

SUPPORT SERVICES

File: EA

SUPPORT SERVICES

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

Therefore, the School Board will ensure the proper operation, maintenance, and management of school buildings, grounds, vehicles, equipment, and services.

Adopted: April 3, 1998
Revised: February 19, 2004
Reviewed: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79(3),
22.1-184, 22.1- 253.13:2.

Cross References: EBA Buildings and Grounds Inspection
EC Buildings and Grounds Management and Maintenance

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SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management and medical emergency response plan as defined below. The School Board will annually review each school's plan. The School Board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va Code § 2.2-3705.2. The Department of Education and the Virginia Center for School 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 Safety.

Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The school board may withhold or limit the release of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. Each school will maintain a copy of the school's safety audit, which may exclude such security plans and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments, required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss of disruption of power, water, communications or shelter; bus or other accidents, medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both.

"School safety audit" means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the school board's standards for student conduct.

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Each school will maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:

1. equip all exit doors with panic hardware as required by the Uniform Statewide Building Code (13 VAC 5-61-10 et seq.); and
2. conduct fire drills at least once a week during the twenty days of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.

Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration will ensure that the school has:

1. written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year;
2. space for the proper care of students who become ill; and
3. a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school-sponsored activity; and
4. written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Adopted: April 3, 1998
Amended: April 15, 1999
Amended: February 19, 2004
Amended: August 16, 2007
Amended: May 15, 2008
Amended: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, §§ 2.2-3705, 22.1-279.8
Acts 2006, c. 164, 22.1-137
8 VAC 20-131-260

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Cross References.:	CLA	Reporting Acts of Violence and Substance Abuse
	EBAA	Reporting of Hazards
	EBBA	First Aid/CPR Certified Personnel
	EBCB	Fire Drills
	GBEB	Staff Weapons in School
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JHH	Suicide Prevention
	KK	School Visitors

SUPPORT SERVICES

File: EBA

BUILDINGS AND GROUNDS INSPECTION

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

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 2.2-1165, 22.1-79
(3)

8 VAC 20-131-260

SUPPORT SERVICES

File: EBAA

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to his or her supervisor, the superintendent or his/her designee.

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, section 22.1-274.1.

8 VAC 20-530-10 et seq.

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POSSIBLE EXPOSURE TO VIRAL INFECTIONS

File: EBAB

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

The Superintendent shall share these recommendations with the school employee.

The Superintendent and the school employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in section 32.1-35 et seq. of the Code of Virginia.

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

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

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

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Exceptions to the procedures for automatic consents include: 1. if the person to be tested is a minor and 2. if the person whose blood specimen is sought for testing refuses to provide such specimen. Any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the General District Court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted: February 19, 2004

Revised: May 15, 2008

Revised: June 19, 2008

Legal References: Code of Virginia, section 22.1-271.3, 32.1-45.1.

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

SUPPORT SERVICES

File: EBBA

FIRST AID/CPR CERTIFIED PERSONNEL

In each school, procedures for the handling of emergencies due to sudden illness or injury to students or employees shall be established and made known to the staff. Each school and school vehicle shall be equipped with appropriate first-aid equipment. Further medical attention to students is the responsibility of the parents or guardian, or of someone the parents or guardian designates in case of emergency.

Each principal shall ensure that staff knowledgeable in safety procedures is available. In any school building with an instructional and administrative staff of ten or more, there shall be at least two instructional or administrative employees who have received training in emergency first aid and cardiopulmonary resuscitation (CPR) within the last two years or who have current CPR certification. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

In any school building with an instructional and administrative staff of less than ten, there shall be at least one instructional or administrative employee who has received training in emergency first aid and CPR within the last two years or who has current CPR certification. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

A school nurse or other qualified staff member may administer emergency aid. When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagons. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

All employees shall be notified as to where first-aid supplies and emergency equipment are stored.

Adopted: February 19, 2004
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 22.1-253.13:2 O, 22.1-274.

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

SUPPORT SERVICES

PERSONNEL TRAINING – VIRAL INFECTIONS

File: EBBB

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

Adopted: February 19, 2004

Reviewed: May 15, 2008

Legal Reference: Code of Virginia, section 22.1-271.3.

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

SUPPORT SERVICES

FIRE AND TORNADO DRILLS

File: EBCB

File: EBCC

In every public school in Virginia, there will be a fire drill at least once every week during the first twenty school days of each school year and more often if necessary, in order that pupils may be thoroughly practiced in such drills. During the remainder of the school year, fire drills shall be held at least monthly. No fire drills will be conducted during periods of mandatory testing required by the Board of Education.

