

CODE 2 - GENERAL PROCEDURES

TABLE OF CONTENTS

2.01 NON-DISCRIMINATION

2.01.1 Equal Employment Opportunity

- A. Recruiting and Employment
- B. Placement
- C. Training and Development
- D. Benefits
- E. Employee Relations
- F. Counseling and Grievance Procedures
- G. Publicity and Reports
- H. Assignment of Responsibility
- I. Dissemination of Program and Policies

2.01.2 Auxiliary/Special Projects Human Resources Administration

2.01.3 Sexual Harassment

2.02 CLASSIFICATION

2.02.1 Basic Divisions

- A. Administrative
- B. Professional-Instruction
- C. Professional-Other
- D. Classified

2.02.2 Position Evaluation--Classification and Reclassification

- A. Reclassification
- B. Reclassification Request Process
- C. Criteria for Reclassification
- D. Reclassification Compensation Procedures

2.02.3 Apprenticeship and Training Program

- A. Establishing Apprenticeship and Training Programs
- B. Requirements for Trainees
- C. Probationary Period

2.03 SUPERVISION

CODE 2 - GENERAL PROCEDURES

TABLE OF CONTENTS (continued)

2.04 EMPLOYEE STATUS

2.04.1 Full-Time Employees

2.04.2 Part-Time Employees

- A. Part-Time Employees Who Work at Least 50 Percent of the Regular Work Week for the Full Contract Year
- B. Part-Time Employees Who Are Contracted to Work Less Than 50 Percent of the Regular Work Week
- C. Employees for Projects or Programs Which Are of a Specialized Part-Time or Temporary Nature
- D. Change from One Part-Time Category to Another Part-Time Category

2.04.3 Itinerant Teachers Assigned to Buildings

- A. Assignment
- B. Schedules
- C. Responsibilities
- D. Evaluation

2.04.4 Substitutes

- A. Substitutes for Teachers
- B. Substitutes for Employees Not On the Teachers' Salary Schedule
- C. Substitutes for Security Specialists, Attendance Workers, and Study Hall Monitors
- D. Substitutes for Cafeteria Managers
- E. Substitutes for Food Services Employees
- F. Substitutes for Bus Operators
- G. Substitutes for Custodians
- H. Substitutes for Other Employees
- I. Substitutes for Part-Day Work

2.04.5 Temporary Employees

- A. Temporary Teaching Employees
- B. Compensation

CODE 2 - GENERAL PROCEDURES

TABLE OF CONTENTS (continued)

2.04.6	Summer School Employees
	A. Recruitment B. Requirements C. Processing Applications D. Notification of Selection E. Appointment F. Salary G. Leave
2.04.7	Employees of Specially Funded Programs
2.05	CONFLICT OF INTEREST
2.05.1	Outside Employment
	A. Selling and Soliciting B. Endorsing C. Tutoring and Professional Services
2.05.2	Political Activity
2.05.3	Employment in More Than One Position
2.05.4	Nepotism
2.05.5	Use of Time or Resources
2.05.6	Services and Contracts
2.06	REPORTS OF CERTAIN ACTS AND OTHER CONDUCT
2.07	TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
	A. Business and Conference Travel B. Cash Advances C. Meals D. Mileage Reimbursement E. Petty Cash Funds F. School Owned Vehicles G. School Board Approved Credit Cards

CODE 2 - GENERAL PROCEDURES

TABLE OF CONTENTS (continued)

2.06 REPORTS OF CERTAIN ACTS AND OTHER CONDUCT

2.04.6 Summer School Employees

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES

- A. Business and Conference Travel
- B. Cash Advances
- C. Meals
- D. Mileage Reimbursement
- E. Petty Cash Funds
- F. School Owned Vehicles
- G. School Board Approved Credit Cards

2.08 CELL PHONE POLICY

2.09 DRESS CODE

2.10 COMPUTERS AND TECHNOLOGY

2.10.1 Use of Computer Technology

2.10.2 Internet Website Privacy

2.01.1 NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY

Non-Discrimination

It is the policy of the Richmond Public Schools to provide equal employment opportunities for all individuals regardless of race, creed, color, religion, sex, age, political affiliation, national origin, or disability.

This obligation is intended to apply to recruiting, hiring, promotions, compensation, benefits, termination and all other privileges, terms and conditions of employment. Richmond Public Schools Affirmative Action Program has been developed in order to implement its equal employment opportunity commitment with the intent of complying in good faith with all local, state and federal laws, rules and regulations.

Program Guidelines

The Affirmative Action Program includes the following provisions:

A. *Recruiting and Employment*

1. Richmond Public Schools shall continue to search actively for qualified applicants in accordance with its Affirmative Action Program.
2. The Human Resources Department shall disseminate, widely, job announcements to insure all personnel have equal opportunity for employment and promotion in accordance with the procedures in Code 8.01 (Promotion), Code 8.02 (Transfer), Code 4.01 (Appointment) and Code 2.04.6 (Summer School).
3. Hiring qualifications for all levels of positions shall be based on position requirements.
4. All administered tests shall be job related.

B. *Placement*

1. Assignment of all Richmond Public Schools employees shall be on a non-discriminatory basis.

2. Transfer of Richmond Public Schools employees shall be conducted on a non-discriminatory basis.

(cont.)

**2.01.1 NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY
(continued)****C. *Training and Development***

Richmond Public Schools shall provide training and education programs to all eligible employees on an equal basis based on the needs of the school division.

D. *Benefits*

Policies and practices related to employee benefits shall be available to any employee on a non-discriminatory basis.

E. *Employee Relations*

Supervisory and administrative staff shall treat all Richmond Public School employees with the respect due them as individuals and as valued members of the school division.

F. *Counseling and Grievance Procedures*

1. Information on Equal Employment Opportunity (EEO) counseling and grievance procedures shall be made available to all employees.
2. Equal employment opportunity counseling shall be provided for all school division employees to insure a fair and impartial processing of discrimination complaints.
3. Grievances and appeals alleging discrimination shall be resolved through the school division's standard procedures.

G. *Publicity and Reports*

1. The Human Resources Department shall establish procedures for the prominent display of posters provided by the Equal Employment Opportunity Commission (EEOC) in school division facilities.

2. Reports required by federal law regarding equal employment opportunity matters shall be rendered promptly.

(cont.)

**2.01.1 NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY
(continued)****H. *Assignment of Responsibility***

Coordination of the Affirmative Action Program is the responsibility of the Superintendent of Schools or designee. Activities include, but are not limited to, the responsibility to:

1. Develop procedures for implementing the affirmative action policy.
2. Conduct annual utilization analysis of all positions assigned to Richmond Public Schools.
3. Validate all selection and promotional procedures including tests to insure fairness and impartiality.
4. Monitor records of referrals, placements, transfers, promotions, terminations, and other pertinent statistical data related to school division employment practices to assure that affirmative action goals are being met.
5. Continue to search actively for qualified applicants in accordance with Richmond Public Schools' Affirmative Action Program.
6. Serve as a resource for school division administrative and non-administrative personnel regarding current equal employment and affirmative action legislation and procedures.
7. Design and conduct affirmative action training seminars for administrative/supervisory personnel.
8. Review and revise, as needed, the Equal Employment Opportunities Program.
9. Design and monitor procedures for processing employee allegations of discrimination.

(cont.)

2.01.1 NON-DISCRIMINATION: EQUAL EMPLOYMENT OPPORTUNITY (continued)

H. Assignment of Responsibility (continued)

10. Assure the dissemination of affirmative action information to new and current employees, especially minority males, women, and the physically disabled.
11. Serve as liaison between the school division and state/federal/local agencies responsible for the enforcement of equal employment opportunity legislation.

I. *Dissemination of Program and Policies*

1. The Human Resources Department shall insure that all school division supervisory and administrative personnel are made aware of the EEO/AA* program and emphasize the roles of supervisory and administrative personnel in assuring program implementation.
2. The Human Resources Department shall inform all school division of the Affirmative Action Program and shall provide access to program copies.

*Equal Employment Opportunity/Affirmative Action

Dated 7/18/83
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.01. Generally

**2.01.2 NON-DISCRIMINATION: AUXILIARY/SPECIAL PROJECTS
HUMAN RESOURCES ADMINISTRATION**

In an effort to provide the best possible education for students in Richmond Public Schools, special and auxiliary programs such as Head Start, Follow Through, Chapter I, etc., are used extensively. Many of these programs require that special councils or procedural committees be established to oversee program compliance and completion of stated goals and objectives. Richmond Public Schools is committed to maximum cooperation with these requirements in order to ensure equal opportunity and the absence of discrimination against any person or employee.

Dated 7/18/83

See: School Board Bylaws and Policies, Section 8.43. Chapter I - Parent Involvement

School Board Bylaws and Policies, Section 4.14. Citizen's Advisory Committees

2.01.3 NON-DISCRIMINATION: SEXUAL HARASSMENT

- A.** Employees are to be free from sexual harassment in the carrying out of their employment responsibilities. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
 2. Submission to or rejection of such by an individual is used as the basis for employment decisions affecting such individual.
 3. Such conduct has the purpose or effect of substantially and reasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- B.** Employees who feel that they have been sexually harassed are encouraged to discuss and attempt to resolve the matter with his/her principal/director, providing he or she is not the "offending party." If the principal/director is the offending party or if a satisfactory resolution cannot be achieved, complaints of sexual harassment shall be directed to the Superintendent or designee who shall investigate each complaint and take action where appropriate.

