 9:00 a.m. on the day following his/her return to the Richmond metropolitan area.

## **Seat Belts**

All RPS employees shall wear seat belt restraints at all times while operating School Board vehicles or while riding as passengers in such vehicles. The same applies to RPS employees operating privately owned vehicles within the scope of their employment.

Only the number of persons, including the driver, for which seat belt restraints are available, shall be permitted in the School Board vehicle (except in the case of school buses).

The driver shall not move the School Board vehicle until he/she and all passengers have properly engaged the seat belt restraints.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-79(3), 22.1-188; Virginia Administrative Code, 8 VAC 20-70-90

Adopted April 11, 2011

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## **POLICY 6-4.2 PUPIL TRANSPORTATION SERVICES**

### **Pupil Transportation**

#### *Generally*

Unless other circumstances exist, free bus transportation shall be furnished to all elementary pupils living more than one (1) mile from their School Board-established zone school, as measured by the most feasible route from home to school. Free bus transportation shall be furnished to middle and high school pupils within attendance zones established living more than one and one-half (1.5) miles from school. Where hazardous conditions warrant, the division superintendent may authorize that transportation be furnished for shorter distances than specified above. The division superintendent shall promptly inform the School Board of any such changes warranted by hazardous conditions. The division superintendent is directed to establish regulations for the implementation of this policy.

#### *Specialized Transportation*

The School Board operates and maintains specially equipped buses for pupils with disabilities who require specialized transportation. The division superintendent or his/her designee shall assume the responsibility for seeing that these buses are adequately serving pupils with disabilities. When these specially equipped buses are not provided, other means of transporting pupils with disabilities will be arranged, consistent with applicable law.

#### *Transportation to Out-of-Zone Schools*

Pupils shall not be transported to schools outside of their School Board-established zone school, except those middle and high school pupils who attend special program schools as prescribed by regulations developed by the division superintendent.

### **Buses**

School buses shall be purchased, operated and maintained by and under the direction of the School Board for the transportation of eligible pupils between designated pick-up points and the school to which they are assigned. Transportation of pupils with disabilities will be provided consistent with applicable law.

School buses may be used for school-related and school-sponsored trips under conditions to be determined by the division superintendent.

## **Routes and Schedules**

Bus routes shall be established by the Planning Section within the Department of Pupil Transportation and approved by the division superintendent. Routes shall be scheduled only over such roads and streets that are properly maintained and safe for bus travel. Bus stops for loading and unloading of pupils shall be established at designated areas to assure the maximum safety of the pupils.

## **Inclement Weather**

In anticipation of inclement weather, the Director of Transportation and others designated by him/her may take home a bus or other School Board vehicle. Such employees will assess the road conditions and report their findings to the Director of Transportation, who will determine if a delay in opening or a school closing is necessary. The Director of Transportation will report the determination of need for a delay in opening or closing of the schools to the division superintendent based upon the assessment of road conditions.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-176, 22.1-177, 22.1-221, 46.2-918, 46.2-1089 through 46.2-1090.1; Virginia Administrative Code, 8 VAC 20-70-10, 8 VAC 20-70-20, 8 VAC 20-70-80, 8 VAC 20-70-1308 VAC 20-70-150, 8 VAC 20-70-160; Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400, et seq.; Americans with Disabilities Act, 42 U.S.C. §§ 12101, et seq.

Adopted April 11, 2011

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## **POLICY 6-4.3 SCHOOL BUS SAFETY PROGRAM**

All school buses and other School Board vehicles shall be inspected for safety in accordance with involved, must be reported to the division superintendent or his/her designee.

The School Board values the safety of pupils and staff members on school buses. All necessary measures to ensure the safety of pupils and staff members on school buses shall be employed. The division superintendent or his/her designee shall develop regulations to this effect.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-181; Virginia Administrative Code, 8 VAC 20-70-20, 8 VAC 20-70-130, 8 VAC 20-70-140

Adopted April 11, 2011

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## **POLICY 6-4.4 PUPIL CONDUCT ON SCHOOL BUSES**

To the extent permitted by law, each Richmond Public Schools building principal shall have the authority to suspend the riding privileges of pupils and/or take other disciplinary actions for pupils who exhibit disciplinary problems on school buses. Parent(s) (or guardian(s)) of pupils whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other pupils shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

In those instances in which pupils have riding privileges suspended, it shall be the responsibility of the parent(s) or guardian(s) of the pupil to ensure that their child/children get to and from school safely.

The school bus driver shall be responsible for maintaining the orderly behavior of pupils on school buses and shall document and report misconduct to the pupil's principal, and provide a copy of all misconduct reports to the Department of Pupil Transportation.

**LEGAL REFERENCE:** Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-181; 22.1-293; Virginia Administrative Code, 8 VAC 20-70-370

Adopted April 11, 2011

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**POLICY 6-4.5 DELIVERY SERVICE TO SCHOOLS**

The delivery service of Richmond Public Schools may be used for distributing items such as:

1. Office supplies;
2. Curriculum materials;
3. Textbooks, library books, and educational periodicals;
4. Catalogs and price lists of educational materials;
5. Audio-visual materials and equipment; and
6. ONLY such other non-profit and non-partisan information and materials as may be approved in advance by the division superintendent or his/her designee.

**LEGAL REFERENCE:** None

Adopted April 11, 2011

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**ARTICLE V**

**POLICY 6-5.1            SCHOOL LUNCH PRIVILEGES**

The school cafeterias are operated for the benefit of pupils and school personnel and are not to be in competition with commercial eating establishments. For this reason, lunch privileges may not be extended to persons who have no connection with the school. However, lunch privileges may be extended occasionally to persons connected with the schools such as parents and/or guardians, guests of school personnel, and persons who are in the school on business.

**LEGAL REFERENCE:**            Virginia Administrative Code, 8 VAC 20-290-10

Adopted April 11, 2011

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**POLICY 6-5.2            FREE AND REDUCED-PRICE MEALS**

Recognizing that an adequate food service program is essential to a pupil's growth and development and influences his/her achievement in school, and in the belief that every school-age pupil should have adequate meals, Richmond Public Schools shall provide free or reduced-price meals, which shall be served to those pupils determined to be eligible.

The School Nutrition Services department is responsible for certifying pupils as eligible for either free or reduced-price breakfasts and/or lunches to the extent that funds are available. Such certification by shall be consistent with state and federal law and regulations.

**LEGAL REFERENCE:**            Virginia Administrative Code, 8 VAC 20-290-10

Adopted April 11, 2011

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**ARTICLE VI**

**POLICY 6-6.1            IMPLEMENTATION OF THE PUBLIC-PRIVATE EDUCATION  
FACILITIES AND INFRASTRUCTURE ACT OF 2002**

The School Board of the City of Richmond, and the division superintendent or his/her designee shall implement the Public-Private Education Facilities and Infrastructure Act of 2002, as amended, through administrative procedures patterned after the Model Guidelines published from time-to-time by the Department of General Services of the Commonwealth of Virginia.

**LEGAL REFERENCE:**            Code of Virginia, 1950, as amended, §§ 56-575.1 through 56-575.18

Adopted April 11, 2011

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