In every public school in Virginia, there will be at least one tornado drill every school year, in order that pupils may be thoroughly practiced in such drills.

Adopted: April 3, 1998
Revised: February 19, 2004
Revised: May 15, 2008

Legal Reference: Code of Virginia, sections 22.1-137, 22.1-137.1.

Acts 2006, c 164

SUPPORT SERVICES

File: EBCD

SCHOOL CLOSINGS

In the event that an emergency arises making it impossible to open school, announcements will be made through the mass media as soon as possible.

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

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

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-98

Cross References: GAA Staff Time Schedules

SUPPORT SERVICES

File: EC

BUILDINGS AND GROUND MANAGEMENT

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

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

Adopted: April 3, 1998
Reviewed: May 15, 2008
Revised: June 18, 2009
Revised: June 17, 2010

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-293.D

Cross References:

CF	School Building Administration
EA	Support Services
EBA	Buildings and Grounds Inspection
FE	Playground Equipment
IIBEA-R/GAB-R	Acceptable Computer System Use
KF	Distribution of Information/Materials
KG	Community Use of School Facilities
KGB	Public Conduct on School Property
KGC	Tobacco Use on School Premises
KJ	Advertising in the Schools
KL	Public Complaints
KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

SUPPORT SERVICES

File: ECA

INVENTORY AND REPORTING OF LOSS OR DAMAGE

A. Inventories

The Superintendent shall devise an adequate system of inventory of school property. Such inventory shall be available to identify items for the purpose of insurance and to control the loss of property.

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

B. Reporting Losses

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

Adopted: April 15, 1999

Reviewed: May 15, 2008

Revised: June 18, 2009

Legal Reference: Code of Virginia, 1950, as amended, section 22.1-78.

Cross References: ECAB Vandalism
EI Insurance Management
JFC-R(10) Standards of Student Conduct
(Vandalism)

SUPPORT SERVICES

File: ECAB

VANDALISM

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

The School Board may institute action and recover from the parent(s) of the offender living with such parent(s) up to \$2500 for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

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

Adopted: April 3, 1998
Revised: February 19, 2004
Revised: May 15, 2008
Revised: June 18, 2009

Legal Reference: Code of Virginia, 1950, as amended, sections 8.01-43,
22.1-78, 22.1-253.13:7.C.3.

Cross Reference: JFC-R Standards of Student Conduct.
ECA Inventory and reporting of Loss or Damage

SUPPORT SERVICES

File: ECB

BUILDINGS AND GROUNDS MAINTENANCE

A program of preventive maintenance is a requirement for efficient, economic building operation. The Superintendent is directed to maintain a program of preventive maintenance.

School buildings and grounds will be maintained in a safe and attractive condition. The principal of each school will be responsible for the operation, supervision, care and maintenance of the school plant.

Adopted: May 15, 2008

Legal Reference: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-134, 22.1-135, 22.1-293(D).

SUPPORT SERVICES

File: EDC

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, sections 22.1-70, 22.1-131,
and 22.1-132.

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

SUPPORT SERVICES

File: EEA

STUDENT TRANSPORTATION SERVICES

The Charlottesville School Board may provide for the transportation of students. All conditions regarding the transportation of students stipulated by the Code of Virginia, Regulations of the Virginia Board of Education, and policies and regulations of the School Board shall be met. Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety and welfare of other riders. In such cases, the parent or guardian shall be responsible for transporting the student to school.

Adopted: April 3, 1998
Revised: February 19, 2004
Reviewed: May 15, 2008
Revised: June 18, 2009

Legal Reference: Code of Virginia, sections 22.1-78, 22.1-176, 22.1-221.

Cross Reference: JFCC Student Conduct on School Buses
JFC-R Standards of Student Conduct
EEAC School Bus Safety Program
IICA Field Trips
JCA Transfer Requests by Student Victims of Crime
JCC School Choice for Students Enrolled in Schools Identified for Improvement
JEC-R School Admission
JECA Admission of Homeless Children
JECB Admission of Nonpublic Students for Part-Time Enrollment
JEG Exclusions and Exemptions from School Attendance
LC-E Charter School Application

SUPPORT SERVICES

File: EEAB

SCHOOL BUS SCHEDULING AND ROUTING

School bus routes shall be reviewed at least once each year for safety hazards, fuel conservation, and to assure maximum use of buses. School administrators shall evaluate the safety of pupils at bus stops periodically and shall, at the request of the school board, report the results annually to the school board.