The Human Resources Department shall distribute a copy of this procedure to all employees.

Dated 11/21/84
Revised 6/42/97

See: School Board Bylaws and Policies, Section 7.17. Sexual Harassment

2.02.1 CLASSIFICATION: BASIC DIVISIONS

For purposes of policy and organization*, employees of Richmond Public Schools are divided into four (4) basic groups: *Administrative*, *Professional-Instruction*, *Professional-Other*, and *Classified*.

A. *Administrative*

Administrative personnel are assigned to administrative positions. These employees include Board Members*, Superintendent, Deputy/Associate/Assistant Superintendent, Directors, and other management designated personnel.

B. *Professional-Instruction*

Professional-Instruction personnel are assigned to positions with professional responsibilities directly related to the delivery of educational services and the instructional process. These employees include Teachers, Librarians, Counselors, Supervisors, Specialists, Principals, Assistant Principals, and other designated personnel.

C. *Professional-Other*

Professional-Other personnel are assigned to positions with professional responsibilities indirectly related to the delivery of educational services and the instructional process. These employees include Nurses, Psychologists, Physicians, Social Workers, Occupational Therapists, Physical Therapists, Speech Pathologists, Diagnosticians, Accountants, Auditors, Coordinators, Systems Analyst/Programmers, and other designated personnel.

D. *Classified*

Classified personnel are assigned to positions with technical, clerical, trades, operations, maintenance, laborer, and service responsibilities in support of the delivery of educational services and the instructional process. These employees include Instructional Assistants, Technicians, Mechanics, Clerical, Electricians, Food Service Personnel, Bus Operators, Maintenance Workers, Custodians and other designated personnel.

*** for State reporting purposes only**

Dated 11/21/84
Adopted October 21, 1996
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.02. Employee Designations

2.02.2 CLASSIFICATION: POSITION EVALUATION- CLASSIFICATION AND RECLASSIFICATION

In order to properly place a position on the appropriate salary scale, each position is carefully evaluated and classified by the Director of the Human Resources Department or appropriate designee. The Superintendent has final administrative authority to require the classification, review, or reclassification of all positions within Richmond Public Schools. The school division shall conduct a comprehensive review of all positions every five (5) years to ensure internal equity. A survey of the relevant labor markets shall be conducted annually to ensure external competitiveness.

The school division has a job evaluation system based on a point factor rating system. Positions are evaluated using the approved job description and appropriate method for Classification and Reclassification. Positions are assigned to the proper range of the appropriate salary schedule based on the outcome of the job evaluation.

A. *Reclassification*

1. When there are significant changes in an employee's duties and responsibilities, the employee's director/principal may request a reclassification of the position to a more appropriate class and salary range.
2. Requests for reclassification shall be received by the Human Resources Department on or before November 30. They shall be acted upon in order that any salary changes may be included in the budget.
3. Approved reclassifications shall become effective as of July 1, at the beginning of the new fiscal year.

(cont.)

2.02.2 CLASSIFICATION: POSITION EVALUATION-CLASSIFICATION AND RECLASSIFICATION (continued)**B. *Reclassification Request Process***

1. The Employee shall address the request for reclassification to his/her director/principal, who may approve or disapprove it at this point.
2. The Director/Principal shall submit completed reclassification packet for approved requests to the Director of Human Resources between November 1 and 30th. This packet shall include:
 - (a) the original request for reclassification from the employee
 - (b) a letter of endorsement from the Director/Principal
 - (c) the old job description, new job description and a copy of the current or proposed organizational chart
 - (d) other completed forms and documents as required by the Director of the Human Resources Department
3. The Human Resources Department reviews all documentation and determines if criteria for reclassification consideration are met. The Human Resources Department shall:
 - (a) review the position using the appropriate method for Classification and Reclassification and on-site job audit, if deemed necessary, to determine appropriate pay grade and salary range
 - (b) forward the results of this review to the Superintendent

4. The Superintendent shall approve/disapprove, review results and obtain Board action.
5. The Human Resources Department shall notify employees and administrators in line of command of review results and implement reclassification actions as appropriate.

(cont.)

2.02.2 CLASSIFICATION: POSITION EVALUATION-CLASSIFICATION AND RECLASSIFICATION (continued)**C. Criteria for Reclassification**

1. In determining if a position is eligible for reclassification, the following criteria shall be met:
 - (a) The change in duties and responsibilities has been gradual.
 - (b) The old and new classes are in the same occupational group (that is, a series of positions which are similar in nature or vocational characteristics).
 - (c) The old and new classes are no greater than two (2) salary grades apart; if greater than two (2) salary grades, the position is considered a new position and is advertised.

2. *Minor changes* do not qualify a position for a reclassification. Examples include such things as the following:
 - (a) a change in title
 - (b) a change in location from one (1) department to another
 - (c) a change in primary duties that is inconsequential in relation to the overall level of responsibilities and skills required for the position

3. When a *major change* in the functions and/or supervisory responsibility of a position occurs, it is considered that the existing position has been abolished and a new position established. Examples include the following:
 - (a) addition of a major function or responsibility

(b) a change in the major thrust of the intent of the
position responsibilities

(cont.)

**2.02.2 CLASSIFICATION: POSITION EVALUATION-CLASSIFICATION
AND RECLASSIFICATION (continued)**

C. 3. Criteria for Reclassification (continued)

- (c) a significant change in the number of employees assigned under the span of control of the incumbent
- (d) a significant change in the number of departments or schools supervised
- (e) placement of the position in a new occupational grouping
- (f) a new salary which is more than two (2) ranges above or below the previous salary (The procedures for appointment or promotion, rather than for reclassification, shall apply in this case.)

(cont.)

2.02.2 CLASSIFICATION: POSITION EVALUATION-CLASSIFICATION AND RECLASSIFICATION (continued)**D. *Reclassification Compensation Procedures***

1. Reclassification to a Higher Grade: When a position is reclassified no more than one (1) grade higher than the current grade the employee's base salary shall be adjusted to the step equal to or closest to the employees' current salary. If the employee is still below the first step of the new grade, the employee's salary shall be raised to the first step of the new salary grade.
2. Reclassification to a Lower Grade: When a position is reclassified to a lower salary range and the employee's base salary is within the pay steps of the new salary range, the employee's base salary shall be the step equal to or closest to the employee's current base salary without suffering a loss of pay. The new step shall not be below the employee's current base salary.
3. If the employee's current base salary is above the top step of the new salary range, and if the reclassification is the result of a change in duties, the employee's current salary shall be maintained for the remainder of the school year and on July 1 of the following school year it shall be adjusted to the top step of the new salary range.
4. When a position is reclassified downward as the result of a classification study or review of a position, but the duties and responsibilities of the position have not diminished during the period that the employee has occupied the position, and the employee's base salary is above the top step of the new salary range, the employee's current salary shall be frozen until such time as changes are made to the employee category.
5. Lateral Reclassification: When a position is reclassified to another classification in the same salary range, the employee shall receive no change in salary.

2.02.3 CLASSIFICATION: APPRENTICESHIP AND TRAINING PROGRAM**A. *Establishing Apprenticeship and Training Programs***

When market conditions and/or other factors indicate the need, the Human Resources Department may approve the establishment of apprenticeship and training programs. These positions shall be established consistent with the employee classification system and the budget process. Directors desiring to establish training positions shall submit the request to the Human Resources Department for approval.

B. *Requirements for Trainees*

Designated trainees shall serve a minimum of one (1) year before being assigned to a regular full-time position, subject to the recommendation of the appropriate director, satisfactory performance, satisfactory scores on appropriate examinations and the availability of a budgeted position. Satisfactory completion of an apprenticeship program does not guarantee a position with the school division.

C. *Probationary Period*

The period of time served in an apprenticeship program is considered probationary. Trainees who do not, in the opinion of his/her supervisor, perform satisfactorily may be terminated at any time with two (2) weeks notice. A terminated trainee who enters the apprentice program from another position in the school division may return to the previous position, provided there is a vacancy.

Dated 7/18/83
Revised 6/24/97

2.03 SUPERVISION

The Superintendent shall provide for frequent and competent supervision of each employee, and such supervision shall be designed to instruct the employee in the duties and responsibilities of the job, to improve the employee's adjustment to and competence in the position, and otherwise to promote the welfare of the employee and of the schools. Further, supervisory administrative personnel shall be available to assist employees as required or requested so that improvements in performance can be achieved.

Dated: 11/21/84

See: School Board Bylaws and Policies, Section 7.24. Supervision

2.04.1 EMPLOYEE STATUS: FULL-TIME EMPLOYEES

Full-time employees are employees who occupy a regularly authorized position and who work at least 75 percent of the normal work schedule. They are eligible for leave and benefits including, but not limited to, medical insurance, life insurance, retirement, step increases, holidays, vacations, and sick leave.

Dated 7/18/83

2.04.2 EMPLOYEE STATUS: PART-TIME EMPLOYEES

Part-time employees are employees who occupy a regularly authorized position, but are contracted to work less than 75 percent of the normal work schedule.

A. *Part-Time Employees Who Work at Least 50 Percent of the Regular Work Week for the Full Contract Year*

These employees are eligible for all fringe benefits received by full-time employees on a pro-rata basis, except life insurance, early retirement or retirement benefits.

B. *Part-Time Employees Who are Contracted to Work Less Than 50 Percent of the Regular Work Week*

These employees are eligible to receive benefits on a pro-rata basis except for life insurance, early retirement, retirement and medical insurance, with the exception that Food Services Cashiers shall continue to be eligible for medical insurance, subject to review.

C. *Employees for Projects or Programs Which Are of a Specialized Part-Time or Temporary Nature*

These employees may have a work period which exceeds the percentage maximums established for part-time regularly authorized positions. These employees are not eligible for benefits.

D. *Change from One Part-Time Category to Another Part-Time Category*

Approval from the Superintendent or designee shall be obtained before a part-time employee can be changed from one category to another.

Dated 11/21/84

See: School Board Bylaws and Policies, Section 7.36. Fringe Benefits for Part-Time Employees

2.04.3 EMPLOYEE STATUS: ITINERANT TEACHERS ASSIGNED TO BUILDINGS

Itinerant Teachers are employed by standard procedures within the Human Resources Department and are eligible for all benefits granted to instructional employees.

A. *Assignment*

The assignment of itinerants is determined and coordinated by the Human Resources Department, the Department of Instruction and Principals.

1. An itinerant teacher normally serves two (2) locations, but occasionally, due to overflow classes, may serve three (3) locations. Home base for itinerant teachers shall be the first school to which they report on Monday morning. Time and attendance reporting is the responsibility of the home base principal.
2. Itinerant teachers who are allotted a planning period are required to have the planning done within one (1) of the assigned buildings.

B. *Schedules*

1. Itinerants are allowed travel time between locations. However, the time allowed shall be consistent with the distance and normal driving time.
2. Teachers whose first teaching period is the second class period are expected to report at the same time as other teachers report in that building. Likewise, if the planning period is the last period of the day, it is expected that planning shall be done in that building and that the itinerant shall leave at the same time as the regularly assigned teachers.

C. *Responsibilities*

1. Itinerant teachers may be assigned morning and afternoon duties, as appropriate.

2. They are expected to attend school faculty meetings in the building of their last period or as otherwise coordinated through the appropriate principal.

(cont.)

2.04.3 **EMPLOYEE STATUS: ITINERANT TEACHERS ASSIGNED TO BUILDINGS (continued)**

D. ***Evaluation***

Evaluation for itinerant teachers is conducted by the appropriate on-site administrator(s) with input from the appropriate instructional specialist.

Dated 7/18/83
Revised 6/24/97

2.04.4 EMPLOYEE STATUS: SUBSTITUTES

The Human Resources Department shall appoint substitutes on a temporary basis to take the place of an employee who is absent. Use is generally on a day-to-day basis, but substitutes may be employed to cover the longer absence of an employee. The appropriate employment supervisor shall approve any assignment which shall exceed 10 consecutive days.

- (1) Assignment of Substitutes - All substitute assignments are made by the Human Resources Department from approved substitute lists. All persons employed as substitutes are required to show evidence of an up-to-date tuberculosis skin test or chest x-ray within the past 12 months and fingerprint check.

(Also SEE CODE 4.04 A AND CODE 11.02)

- (2) Termination of Substitutes - Substitutes in all categories may be terminated at any time for any reason and are ineligible for fringe benefits.

Policies and procedures which apply to various categories of substitutes follow.

Categories of Substitutes

A. *Substitutes for Teachers*

1. Substitutes shall be provided whenever classroom teachers are absent from teaching duties provided a qualified substitute is available. Substitutes are assigned by the Human Resources Department.
2. Substitutes may be provided when other personnel (e.g., counselors, librarians, psychologists, speech therapists, school social workers, etc.) are to be absent from their duties for a period of two (2) weeks or more, provided a qualified substitute is available. Exceptions to the two (2) week period may be granted on an individual basis by the Human Resources Department and the Superintendent or designee

(cont.)

2.04.4 EMPLOYEE STATUS: SUBSTITUTES (continued)

A. Substitutes for Teachers (continued)

3. Qualifications: All substitute teachers shall be at least eighteen (18) years of age, hold a high school diploma or a general educational development (GED) certificate, and shall have completed at least 60 semester hours of college credit and have maintained at least a 2.5 grade point average.
 - (a) Depending upon the supply of available qualified personnel, the administration reserves the right to employ only those persons who have a bachelor's degree from an accredited university or college.
 - (b) As far as possible only individuals holding valid teachers licenses shall be placed on the substitute list.
4. Duration: A temporarily employed teacher, as specified in the Code of Virginia, Section 22.1-302. Written Contracts Required; Execution of Contracts; Rules and Regulations shall mean (i) one who is employed to substitute for a contracted teacher for a temporary period of time during the contracted teacher's absence, or (ii) one who is employed to fill a teacher vacancy for a period of time, but for no longer than 90 teaching days in such vacancy during one (1) school year. (ALSO SEE CODE 2.04.5)
5. Compensation: Compensation for substitute teachers depends upon the degree held. Daily compensation rates are approved annually by the School Board.
 - (a) Beginning on the 21st consecutive day of teaching in the same classroom, *degreed substitutes* shall be paid at the per diem rate of the beginning step of the teacher salary scale.
 - (b) *Non-degreed substitutes* shall receive the beginning step minus \$400. Then the per diem rate shall be computed.
 - (c) When a teacher substitute is employed to cover an extended absence of a regularly employed teacher, the Human Resources Department may authorize the payment of the beginning step salary

starting the first day of that period. Only *licensed teachers* shall be considered for this type of appointment.

(cont.)

2.04.4 EMPLOYEE STATUS: SUBSTITUTES (continued)

A. Substitutes for Teachers (continued)

6. Procedure: Principals shall report daily teacher substitute usage to the Human Resources Department in accordance with separately developed procedures.

B. *Substitutes for Employees Not on the Teachers' Salary Schedule*

1. Substitutes are provided for employees when they shall be absent for at least two (2) weeks with the exception that:
 - (a) Substitutes shall be provided for clerks/secretaries on a daily basis when they are the only clerical person assigned to a locality.
 - (b) Substitutes may be provided for both: personnel *not* on the Teachers Salary Schedule and personnel *on* the Teachers' Salary Schedule on a daily basis.
2. Qualifications: All substitutes for Classified Employees, except custodians, shall hold a high school diploma or GED. Clerical substitutes shall have clerical experience and shall have successfully passed a key stroking test of at least 35 w.p.m.
3. Compensation: Daily rate of pay for substitutes for employees not on the Teachers' Salary Schedule shall be the per hour appropriate rate for temporary help unless otherwise specified in the salary schedule. Beginning on the 21st day of consecutive employment in the same position, substitute classified/professional-other personnel are paid at Step 1 of the appropriate salary scale.

C. *Substitutes for Security Specialists, Attendance Workers, and Study Hall Monitors*

Substitutes are provided as needed from lists maintained by the Human Resources Department. Daily compensation rates shall be based on the per hour appropriate rate of pay as specified in the salary schedule. These workers receive pay on Step 1 of the appropriate salary scale beginning on the 21st day of consecutive employment in the same position.

(cont.)

2.04.4 EMPLOYEE STATUS: SUBSTITUTES (continued)**D. *Substitutes for Cafeteria Managers***

Substitutes are provided for cafeteria managers whenever an employee is absent provided a qualified person is available. The Department of Food Services maintains a list of qualified substitutes and arranges for their employment. Managers shall have training and experience in food preparation.

Compensation: Daily compensation rates are approved annually by the School Board and are reflected in the annual salary schedule. Employees are compensated at Step 1 of the appropriate salary scale beginning on the 21st day of consecutive employment in the same position.

E. *Substitutes for Food Services Employees*

Substitutes are provided for Food Services employees as needed from lists maintained by the Food Services Department. Daily compensation rates are based on the per hour rate for temporary help for position they are substituting.

F. *Substitutes for Bus Operators*

The Transportation Division assigns substitute bus operators. Upon request, the Transportation Department makes the necessary arrangements for substitute operators from the pool. Substitute bus operators shall meet the same requirements of Section 22.1-178 and 46.2-339 of the Code of Virginia, as do regular bus operators. Substitute bus operators are paid at Step 1 of the appropriate salary scale.

G. *Substitutes for Custodians*

Substitutes are provided for custodians as needed from lists maintained by the Department of Plant Services. Daily compensation rates are based on the per hour for temporary and substitute employees.

(cont.)

2.04.4 EMPLOYEE STATUS: SUBSTITUTES (continued)**H. *Substitutes for Other Employees***

In the case of a prolonged absence by an employee other than those covered by the preceding material, the employee's supervisor may make a written proposal to the Human Resources Department for the employment of a substitute.

I. *Payment for Part-Day Work*

Substitutes called into service before one-half the normal work day are entitled to a full day's pay. If substitutes work less than one-half the normal work day, they are entitled to a half day's pay.

Added Information:

All employees shall be hired by the School Board upon the recommendation of the Superintendent, except that the Superintendent may hire substitutes and other temporary employees.

The School Board shall approve annually the salary schedule for all employees.