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

Adopted: April 3, 1998

Reviewed: May 15, 2008

Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended,
sections 22.1-70, 22.1-78,

VAC 20-70-160

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

SUPPORT SERVICES

File: EEAC

SCHOOL BUS SAFETY PROGRAM

All buses and other vehicles owned and operated by the Division will be inspected for safety in accordance with the regulations prescribed by the Department of Education.

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

No person shall use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of two-way radio devices authorized by the owner of the school bus.

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 19, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, § 46.2-919.1.
8 VAC 20-70-130.
8 VAC 20-70-140.

SUPPORT SERVICES

STUDENT CONDUCT ON SCHOOL BUSES

File: EEACC

The school principal will have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who create disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

In those instances where students have their riding privileges suspended, it shall be the responsibility of the parents (or guardians) of the student to see that their child/children get to and from school safely.

The bus driver shall be responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal, and provide a copy to the transportation office.

Adopted: April 3, 1998
Revised: February 19, 2004
Reviewed: May 15, 2008

Legal References.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-176, 22.1-181, 22.1-293 (B), 22.1-293 (D).

8 VAC 20-70-390.

Cross References. EEA Student Transportation Services
JFC Student Conduct
JFC-R Standards of Student Conduct

SUPPORT SERVICES

File: EEAD

SPECIAL USE OF SCHOOL BUSES

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

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

Adopted: April 3, 1998
Reviewed: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 22.1-176; 22.1-182;

Cross Reference: (IICA), Field Trips

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File: EF

FOOD SERVICE MANAGEMENT

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-89.1, 22.1-115

8 VAC 20-290-10
National School Lunch Act, as amended (42 USC 1751 et seq.)

Cross References.: DGC School Activity Funds
GAA Staff Time Schedules
GBE Staff Health

SUPPORT SERVICES

File: EFB

FREE AND REDUCED PRICE FOOD SERVICES

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

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

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

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 18, 2009

Legal References: Code of Virginia, 1950, as amended, section 22.1-207.3
8 VAC 20-290-10

National School Lunch Act, as amended (42 USC 1751 et. seq.,
1771 et. seq)

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

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File: EFD

FOOD SANITATION PROGRAM

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

Adopted: April 3, 1998

Revised: May 15, 2008

Revised: June 18, 2009

Legal Reference: Code of Virginia, 1950, as amended, Title 35.1.

12 VAC 5-421-10 et.seq.

SUPPORT SERVICES
FOOD SERVICE RECORDS AND REPORTS

File: EFE

From time to time the superintendent will report to the Charlottesville City School Board on the financial status of the division's food service operations.

The superintendent will supervise the storage and distribution of all donated foods allocated by the U.S.D.A. for the school lunch program in such a manner as will ensure compliance with the terms and conditions of the agreement.

Adopted: April 3, 1998
Revised: May 15, 2008

Legal References: Code of Virginia, 1950, as amended, sections 22.1-24,
22.1-70, 22.1-89.1, 22.1-115.

SUPPORT SERVICES

File: EGAA

REPRODUCTION OF COPYRIGHTED MATERIALS

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

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

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

Adopted: April 3, 1998
Revised: May 15, 2008
Revised: June 19, 2008

Legal References: 17 U.S.C §§ 101 et seq.;

Cross References: JFC-R Standards of Student Conduct
GAB/IIBEA Acceptable Computer System Use
GCPD Professional Staff Members: Contract Status
and Discipline
GDPD Support Staff Members: Contract Status and
Discipline

SUPPORT SERVICES

FILE: EGAAAA

Management of School Division Web Site

The Charlottesville City Schools (CCS) Web site – www.ccs.k12.va.us (a.k.a. www.charlottesvilleschools.org) – serves to provide information about the school division to multiple constituencies: parents, students, staff, families relocating to the area, prospective employees, Charlottesville residents, other interested citizens, and educators nationally and internationally.

This document defines requirements and responsibilities regarding the management of CCS' Internet presence, and applies to all CCS schools, departments, programs. This policy also applies to CCS staff members when representing CCS online, regardless of the computer system used, unless a specific requirement or responsibility is explicitly qualified as being limited in scope, or an exception has been formally granted.