Dated 10/5/87

Revised 6/24/97

See: School Board Bylaws and Policies, Sections 7.20. Substitutes
School Board Bylaws and Policies, Sections 7.30. Salary Adoption
Code of Va., Section 22. 1-178. Requirements for Persons Employed to Drive School Bus
Code of Va., Section 22. 1-302. Written Contracts Required; Execution of Contracts; Rules and Regulations
Code of Va., Section 46. 2-339. Qualifications of School Bus Driver; Examination

2.04.5 EMPLOYEE STATUS: TEMPORARY EMPLOYEES

Temporary employees are employees appointed to fill a vacancy in an authorized position until a full-time employee selection is made or to fill an authorized position required by a special project for a specific limited term. These are generally of a short-term nature.

Temporary employees may be employed on a day-by-day basis or provided with a limited temporary contract for a specified period. They may be terminated at any time for any reason and are ineligible for fringe benefits.

A. *Temporary Teaching Employees*

Temporary teaching employees hired to fill a vacant authorized teaching position may not be employed in that position for more than 90 consecutive teaching days in one (1) school year. Should it be necessary for the person to be employed after 90 teaching days in such a position, the employee shall be issued a written teacher contract in accordance with Section 22.1-302 of the Code of Virginia. Exceptions are as follows:

- (1) The teacher works less than one-half time (17 1/2 hours per week).
- (2) The teacher works in a program that does not require licensure.
- (3) The employee does not hold valid licensure nor endorsement in the area specified.

(cont.)

2.04.5 EMPLOYEE STATUS: TEMPORARY EMPLOYEES (continued)**B. Compensation**

1. The daily rate of pay of a short-term temporary employee is based on the salary schedule for temporary and part-time personnel approved by the School Board. Beginning with the 21st consecutive day in the same position, full-time temporary employees who meet the basic requirements of the position they are filling shall be compensated at the beginning step of the appropriate pay range. When it is known that a temporary employee shall be employed in the same vacant position for more than 20 consecutive work days, the employee shall be offered a limited written contract which allows him/her to begin receipt of beginning step payment on the first day of work.

2. Short term temporary employees, who are hired for a specific purpose and not to temporarily fill an already existing position, shall be paid at the rate determined by the Human Resources Department.

Dated 7/18/83
Revised 6/24/97

See: Code of Va., Section 22.1-302. Written Contracts Required; Execution of Contracts; Rules and Regulations

2.04.6 EMPLOYEE STATUS: SUMMER SCHOOL EMPLOYEES

Summer school employees are appointed to fill authorized positions during the summer term.

A. *Recruitment*

Recruitment for Summer School personnel shall be through job announcements distributed by the Human Resources Department to schools and departments. Additional applications may be secured from the Human Resources Department. If staffing needs cannot be met through this method, applicants, who are not employees of Richmond Public Schools, shall be considered.

B. *Requirements*

1. Summer school applicants shall meet minimum requirements of the position for which they apply.
 - (a) Applicants for administrative positions shall meet state requirements for administrative/supervisory positions. A letter of interest shall be provided by the applicant.
 - (b) Applicants for teaching positions shall possess a Bachelor's degree from an accredited college or university and satisfy licensure requirements before appointment.
2. Individuals on a 10 or 11 month contract shall obtain his/her supervisor's/principal's written approval that he/she is releasable for the entire period of the summer school session. This statement shall accompany the basic application for summer school employment.
3. Completed application packets shall be submitted by the principal to the Human Resources Department by the date stipulated in summer school announcements.
4. All summer school staff members shall plan to be available to work the entire session.

(cont.)

2.04.6 EMPLOYEE STATUS: SUMMER SCHOOL EMPLOYEES**B. Requirements (continued)**

5. Secretarial and security personnel shall work the same hours as the building administrators. These hours are reflected in the salary quoted for the summer school period.

C. *Processing Applications*

1. Applications forwarded to the Human Resources Department shall be date-stamped to assure receipt by the job announcement close date. Late applicants shall be informed of consideration being given to employment after applicants meeting the close date have been considered.
2. All applicants shall be reviewed for thoroughness/quality and the inclusion of the employees' evaluation from the previous year.
3. Professional staff shall provide a written paragraph stating unique skills.
4. Incomplete applications shall not be considered.

D. *Notification of Selection*

Applicants are notified by letter of tentative selection or non-selection for summer school employment at least 10 days prior to the opening of summer school. Applicants offered tentative appointments shall respond to an acceptance statement by the date stipulated in the cover letter. Failure to respond or accept a position offer by the required date shall result in the selection of another candidate.

E. *Appointment*

1. Summer school appointments are contingent upon pupil enrollment and School Board approval.

2. Acceptance for one (1) summer school program shall prohibit a transfer to another summer program.

(cont.)

2.04.6 EMPLOYEE STATUS: SUMMER SCHOOL EMPLOYEES

F. *Salary*

Salary shall continue at the contracted amount until the end of the contract period. Summer school salary shall be prorated to cover the remainder of the summer school session.

(ALSO SEE 7.07 - SUMMER SCHOOL PAY)

G. *Leave*

Each teacher employed for the summer session shall be granted two (2) days leave with full pay (non-cumulative) for absence due to personal illness or death in the immediate family.

Special Note: The School Board approves Summer School programs on a year-to-year basis.

Dated 11/21/84
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.48. Leave for Summer School Teachers

2.04.7 EMPLOYEE STATUS: EMPLOYEES OF SPECIALLY FUNDED PROGRAMS

Employees assigned to projects or programs funded with special external funds are subject to regular conditions of employment plus the limitations imposed by the period of time for which the project is funded. Continued employment is contingent upon the availability of federal or special funding.

Dated 7/18/83

2.05.1 CONFLICT OF INTEREST: OUTSIDE EMPLOYMENT

Employees of Richmond Public Schools shall not engage in any outside activities, with or without compensation, which render them unable to perform satisfactorily their duties and responsibilities in the school division. Employees shall not assume supplementary duties within the school division which render them unable to perform satisfactorily the responsibilities and duties of their initial assignment.

An employee, upon approval, may teach in an institution of higher learning during regular school hours. Time spent in this activity shall be charged against accumulated vacation leave.

A. *Selling and Soliciting*

No employee shall make solicitations or sell any goods or services within Richmond Public Schools, except on behalf of the school division and which have been approved by the Superintendent or designee. Any and all goods and services derived from such solicitation shall become property of Richmond Public Schools.

B. *Endorsing*

Employees are not permitted to endorse or promote pamphlets, books, encyclopedias, or other related classroom material without the approval of the School Board if the books and materials are to be used within the school division.

C. *Tutoring and Professional Services*

1. No project shall be promoted in schools from which the employee will receive compensation or remuneration other than the salary as an employee of the School Board.
2. Instructional employees may not receive extra compensation for tutoring their students except in district authorized programs.
3. No employee shall suggest that a student receive tutoring or professional services without reporting that fact to the principal and parent.

Dated 11/21/84
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.23. Selling and Endorsements
School Board Bylaws and Policies, Section 7.26. Tutoring and Professional
Services
School Board Bylaws and Policies, Section 7.27. Non-school Employment

2.05.2 CONFLICT OF INTEREST: POLITICAL ACTIVITY

The School Board encourages school employees to exercise their rights as citizens and to set an example for the community by the use of the franchise.

Board employees may take part in the campaign of any political organization seeking the election of candidates for office in the government or in the political campaign of any candidate for office in the government. Any such political activities, either individually or as a member of a group, must not be carried on in the name of Richmond Public Schools or any of its agencies in a manner which might be construed to indicate official partisan support of an organization or a candidate by the Richmond Public Schools. An employee may not participate in political activities during working hours nor place badges, buttons, or printed matter on Richmond Public Schools bulletin boards at any time or distribute such items during working hours. School mail or school property shall not be used for the production or distribution of partisan political material.

Dated 7/18/83
Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.29. Political Activities

2.05.3 CONFLICT OF INTEREST: EMPLOYMENT IN MORE THAN ONE POSITION

Employment of a person in more than one (1) position is discouraged and shall be authorized only if the Superintendent or designee approves.

A request for such employment shall state the circumstances, shall be cleared with the employee's present principal/director, and shall indicate the present position and department and the present work schedule of the position sought.

Under no circumstances shall an individual be compensated for two (2) positions during the same time period.

(ALSO SEE CODE 7.06 C - EXTRA DUTIES)

Dated 7/18/83
Revised 6/24/97

2.05.4 CONFLICT OF INTEREST: NEPOTISM**A. Employment**

The employment of spouses and certain other relatives of the Superintendent or a member of the School Board is prohibited under certain circumstances by the State and Local Government Conflict of Interests Act. All employment shall be consistent with these requirements.

For employment purposes relatives include members of the *immediate* family as defined in the Code of Virginia, Section 22.1-639.2 Definitions.

1. In this context, *immediate family* includes spouse, or any other person residing in the same household as the officer or employee who is a dependent of the officer or employee or of whom the officer or employee is a *dependent*.
2. A *dependent* is a son, daughter, father, mother, brother, sister, or other person, whether or not related by blood or marriage, if such person receives from the officer or employee or provides to the officer or employee, more than one-half of his financial support.

B. Assignment

1. The assignment of close relatives in the same organizational unit shall be discouraged.
2. Assignments shall not be made where a direct supervisory or administrative relationship or the possibility of favored treatment exists between close relatives.
3. The assignment of close relatives in a supervisory relationship in the same organizational unit shall not be allowed except in positions where two (2) levels of administration exist between the supervisor and the employee.

Definition: Close Relatives

Close relatives, with respect to *assignment*, include natural parents, adoptive parents, foster parents, stepmother, stepfather, wife, husband, children, brother, sister, father-in-law, daughter-in-law grandmother, grandfather, and any other relative living in the household of the employee.

Dated 7/18/83

Revised 6/24/97

See: School Board Bylaws and Policies, Section 7.06. Nepotism
Code of Va., Section 2.1-639.1 et seq. State and Local Government Conflict of
Interests Act. Section 2.1-639.16

2.05.5 CONFLICT OF INTEREST: USE OF TIME OR RESOURCES

Employees are expected to be engaged in the business and activities of Richmond Public Schools during duty hours. Division resources and equipment are not to be used for private purposes unless approved by the Superintendent.

1. Except as noted, all documents, research, books, papers, projects, or other activities carried on or produced by employees during work hours are the property of the school division, and any income or other advantage gained from the use of such materials is the property of Richmond Public Schools. In those projects using federal funding, the government reserves for itself royalty free world-wide license in perpetuity for government purposes only.
2. The above statement is not to be interpreted as discouraging scholarly research or other productive activities. The division encourages its employees to engage in scholarly, creative or inventive activities during off-duty hours. To encourage employees and students to develop such materials, processes or inventions for use within and outside the school division, special agreements may be initiated between the creator and the Board, through the Superintendent.

Dated 7/18/83
Revised 6/24/97

See: School Bylaws and Policies, Section 7.23. Selling and Endorsements

2.05.6 CONFLICT OF INTEREST: SERVICES AND CONTRACTS

As a general rule, employees may not contract with or have a personal interest in a contract with the school division except for their contract of employment. All employees shall be aware of the prohibitions set forth in the State and Local Government Conflict of Interests Act regarding contracts with the school division.

Dated 11/21/84

See: School Board Bylaws and Policies, Section 1.06. Conflict of Interests
Code of Va., Section 2.1-639.8. Prohibited Contracts by Officers and Employees
of Local Governmental Agencies

2.06 REPORTS OF CERTAIN ACTS TO SCHOOL AUTHORITIES AND LOCAL LAW ENFORCEMENT OFFICIALS

- A.** All incidents involving the assault, assault and battery, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, on a school bus, on school property, or at a school-sponsored activity; any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity; or any threats against school personnel while on a school bus, on school property or at a school-sponsored activity; the illegal carrying of a firearm onto school property shall be reported immediately to the principal, his designee or the person in charge of the facility. That person shall report the incident forthwith to the Superintendent on forms prescribed by the Superintendent. The Superintendent shall submit a report of this information to the State Department of Education as required by law and to the School Board and shall make such information available to the public.
- B.** The principal or his designee shall notify the parent of any student involved in an incident required by subsection A of this policy to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information concerning other students.
- C.** The principal agency shall report to the local law-enforcement agency any act enumerated in subsection A of this regulation which may constitute a criminal offense.

Dated 6/24/97

See: School Board Bylaws and Policies, Section 7.55. Reports of Violent Acts and Other Conduct
and Code of Va., Section 22.1-280.1. Reports of Certain Acts to School Authorities and Local Enforcement Officials

2.06.1 Fraudulent and Wrongful Acts

Purpose

The purpose of this procedure is to inform all employees of Richmond Public Schools that they are encouraged to promptly report either orally or in writing to their immediate supervisor, all evidence of activity by any employee or witnessed by any employee that may constitute but not limited to any of the following:

- (1) Misuse and/or abuse of Richmond Public Schools resources, including making long distance telephone calls, use of fax machines, copiers, postage meters and other office machinery for personal use or use unrelated to Richmond Public Schools business;
- (2) Conduct of illegal activity on school property or through the use of Richmond Public Schools resources;
- (3) Abuse of leave policies;
- (4) Falsifying of work records;
- (5) Mishandling or misappropriation of Richmond Public Schools funds;
- (6) Theft, misuse or misappropriation of Richmond Public Schools supplies and materials for personal use or use unrelated to Richmond Public Schools business;
- (7) Use of City vehicles assigned for the use of Richmond Public Schools for purposes or activities unrelated to Richmond Public Schools business; and
- (8) Any illegal, fraudulent or wrongful activity perpetuated for the “benefit” of Richmond Public Schools.

If you do not receive a satisfactory response from your immediate supervisor, or if you are uncomfortable addressing your concerns to your supervisor, you may contact Internal Audit Services.

Scope

This policy applies to all employees.

Policy

7.57 Fraudulent and Wrongful Acts

This policy can be found in the School Board Policy Manual and on the Richmond Public Schools website under School Board Bylaws (www.richmond.k12.va.us)

Procedure

1. **Receive and Report Fraudulent and Wrongful Acts** - Complaints or concerns of illegal, fraudulent or wrongful activity by Richmond Public Schools employees should be reported to the employee's immediate supervisor or to Internal Audit Services. You may report your allegations of fraudulent and wrongful acts to Internal Audit Services by:

Phone	Call 804-775-2255. Internal Audit staff is available during the hours of 8:00 AM and 4:30 PM. Voice mail is activated after office hours.
Mail (Please mark all mail Confidential)	Richmond Public Schools Internal Audit Services 301 North Ninth Street, Room 1602A Richmond, VA 23219-1927
E-mail	hotline@richmond.k12.va.us
Fax	804-780-7099

If the complaint or concern is anonymous, details must be clear, accurate, and sufficient.

2. **Resolve General Complaints and Concerns** - Upon receipt of a complaint, the Chief Auditor will assign the complaint or concern a case number, determine how to investigate the case, and act to resolve any issue regarding the investigation of complaint or concern. Each of the complaints and concerns will be thoroughly investigated and appropriate action taken.
3. **Confidentiality** - Each complaint or concern will be treated as confidential, and the anonymity of the complainant or person will be preserved.
4. **Prohibition Against Retaliation** - Richmond Public Schools will not discharge, threaten, harass, discipline, withhold or suspend payment of salary and/or benefits, demote, transfer or otherwise take any disciplinary or retaliatory action against any employee who raises a concern, files a complaint concerning an employee, files any complaint, reports any suspected wrongdoing, or who discloses or provides information or assistance in connection with any internal investigation proceeding or inquiry.

- 5. Monitor Complaints** - The Chief Auditor will monitor all complaints and concerns received from any source.
- 6. Complaints and Submission of Concerns Report** - Each complaint and concern will be separately documented by the Chief Auditor. Such documentation shall include a report that contains a complete description of the allegation(s), the action(s) taken (including investigative), the status of the file as pending or closed and, if closed, a statement describing the final disposition of the case. All documentation with respect to a complaint or a concern shall be retained by Internal Audit Services.
- 7. Audit Committee Oversight** - The Audit Committee, Superintendent, and RPS School Board will have full access to complaints and concerns report and related documentation at all times, except for any information that may be used to identify a complainant.

Impacts and responsibilities

- Principals, department managers, and supervisors are responsible for notifying Internal Audit Services of any complaints or concerns made by employees regarding fraudulent and wrongful acts.
- Internal Audit Services will record, investigate, and report any fraudulent and wrongful acts.
- Employees who commit fraudulent and wrongful acts shall be disciplined in accordance with school board policies and administrative regulations relating to discipline.

Referenced documentation

School Board Policy 7.57

Interpretation

The Superintendent or his/her designee

Date entered, date revised

April 23, 2010

Original 10/1/09
To be reviewed 2011

2.06.2 Maintain a Fraud, Waste, and Abuse Hotline

Purpose

The purpose of this procedure is to inform all employees of Richmond Public Schools that Internal Audit Services shall establish and maintain a fraud, waste and abuse hotline to which individuals may report fraud, waste and abuse of Richmond Public Schools resources.

Scope

This policy applies to all employees.

Policy

7.58 Fraud, Waste and Abuse Hotline

This policy can be found in the School Board Policy Manual and on the Richmond Public Schools website under School Board Bylaws (www.richmond.k12.va.us)

Procedure

1. Receive and Report Fraud, Waste and Abuse – Complaints or concerns of fraud, waste and abuse by Richmond Public Schools employees can be reported to Internal Audit Services. All calls to the hotline are confidential. You will not be asked your identity. Each call will be seriously considered and pursued.

You may report your allegations of fraud, waste and abuse by:

Phone	Call 804-775-2255. Internal Audit staff is available during the hours of 8:00 AM and 4:30 PM. Voice mail is activated after office hours.
Mail (Please mark all mail Confidential)	Richmond Public Schools Internal Audit Services 301 North Ninth Street, Room 1602A Richmond, VA 23219-1927
E-mail	hotline@richmond.k12.va.us
Fax	804-780-7099

In all cases, please provide as much factual detail as possible concerning your allegations – what happened, when and where it occurred, who was involved, how did it happen, and how much was involved.

No retaliatory or adverse personnel action may be taken against any employee, who reports fraud, waste or abuse (School Board Policy [7.58](#) (PDF), Fraud, Waste and Abuse Hotline). You may not knowingly make a false report or allegation.