I. REQUIREMENTS

- A. Web pages representing the Charlottesville City Schools – whether hosted internally or externally – must have an **informational purpose** that is related to a Charlottesville City Schools objective, initiative, assignment, job, or function and must carry information that is appropriate for viewing by a worldwide audience.
- B. Web sites for CCS schools, departments, and programs must be **hosted** on servers maintained and supported by the CCS Technical Support Department (Tech Support). All exceptions must be approved by the Network Administrator.
- C. Web sites for CCS schools, departments, and programs must use **domain names** that are approved by the Network Administrator.
- D. Web pages for CCS schools, departments, and programs must use **templates** provided by the CCS webmaster to ensure consistency in user experience, functionality, navigation, format, branding, and design. Exceptions must be approved by the Network Administrator. Existing sites that do not comply with this requirement are subject to review by the Network Administrator. The Webmaster may work with departmental/program managers to develop custom-built templates that satisfy both CCS requirements and end-user needs. Appeals will be reviewed by an ad-hoc Web Committee (e.g., comprised of Associate Superintendent, Public Relations Specialist, Media Services Coordinator, Instructional Technology Coordinator, and Webmaster).
- E. CCS web content will be integrated into the **site architecture** and site navigational devices as deemed appropriate by the CCS webmaster.
- F. Web sites for CCS schools, departments, and programs must be built to comply with Web Standards and must be **compatible** with all major browsers.
- G. CCS is committed to ensuring **accessibility** of the main CCS Web site for people with

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disabilities. Web pages built using templates provided by the CCS webmaster will conform to [W3C/WAI's Web Content Accessibility Guidelines 1.0, Conformance Level A](#), by August 31, 2007. CCS also encourages staff, teachers and students to conform to those guidelines in sites they produce.

- H.** Neither staff nor students may set up a **web server** on any equipment within a school or office, without prior approval of the Network Administrator, if that web server will be accessible beyond an office, classroom, or laboratory.
- I. Copyrighted material** shall not be placed on any part of a web page without full compliance with the terms of the copyright.
- J. A copyright designation** is not appropriate on any CCS web pages unless CCS has registered a copyright for the material presented.
- K. Logins and passwords** must not be required to access public information on the CCS web site. Links to content that is not intended for the general public must be annotated to indicate that access is restricted to, e.g., students, staff, or board:
* Students only; password required
[Password-protected content may also be hosted under a separate domain or a privately distributed URL that disallows search engines, without being linked to from a public Web page.]
- L. Photos and videos in which students are identifiable** may be used on CCS Web pages unless a student's parent or guardian has withheld consent by completing the Opt-Out Form for Promotional Activities. When photos or videos of students are used on a CCS Web page, however, student names must not be associated with those images unless permission, in writing, is granted by the student's parent or guardian. Student home addresses, phone numbers, and/or e-mail addresses shall not be posted on any CCS web page.
- M.** Information may not be posted on the Internet if it violates the **privacy** of others, jeopardizes the health and safety of students, is obscene or libelous, causes disruption of school activities, or plagiarizes the work of others.
- N. Content requirements for school web sites:**
1. Templates (provided by the CCS Webmaster) for school home pages and secondary pages will include the CCS logo linked to the CCS home page (www.ccs.k12.va.us), the primary navigation toolbar, the school-specific navigational sidebar, and the site-wide footer.
 2. Current **design requirements** for each school's home page include, in addition to the above: the name of the principal; the address and phone number for the school; a link to a web form for the generic school email account (e.g., chs@ccs.k12.va.us);

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a news and announcements section; and a calendar of school-specific and division-wide events.

3. School web sites must, at a minimum, provide the following information:
 - a. An “About Us” page presenting the name of the principal, assistant principal, and other administrative staff members along with the main school phone number.
 - b. A school-specific navigational sidebar containing links to:
 - the Staff Directory for the school
 - the VDOE School Report Card web site
 - current bus route and schedule information
 - a Map page with links for an interactive map showing the location of the school and driving directions; Yahoo maps are currently being used.
 - a picture of the school
 - calendar of school events that is linked to the division calendar
 - c. Navigational sidebars must also include the CCS Site Search form.
 - d. Navigational sidebars for the elementaries, Walker and Buford must also contain a link to current lunch menus.
 - e. Link for volunteer opportunities and contact information
 - f. List of business partnerships and link for contact information.