2. Making a False Report - Employees who knowingly make a false report shall be disciplined in accordance with school board policies and administrative regulations relating to discipline (**Administrative Procedure Code 12 – Discipline**).

- **Audit Committee Oversight**

Impacts and responsibilities

- Internal Audit Services will record, investigate, and report any fraud, waste, and abuse.
- Employees who commit fraudulent and wrongful acts shall be disciplined in accordance with school board policies and administrative regulations relating to discipline.
- Employees who knowingly make a false report shall be disciplined in accordance with school board policies and administrative regulations relating to discipline.
- The Audit Committee, Superintendent, and RPS School Board will have full access to complaints and concerns report and related documentation at all times, except for any information that may be used to identify a complainant.

Referenced documentation

School Board Policy 7.58

Interpretation

The Superintendent or his/her designee

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES

As directed by School Board Policy 3.06 (Travel and Miscellaneous Business Expenses), the specific authorization to incur and receive reimbursement for travel and miscellaneous business expense is hereby established as follows:

The School Board authorizes the expenditure for and reimbursement of official and reasonable travel and miscellaneous business expenses to the extent permitted by established departmental budgets and administrative implementing procedures. It shall be the designated budget holder's responsibility to ensure that:

- (1) All expenses comply with Virginia School Laws and School Board Policy.
- (2) Such expenses are incurred in accordance with formal purchasing procedures.
- (3) Reimbursements for such expenses are within the limits of established budgets.

The Superintendent shall establish administrative implementing procedures to address specific types of expenses and reimbursement requirements. Individuals identified as failing to fully comply with these policies and implementing procedures may receive disciplinary action. Business expenses to be reimbursed in accordance with these administrative implementing procedures follow.

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)**A. *Business and Conference Travel***

Travel and related expenses shall be determined to benefit the school division by either being a requirement for operations or for staff development. Usually conference travel should be for professional educational associations, federal grant agencies, or systems user groups. Although national conferences are authorized, in-state conferences are preferred to facilitate greater staff participation.

1. Authorization

- (a) Employees shall obtain *prior written authorization* from their supervisor and/or associate/assistant Superintendent to attend any conference or to conduct out-of-town travel. The Richmond Public Schools *Permission-to-Attend form* shall be utilized to obtain such authorization and shall be required as supporting documentation for reimbursement of, or direct payment of, any related expenses.
- (b) The Superintendent shall give prior written notice to the School Board of his/her planned out-of-town business travel.

2. Reimbursement

- (a) The *Richmond Public Schools Travel Reimbursement Request form* is required for reimbursement of travel expenses.
- (b) *Receipts* shall be attached when required.
- (c) Reimbursement of conference travel expenses also requires a copy of the *Permission-to-Attend form* as supporting documentation.

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)**B. *Cash Advances***

Cash advances for travel expenses may be authorized from appropriated fund sources for employees, and to sponsors for student groups participating in overnight trips sponsored by the School Board. Also, reasonable cash advances to sponsors from student activity funds may be authorized if warranted to support student groups traveling out of town. Requests for cash advances shall be submitted to the Finance Department at least ten (10) days prior to anticipated need.

1. Limits

Cash advances for meals and miscellaneous travel expenses are limited to 80 percent of the reasonable estimated expenses. Advances for travel, lodging and conference registration expenses may be made at the 100 percent level.

2. Settlement Procedures

Receipts shall be required for all cash advance expenditures and such advances shall be settled not later than five working days after completion of the travel. Failure to settle a cash advance as required may result in the full amount of the advance being collected from the employee's paycheck. Employees shall not have more than one cash advance outstanding at the same time. Finance shall review cash advances for appropriated funds and Internal Audit shall routinely review cash advances for student activity funds.

2.07 **TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES**
(continued)**C.** ***Meals***1. Local Meals

Reimbursement for local meals is not authorized for school employees, but may be purchased for non-employees when warranted by special circumstance (i.e., out-of-town guest(s), potential financial donor, vendor, etc.).

(a) Normally, the authorization to incur such expenses is reserved for the Superintendent and associate assistant Superintendent levels.

(b) Local suppers may be authorized for Fair Labor Standards Act - Exempt employees who are required to work more than three hours beyond their normal shift since they are not paid overtime. Such meals are not authorized if the employee receives overtime, compensatory time, or straight-time payment for those additional hours.

2. Non-Local Meals

Employees are authorized reimbursement for out-of-town meal expenses provided expenses are within the limits established by the administrative implementing procedures.

(cont.)

**2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)**

C. Meals (continued)

3. Maximum Meal Allowance

The *maximum meal allowance* is \$16.00 per meal, per person. The daily total allowance per person is \$32.00. Maximum gratuity allowance is 15 percent, which is in addition to the \$32.00 maximum. Alcoholic beverages shall not be authorized for reimbursement. Employees traveling to high-cost cities whose daily expenses exceed \$32.00 maximum limit shall submit receipts with their reimbursement claim. These receipts shall be reviewed for reasonableness and reimbursements made as appropriate, not to exceed the meal rate for the city authorized by the Federal Travel Directory (copies of which are available in the Finance Department).

4. Required Documentation

Receipts shall be required for reimbursement of all meal expenses except conference meals, unless meal expenses exceed the daily maximum as noted in paragraph C. 3 above. The purpose of the meal and the name/s of the person/s for whom the meal was purchased shall be printed on the back of the receipt.

**2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)****D. Mileage Reimbursement**

Use of personal cars for necessary local and non-local school travel shall be reimbursed at a rate recommended by the Superintendent and adopted by the School Board. The adopted rate shall not exceed the Internal Revenue Service authorized rate.

1. Reimbursement Rate

- (a) The *mileage reimbursement rate* for use of personally owned vehicles to conduct school business effective March 1, 1991, is 27.5 cents per mile. Distance allowances for local mileage shall not exceed the round-trip mileage chart published in the department of finance procedures manual.
- (b) Local travel for distances not published in the finance procedures manual shall be reimbursed as claimed if determined reasonable by the director of finance or Assistant Superintendent for Business Services.
 - (1) If distances claimed are determined unreasonable, they shall be adjusted and paid accordingly.
 - (2) Non-local travel distances shall be reimbursed as claimed if determined reasonable and they are within the authorized distances as published in the Federal Travel Directory.

2. Reimbursement Procedure

Richmond Public Schools *Travel Reimbursement Request form* is required for payment of both local and non-local travel. Non-local travel also requires the *Permission-to-Attend form* attached as supporting documentation.

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)**E. *Petty Cash Funds***

Upon recommendation of the Superintendent, the School Board may establish appropriate petty cash funds. The School Board shall review and approve the petty cash funds annually at its first meeting in October of each fiscal year. Petty cash funds shall not exceed the maximum amount as permitted by Code of Virginia 22.1-123.

1. Authorization

- (a) Any school or department requiring the establishment of a petty cash fund shall submit a written request with justification through the assistant Superintendent for Business Services to the Superintendent.
- (b) Upon concurrence of the Superintendent, a recommendation shall be submitted to the School Board requesting establishment of such fund. The petty cash funds currently authorized are:

<u>School/Department</u>	<u>Amount</u>
Finance	\$ 300
Purchasing	250
Transportation	250
Schools:	
Armstrong	350
George Wythe	400
Huguenot	350
John Marshall	500
Kennedy	350
Maymont	500
REAL	400
Richmond Technical Center	1,000
Thomas Jefferson	350
	<u>\$4,950</u>

2. Uses

Petty cash funds are intended to pay for small miscellaneous expenses of less than \$50.00. The petty cash fund shall not be used for any item that is

available from the warehouse. Cash receipts are required for every reimbursement. Budget holders shall ensure that prices paid are reasonable and that their budget balance is sufficient to cover expenses.

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

F. *School Owned Vehicles*

1. School Board Approval of Car Use

- (a) The School Board may own and maintain a number of automobiles for the use of employees where the nature of the position, the transportation requirements, and the economics warrant.
- (b) The School Board shall review and approve annually at its first meeting in October of each fiscal year the number and type of vehicles operated by the school system.
- (c) School owned vehicles may be assigned by the Superintendent at his/her discretion via memorandum when warranted.

2. Authorization to Drive Vehicle Home

School Board vehicles shall be for official use only. If an employee is also authorized to drive such vehicle home, the value of this benefit shall be reported to IRS (for tax purposes per IRS regulations).

- (a) The Transportation Department shall provide an updated listing to Finance of individuals who are assigned a vehicle and authorized to/from home use.
- (b) The supervisor of payroll on a quarterly basis shall post this value to that individual's paycheck.
- (c) It is the employee's responsibility to submit a quarterly report to the supervisor of payroll indicating the days that the vehicle was not driven home.

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

F. School Owned Vehicles (continued)

3. Gas for School Owned Vehicle

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

4. Out of Town Travel Using School Owned VehicleGas Credit Cards

- (a) Employees who are authorized to conduct out-of-town travel and are driving a School Board vehicle normally used for student transportation (i.e., school bus, van, etc.) may be issued a School Board-sponsored gas credit card, by the director of transportation, to use for out-of-town travel for authorized activities, on a temporary basis only for each specific trip.
- (b) The use of this card shall be restricted to school vehicles, and the vehicle tag number shall be printed on the receipt. The School Board authorizes the department of transportation of Richmond Public Schools to maintain six (6) gas credit cards for the purpose described in this paragraph.