O. Content requirements for department and program web pages:

1. Templates (provided by the CCS Webmaster) for department and program web pages will include the CCS logo linked to the CCS home page (www.ccs.k12.va.us), the primary navigation toolbar, the department’s or program’s navigational sidebar, and the site-wide footer.
2. The **top-level page** for each department and program must include the address and phone number for the department or program, as well as the name, email addresses, and phone numbers of department director or program coordinator and key administrative staff.

P. Teacher Web sites (defined as sites intended primarily for students and parents in support of class work, as distinguished from sites that represent a CCS activity or program and are intended primarily for a public audience):

1. are exempt from the specific provisions concerning site hosting, domain names, and web page templates (Section I, items B–D, above)
2. must clearly identify and include links to the teacher's school and the CCS web site – whether hosted internally or externally

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- Q.** No Web site representing the Charlottesville City Schools – including externally-hosted sites – may include **commercial or political advertising**.
- R.** Links from CCS web pages to **external web sites** (sites not on the CCS servers) must be limited to those that have or support an educational objective and meet the standards for instructional materials used by the school system.

Care must be used when linking to a commercial web site or a page that contains advertising. Content managers must **review** such external pages twice a year, reloading the page 10 times or more to monitor the ads for inappropriate content. CCS pages with external links may also include the following standard disclaimer:

Links to web pages outside the CCS web site do not necessarily constitute an endorsement of the information, products or services contained therein.

NOTE that this requirement pertains to Teacher web sites, whether hosted with other internet service providers or on CCS web servers.

- S.** The following disclaimer statement must appear on any web page that includes content provided by a **parent-teacher and partner organizations**:

This page reflects the views of the [name of organization]. Charlottesville City Schools does not control or guarantee the accuracy, relevance, timeliness, or completeness of this information.

- T. All Web sites and pages representing Charlottesville City Schools**, including staff, teacher and student sites hosted internally or externally, are subject to the CCS Acceptable Use Policy for Technology and all other requirements of the Web Policy (Section I, item P, most importantly).

- U. Requests for exceptions** to any of the above policies must be submitted in writing to the CCS webmaster.

II. RESPONSIBILITIES

- A.** The **Network administrator** shall provide and administer CCS Internet services, Internet protocol (IP) addresses, and connectivity between the CCS network infrastructure and the Internet service provider and shall manage the CCS central **web servers**.

- B.** The **CCS Webmaster** is responsible for:

1. creating all templates, stylesheets, scripts, includes and web page graphics that are to be used on division, school, departmental and program web pages.
2. maintenance of web servers and applications

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3. management of site functionality and architecture, including expansions and other structural changes making revisions as requested to the CCS home page and other pages and includes not assigned to or available to Web Content Managers
4. entering division-wide events into the CCS Interactive Calendar database
5. checking the ccs@ccs.k12.va.us email account daily, and either responding to messages or forwarding messages to the staff best qualified to respond. If a message is forwarded to another staff member to respond, the webmaster should request a copy of the response to be certain the message has been answered.
6. ensuring that emails sent to the generic school email accounts are answered during the summer when school Web Content Managers are away.

C. The Community Relations Specialist is responsible for:

1. establishing the accuracy and appropriateness of official CCS information posted on the CCS web site
2. posting news items to the CCS home page and creating related News web pages and PDFs as needed
3. disseminating school-specific news releases to school Web Content Managers for posting

D. School principals and departmental managers:

1. are responsible for the information posted on their section of the web site
2. must audit their site content at least twice per school year to ensure the content is current, accurate, and appropriate
3. may assign web maintenance duties to Web Content Managers
4. must regularly monitor their site content in order to assess the performance of appointed Web Content Managers with regard to the responsibilities outlined in II.E and II.F, below.
5. review web content revisions and additions before posting to the live web server.

E. School Web Content Managers are responsible for:

1. editing school web pages and creating new web pages as needed
2. posting school-specific news items to the school's news database and creating related pages as needed
3. entering school-specific events into the school's interactive calendar database and monitoring for current information and accuracy

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4. checking the school's generic email account daily (during the school year), and either responding to messages or forwarding messages to the staff best qualified to respond
5. responding to requests to post news and announcements or to add new web pages to the school web site
6. obtaining the Principal's approval of such revisions and additions before posting
7. reviewing links to external web sites twice per school year to ensure functionality, appropriateness of content (including embedded ads; see I.P, above), and that the information presented continues to serve the intended educational objectives (see I.Q, above).