(ALSO SEE CODE 2.07 G. SCHOOL BOARD SPONSORED CREDIT CARDS WHICH FOLLOWS)

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)**G. *School-Board Sponsored Credit Cards***

All School Board members and staff of the School Board may have a credit card as approved by the School Board for purposes of business and conference travel.

1. Establishment of Credit Card Accounts
 - (a) Any budget holder whose duties require that he/she has a School Board-sponsored credit card on a continuous basis may submit a request for such card, with justification, to the Superintendent.
 - (b) If the Superintendent concurs, a recommendation shall be submitted through the Superintendent to the School Board requesting approval.
 - (c) In lieu of using credit cards for business and conference travel, the School Board may establish credit accounts with travel agencies for the purpose of providing transportation and lodging for persons traveling on official school business.

2. School Sponsored Credit Cards

The use of the school-sponsored credit cards is authorized for official school business only.

- (a) The School Board shall review and approve both the establishment of all credit card accounts (bank, gas, telephone, etc.) and their maximum credit limits annually at its first meeting in October of each fiscal year.

- (b) Approval shall be based upon recommendation by the Superintendent of schools and the assistant Superintendent for business services.

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

G. School Board Sponsored Credit Cards (continued)

3. Payment Process for School Credit Cards

Credit card statements shall be mailed directly to card holders. Card holders are responsible for:

- (a) attaching receipts for every charge to the statement
- (b) certifying that all expenditures are official school business
- (c) preparing departmental invoice and indicating the correct fund cite numbers/s to be charged
- (d) submitting the departmental invoice with all supporting documentation to the Finance Department five (5) working days prior to the due date
- (e) attaching required supporting documentation justification as follows:

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

G. School Board Sponsored Credit Cards (continued)

3. Payment Process for School Credit Cards (continued)

(e) Documentation Justification Needed

(1) Conference Travel (Credit Card Use)

Permission-to-Attend forms and Conference brochures shall include registration fees, dates, hotel rates, location of conference and any other pertinent information needed for justification of expenses.

(2) Meals (Credit Card Use)

Meal expenses are limited to \$16.00 per individual per meal; however, individual's daily totals are not to exceed \$32.00. Alcoholic beverages shall not be purchased with school funds. Receipts for meals shall have the person/s name/s printed on the back of the receipt, along with where they are from (i.e., school district for vendor) and the purpose of the meal. Maximum gratuity allowance authorized is 15 percent, which is in addition to the \$32.00 daily maximum. (See 2.07 C)

(3) Other Expenditures/Purchases (Credit Card Use)

Other purchases with the School Board credit card are not authorized since such use circumvents both budget compliance safeguards and established purchasing procedures. However, if an employee on an approved out-of-town trip encounters an emergency which dictates an expenditure for other purposes (i.e., repair

of school vehicle), an exception may be authorized.

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

G. School Board Sponsored Credit Cards (continued)

4. Personal Credit Card Use Prohibited

The personal use of School Board credit cards is prohibited.

(a) If an individual conducts out-of-town travel with his/her spouse, all expenses related to the spouse shall be paid directly with personal funds.

(1) This means that the individual shall request the hotel to identify the difference (if any) in the single and double room occupancy rates and this difference shall be paid by the individual and not charged on the School Board credit card.

(2) Separate bills shall be requested for all meals. If the eating establishment shall not bill separately, the cash register receipt shall be attached also to the bank card receipt. The cash register receipt shall be annotated to identify items consumed by the employee and those consumed by the spouse.

A check made payable to Richmond Public Schools for the total of the spouse's food (including tax and share of tip) shall be submitted to Finance upon completion of travel.

(b) Individuals failing to immediately submit a check to Finance for unavoidable personal use shall have the amount plus a non-refundable 10 percent overhead and processing collection fee withheld from their paychecks. The 10 percent collection fee is in addition to the 1.5 percent (18

percent per annum) charged by the bank. If interest is assessed by the banking institution, it shall be charged to the employee.

(cont.)

2.07 TRAVEL AND MISCELLANEOUS BUSINESS EXPENSES
(continued)

G. School Board Sponsored Credit Cards (continued)

5. Other Prohibited Credit Charges(a) Cash Advances

Cash advances on School Board credit cards for purposes other than those specifically mentioned in Section 3.06 B.1. shall not be authorized.

(b) Long Distance and Local Telephone Calls

Telephone calls are not authorized and shall not be charged to the School Board credit card; instead, they shall be deducted from the hotel bill and paid for with personal funds. If a call is official, a separate memorandum shall be submitted to Finance with the monthly statement for payment. This memorandum shall identify who was called and the purpose of the call. The memorandum shall be signed by both the traveling school employee and his/her supervisor.

Exception: School Board members, School Board staff, and the Superintendent's cabinet may have a maximum of \$5.00 credit per day for personal long-distance telephone calls.

Adopted June 26, 1991

Revised/Adopted September 20, 1994

Revised/Adopted September 26, 1996

Revised 6/24/97

See: School Board Bylaws and Policies, Section 3.06. Travel Expense
Code of Va., Section 22.1-123. Petty Cash Funds, Payment of Claims from
Petty Cash

2.08 Cell Phone Policy

Purpose

The purpose of this policy is to promote a productive work environment that increases communication and promotes public safety. This policy applies to both incoming and outgoing cellular calls.

Scope

This policy governs staff and employees use of cell phones during working hours. Personal calls during work hours can interfere with employee productivity and be distracting to others. Employees are expected to use discretion in using cellular telephones for personal business while at work. This policy applies to all employees.

Policy

7.64 Cellular Telephone Usage

This policy can be found in the School Board Policy Manual and on the Richmond Public Schools website under School Board Bylaws (www.richmond.k12.va.us)

Procedure

1. Cell phones shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.
2. For employees outside the school setting: Employees may carry and use personal cell phones while at work on a sporadic basis. If an employee use of a personal cell phone causes disruptions or loss in productivity, as determined by supervisor, the employee may become subject to disciplinary action per company policy. Administrative Procedure 12.05
3. For employees inside a school setting: No teacher, instructional aide or member of the support staff shall use a cellular telephone to place or receive calls, or to send or receive text messages (texting and twittering) or electronic mail while in school environment during the normal hours when students are in class. Calls may be made and received during lunch periods or in case of an emergency related to the safety or security of students or employees. No wearing of Bluetooth head devices. Violations may result in disciplinary actions according to company

policy. Administrative Procedure 12.05

4. Cell phones are not to be used by an employee while instructing or supervising students unless an emergency or safety-related event has occurred. During instructional or supervisory duties, cell phones shall be turned off or set to vibrate/silent mode.
5. Personal use of cell phones shall be used occasionally for company business with approval of supervisor.
6. No employee of the school division shall use wireless telecommunications devices, whether handheld or otherwise, while driving a school board-owned vehicle while the vehicle is in motion.
7. School bus drivers shall not use wireless telecommunications devices, whether handheld or otherwise, while driving a school bus. A wireless device may be used in case of an emergency but only when the vehicle is in a safe location off the roadway or when lawfully parked, or for the purposes of dispatching.
8. The Board assumes no liability for loss or damage to employees' personal cell phones while on school property or in Board-owned vehicles. Employees assume the risk of loss, theft, or damage to personal cell phones carried during work hours.

Impacts and responsibilities

- Principals and supervisors are responsible for ensuring this policy is followed
- Employees found in violation of this policy shall be disciplined in accordance with school board policies and administrative regulations relating to discipline

Referenced documentation

School Board Policy 7.64

Code of Virginia, Section 22.1-78. Bylaws and regulations

Code of Virginia, Section 22.1-79. Powers and duties

Richmond Public Schools Administrative Procedures 12.05.5

Interpretation

Superintendent or his/her designee

Date entered, date revised

April 23, 2010

2.09 Dress Code

PURPOSE

Richmond Public Schools honors all of its employees as highly skilled professionals. To this end, Richmond Public Schools encourages its employees to bear in mind that as professionals, they are expected to dress accordingly. Attire is expected to reflect the tenets of our profession and to set an appropriate example for students. All employees of Richmond Public Schools are required to dress and present themselves in a mature, professional manner, consistent with their worksite duties (i.e., physical education teachers, nurses and uniform employees dress as duties require)

SCOPE

This policy applies to all employees.

POLICY

7.63 Dress Code

This policy can be found in the School Board Policy Manual and on the Richmond Public Schools website under School Board Bylaws (www.richmond.k12.va.us)

PROCEDURE

RPS wishes to provide a work environment that is free of safety hazards, offensive behavior and harassment of any kind. Therefore, the following general guidelines should be followed:

1. Richmond Public Schools employees should dress and present themselves in a mature, professional manner, consistent with their worksite duties.
2. Physical education teachers, nurses and uniform employees dress as duties require.
3. Clothing should be worn to fit in such a manner that it does not expose the abdomen, chest or buttocks areas.
4. Clothing should be free of offensive references and should not promote the use of alcohol or drugs.
5. Jewelry and tattoos should not pose a conflict with the job or work environment, which includes, but is not limited to, safety of self or others; perceived offensive on the basis of race, sex , religion, etc.