F. Departmental and program Web Content Managers are responsible for:

1. editing assigned web pages and creating new web pages as needed
2. obtaining approval for such revisions and additions from the departmental administrator or program coordinator before posting
3. reviewing links to external web sites twice per school year to ensure functionality, appropriateness of content (including embedded ads; see III.P, above), and that the information presented continues to serve the intended educational objectives (see I.Q, above).

G. Requests to post news and announcements to the CCS home page, or to revise or add pages to the main CCS web site, must be referred to the CCS Webmaster. The Webmaster can make decisions regarding routine requests. In cases where there is some question about the appropriateness or positioning of requested additions or revisions, the Webmaster will consult with the Network Administrator, the Community Relations Specialist, Division Administrators, and/or departmental and program managers as needed.

H. Requests to post news and announcements or to add new web pages to school web sites must be referred first to School Web Content Managers, who will present any and all reasonable and appropriate requests to the Principal for approval.

I. Requests to revise or add content to departmental or program web sites must be made directly to the departmental manager. The manager will then delegate approved content revisions to the Content Manager, or to the CCS Webmaster if no departmental Content Manager has been designated.

J. Content managers must consult the CCS webmaster for assistance with questions regarding technical requirements, information architecture, navigation, graphic design, information design and usability.

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- K. Non-CCS employees, including volunteers and students**, can maintain web pages, or upload files to the CCS web servers only with prior approval from the Network Administrator, and only under direct supervision by the staff member responsible for the web site or pages concerned.
- L. Web pages and Web sites created by students** for CCS classes, activities, programs or departments – whether hosted internally or externally – must contain only educationally relevant material and must adhere to all applicable school division guidelines, policies, and regulations. Students may only post information to Web pages under the direct supervision of a staff member. Student Web pages shall be removed at the end of the school year unless special arrangements are made.
-

III. Web Privacy Statement

The Charlottesville City Schools, through its web site:

1. Collects no personal information other than that which is provided by the user when submitting requests via web forms. This information is only used to assist us in providing the requested information to the user.
 2. Collects standard web traffic statistics regarding the number of views for web pages, but does not track user domain names, IP addresses, or any information on individual visitors or their movement through the website.
 3. Uses "cookies" to set user preferences throughout the site. These cookies are not required, are set only if your browser permits cookies, and are used only for the user's convenience.
-

IV. Limitation of Liability

Under no circumstances will Charlottesville City Schools be liable for any direct, incidental, consequential, indirect, special or punitive damages whatsoever (including without limitation, costs and expenses of any type incurred, lost profits, lost data or programs, and business interruption) arising out of access to, use of, inability to use or the results of use of the site or any web sites linked to the site.

Adopted: August 16, 2007

Revised: May 15, 2008

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Legal References: Code of Virginia, 1950, as amended, § 22.1-70.2

Cross References: CCS Acceptable Use Policy for Technology

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INSURANCE MANAGEMENT

File: EI

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

Adopted: April 3, 1998
Revised: May 15, 2008

Legal References: Code of Virginia, sections 15.2-2700 et. seq. 22.1-84; 22.1-188 through 22.1-198.

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FILE: EJ

ENVIRONMENTAL MANAGEMENT

It shall be the philosophy of the Charlottesville City School Division to pursue environmental management and sustainability. The Division shall pursue these goals in a manner that is consistent with and in collaboration with the City of Charlottesville.

It shall be the policy of the Charlottesville City School Board to protect human health and the environment, through:

1. Compliance with regulatory and voluntary requirements (including but not limited to chemical management, hazardous and solid waste management, indoor air quality, and sustainable building practices),
2. Institution of pollution prevention initiatives where practicable and feasible;
3. A commitment to continually improving environmental management and performance; and
4. Designation of resources, roles, and responsibilities.

Tools, such as development of a formal Environmental Management System (EMS) to institutionalize this philosophy and commitment, will be examined to ensure that it becomes a standard of operation. Review of operations and related environmental aspects and impacts, training, communication, documentation, and establishment of improvement objectives and targets will be key elements of the Division's Environmental Management Program.

This environmental management policy shall be communicated to all employees of Charlottesville City School Division, and shall be made available to the public upon request.

Adopted: June 19, 2008

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EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

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

I. Requirements

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

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

II. Funding

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

III. Procurement

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

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Adopted: June 18, 2009

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