6. Shoes must be worn at all times.
7. Provocative clothing is prohibited.
8. The following are examples of inappropriate attire that should not be worn in the workplace: Sweat pants, Midriff tops, Beach Shoes, Bedroom Slippers, plastic or rubber flip-flops, torn or tattered clothing
9. Denim slacks, sandals and tennis shoes are considered appropriate attire.
10. The building principal/supervisor will distribute a copy of the brochure "The Look of Professionalism" to all employees.

IMPACTS and RESPONSIBILITIES

The building principal /supervisor will monitor each employee and administer the prescribed consequences for infractions. Consequences are as follows:

- **First Offense** - Verbal warning in which the employee is reminded of and given a copy of the Employee Dress Code Policy. The employee must be told what clothing he/she is wearing that warranted the verbal warning.
- **Second Offense** - Written warning of non-compliance with Employee Dress Code is given to the employee, with a copy of the Dress Code Policy included. The employee must be told what clothing he or she is wearing that warranted the written warning.
- **Third Offense** - Written documentation of non-compliance with the Employee Dress Code is placed in the employee's personnel file for a period of one school year. A copy with notification of file placement is given to the employee. The employee must be told what he /she is wearing that warranted the file placement.

All warnings given to an employee by his/her principal/supervisor shall be confidential and private. The employee shall be afforded the appropriate appeal process through the Grievance Procedure.

REFERENCED DOCUMENTATION

School Board Policy # 7.63

City of Richmond, Personal Appearance Policy, A.R. Number 5.9, Effective 2/1/2007

INTERPRETATION

The superintendent or his/her designee

Date entered, date revised

April 23, 2010

Original 10/1/09

To be reviewed 2011

2.10.1 Use of Computer Technology

PURPOSE

Richmond Public Schools operates a variety of computing systems which are provided for the use of its parent community, students, faculty and staff in support of the programs of the school and are to be used for education, research, academic development and administrative purposes only. Commercial uses are specifically excluded. All students, faculty, and staff are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner. This document establishes rules and prohibitions that define acceptable use of these systems. Fraudulent, harassing, pornographic or obscene messages and/or materials are not to be accessed, sent or stored. Unacceptable use is prohibited and is grounds for loss of computing privileges, as well as discipline or legal sanctions under Federal, State and local laws and Richmond Public Schools policies. Loss of computer privileges may result in employees' inability to accomplish their job, which may lead to termination or reassignment to a position that does not require the use of a computer.

SCOPE

All users of Richmond Public Schools computing systems must read, understand and comply with the policies outlined in this document as well as any additional guidelines established by the administrators of each system or facility. Such guidelines will be reviewed by the appropriate School governance bodies. BY USING ANY OF THESE SYSTEMS, USERS AGREE THAT THEY WILL COMPLY WITH THESE POLICIES.

POLICY

7.59 Use of Computer Technology

This policy can be found in the School Board Policy Manual and on the Richmond Public Schools website under School Board Bylaws (www.richmond.k12.va.us)

PROCEDURE

1. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner. The following policy, rules and conditions apply to all users of computer resources and services. Computer resources include, but are not limited to, the following: host computers, file servers, workstations, standalone computers, laptops and mobile devices, printers, digital scanners and cameras, plotters, software, and internal or external communications networks.
2. Staff members are expected to exercise reasonable protection of RPS' computer resources such as laptops, mobile devices, digital cameras, computers, and

electronic data from damage and theft. All users of RPS' mobile devices and computers are expected to comply and agree with the outlined procedures stated within the Staff Mobile/Computer Procedure documentation.

3. Users shall not install software/hardware onto their individual computers or the network or change the system configuration including network settings unless under direct supervision or the direction of Richmond Public Schools' Information Communication and Technology Services.
4. Users must comply with all software licenses, copyrights, and other state and federal laws governing intellectual property.
5. Each staff member is responsible for the costs of repairing any hardware or software damage that occurs off school premises (including labor costs).
6. Staff members will not be held responsible for computer problems resulting from regular school-related use; however, staff members will be held personally responsible for any problems caused by their negligence as deemed by RPS' administration.
7. Users shall not alter or copy any files belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to do so.
8. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, or any unlawful material shall not be sent by e-mail or other form of electronic communication or displayed on or stored in Richmond Public Schools' computers. Users encountering or receiving such material must immediately report the incident to their immediate supervisor for investigation.
9. Users shall not forward e-mail or data to any other person or entity without the express permission of the sender.
10. Users may not remove computer equipment, electronic files or data, or software from any RPS facility without prior written and/or verbal permission from designated personnel.
11. Downloading, copying, or transferring confidential and/or sensitive data, including but not limited to financial, employee, or student data to external media or a computer's local drive without expressed permission from designated personnel is not permitted.
12. Users shall be responsible for safeguarding their passwords. Individual passwords shall not be printed, scanned or stored on-line, or given to others. Users are responsible for all transactions made using their passwords.
13. Users shall not tamper with or attempt to gain or gain access to computer data to which a staff member has no security authorization such as, but not

limited to, financial, employee and student information.

14. Users and staff members shall turn-in or provide appropriate access to any mobile device, computer, and/or computer equipment and accessories assigned to or used by them, upon request from immediate supervisor or authorized district personnel.
15. The computer and telecommunications resources and services of Richmond Public Schools shall not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material or any other unauthorized or personal use without prior written permission.
16. Port scanning, security scanning, or network monitoring including capturing network data is not permitted unless the activity is part of the employee's normal job duty.
17. Users shall exercise extreme care in downloading executable programs, program codes, or accessing websites which contains scripts, executable programs, and/or program codes.
18. Removal of any computer equipment's identification markings such as Richmond Public Schools asset tags, bar codes, serial numbers, product number, manufacture name, model numbers or any other identification labels are not permitted.
19. A staff member will be held personally responsible for any RPS mobile device, computers, equipment, data and/or accessories that are stolen during the time they have been assigned to that staff member.
20. Richmond Public Schools shall not be liable or responsible for the support of any unauthorized hardware or software.
21. Richmond Public Schools reserves the right, to gain access to and read a user's file when there is substantiated reason to believe that a violation of law or RPS policy has taken place or when the user is absent and the file is needed under a time-dependent, operationally critical circumstance.
22. Richmond Public Schools shall permit the inspection, monitoring, or disclosure of electronic mail or other electronic files without the consent of the holder when required by and consistent with law, when there is substantiated reason to believe that a violation of law or RPS policy has taken place or under time-dependent, operationally critical circumstances.
23. Richmond Public Schools reserves the right to limit disk space for the storage of electronic mail and other electronic files.
24. Richmond Public Schools reserves the right to deny computer resources; including but not limited to internal servers, internet access, or accessibility to

data, to any device considered a threat to the integrity of Richmond Public Schools' computing environment.

25. Richmond Public Schools makes no warranties of any kind, either express or written or implied, that the functions or the services provided by or through the school division's systems will be error-free or without defect.
26. Richmond Public Schools shall not be responsible for the accuracy or quality of the information obtained through or stored on systems accessible, but separate from its network.
27. Richmond Public Schools shall not be responsible for financial obligations arising through the unauthorized use of any of its systems.
28. Richmond Public Schools shall not be responsible for the actions of individual users.
29. Violation of this policy may result in disciplinary action, up to and including dismissal, and/or legal action as deemed appropriate. Additionally, violation of copyright laws may result in prosecution under such laws. Any user or staff member who intentionally damages or destroys Richmond Public Schools' hardware and/or software, whether directly or indirectly, shall also be responsible for all costs associated with repair and/or replacement.

IMPACTS AND RESPONSIBILITIES

- Principals, supervisors and managers are responsible for ensuring this policy is followed.
- Employees found in violation of this policy shall be disciplined in accordance with school board policies and administrative regulations relating to discipline.

REFERENCED DOCUMENTATION

School Board Policy 7.59

INTERPRETATION

Superintendent or his/her designee

Date entered, date revised

May 7, 2010

Original 10/1/09
To be reviewed 2011

2.10.2 Internet Website Privacy

PURPOSE

The purpose of this policy is to ensure users that no personal information is stored or collected when they access the RPS website.

SCOPE

This policy is designed to respect and protect the website's users' privacy.

POLICY

7.62 Internet Website Privacy

The following statement shall be made available on Richmond Public Schools' Internet website in a conspicuous manner:

It is the policy of Richmond Public Schools that personal information about individuals shall be collected only to the extent necessary to provide the service or benefit desired; that only appropriate information will be collected; and that the individual shall understand the reason the information is collected and be able to examine his or her personal record which is maintained by Richmond Public Schools.

Richmond Public Schools' website (1) does not collect personal information; (2) does not place a "cookie" on your computer; (3) does not require you to provide any personal information to download files or reports; and (4) will not track your movements through the website.

Impacts and responsibilities

- Principals, supervisors and managers are responsible for ensuring this policy is followed.
- Employees found in violation of this policy shall be disciplined in accordance with school board policies and administrative regulations relating to discipline.

Referenced Documentation

School Board Policy # 7.62
Code of Virginia, Section 22.1-380

Interpretation

The Superintendent or his/her designee

Date entered, date revised

April 5, 2010

Original 10/1/09
To be reviewed 2011