

SCHOOL BOARD POLICY MANUAL
Section 700 – Operations and Finance

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Food Service

Uniform Policy for Free and Reduced Price Meals

The Governing Board accepts the responsibility for providing free and reduced price meals to eligible children under the policies and guidelines as decreed by the Governing Board, consistent with federal and state authorities.

Approved: December 8, 2007

702

Sale of Food Items on School Premises

Food and beverage items are available for purchase by students and staff before, during, and after school. Vending machines offer an array of food and beverage choices. There will be an emphasis on “healthy” solutions.

Approved: December 8, 2007

703

Risk Management

The Governing Board is committed to effectively managing risks of accidental loss by providing protection against the financial consequences of catastrophic loss, by preserving the assets from loss, destruction and depletion, and by maintaining a system to continually evaluate requirements and financial resources to provide protection from loss. The Governing Board is also committed to reducing risk of injury to employees, students, and visitors through effective safety and loss prevention programs.

Approved: December 8, 2007

Financial Management

The Governing Board shall explore all available sources of revenue, authorize the expenditure of funds so as to obtain the greatest return for education, and require the use of effective accounting and reporting procedures.

Approved: December 8, 2007

Revenues: Tuition Fees

The Director shall recommend to the Governing Board the tuition fees to be charged to eligible nonresident pupils for the approval of the Governing Board. Such recommendation shall be consistent with the Constitution of the Governing Board of the Appomattox Regional Governor's School for the Arts and Technology as adopted August 13, 1998 and emended July 8, 2004.

Approved: December 8, 2007

Legal Reference: Code of Virginia, § 22.1-5.

Student Activity Funds

Student activity funds shall be used to finance a program of approved student activities.

Student activity funds should be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.

The Director shall establish procedures for student activity funds in accordance with the State Board of Education Regulations Governing Student Activity Funds, 8 VAC 20-240-10.

Approved: December 8, 2007

Fidelity Bonds

The School Board shall provide a fidelity bond that covers all employees, including employees paid from school activity funds.

Approved: December 8, 2007

Gifts, Bequests, and Donations

Gifts of money or materials of substantial value may be accepted by the schools only with the written approval of the Director. Any item donated to the Governing Board or to a particular school shall become Governing Board property. Unless otherwise specified by the donor, such property may be used or disposed of without obligation to the donor.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§ 22.1-88 and 22.1-89.

Petty Cash Funds

The Governing Board shall establish appropriate petty cash funds upon the recommendation of the Director in accordance with §§ 22.1-123 of the Code of Virginia.

Approved: December 8, 2007

Legal Reference: Code of Virginia, § 22.1-123.

Inventories

The Director and Fiscal Agent shall follow the County of Chesterfield's Administrative Procedure for Fixed Assets, Policy 100-7, for the purposes of insurance, program accountability, and purchasing.

Approved: December 8, 2007

Planning and Budgeting

The Governing Board is committed to a school-wide planning process which integrates long-range planning, short-range planning, and budgeting. Planning and budgeting shall be based on educationally sound assessment activities.

Approved: December 8, 2007

Budget – Funds Transfers

The adoption of the budget by the Governing Board includes the authority for the administration to make expenditures within the appropriation categories reflected in the Appropriation Resolution approved by the Board of Supervisors.

Transfers between major object groups (i.e., personal services, operations, and equipment) shall require the approval of the Director.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§ 22.1-89, 22.1-94, and 22.1-115.

Financial Grants

Applications for funds or reimbursement requests to grantors must be approved by the Director or designee prior to submission.

Approved: December 8, 2007

Internal Communications

The Director shall establish a service for the transmittal of official communications among staff, students, the Governing Board, Member School Divisions, and appropriate government agencies.

Approved: December 8, 2007

Procurement**Authority**

This policy is adopted pursuant to §11-35D of the Code of Virginia.

Purpose

The purpose of this policy is to continue public confidence in purchasing by the Governing Board, to encourage competition in public purchasing among vendors or contractors, to administer fairly and equitably purchasing policies among bidders and to obtain high quality and goods and services at the lowest possible price.

Application

1. This policy applies to all public contracts with non-governmental contractors for purchases involving goods, services and capital projects.
2. Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Purchasing Manual (Policy Number 500-3).
3. Nothing in this policy shall prevent the Board from complying with the terms and conditions of any grant, gift or bequest that are not prohibited by law.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §11-35D.

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School Bus Transportation

Daily school bus or school automobile service shall be provided for all ARGS Students by the home school division.

School bus routes will be established by the Superintendent in each school division. Safety of the students will be the primary factor in establishing such routes.

The use of school buses for field trips will be permitted.

School buses may be used for non-school purposes as provided for in the Code of Virginia.

A schedule for the replacement of school buses on a continuing basis will be developed and implemented as required by regulations of the Virginia Department of Education.

Approved: December 8, 2007

Legal References:

Code of Virginia, §§22.1-176 and 22.1-2564H.

Code of Virginia, §§22.1-221.

Code of Virginia, §§22.1-182.

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Security of Buildings and Grounds

The Director shall establish such regulations as may be necessary to assure adequate security for all property managed and controlled by the Governing Board.

The Director shall develop regulations for safety and emergency conditions such as fire, bomb threats, civil defense, etc.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§22.1-79.

Staff Travel

It shall be the policy of the Governing Board to make provisions for reasonable staff travel. Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Administrative Procedure for Travel Policy and Procedures (Policy Number 100-1).

Approved: December 8, 2007

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Payroll Deduction

Voluntary payroll deductions shall be made from the salary of an employee in accordance with the following guidelines:

1. The deduction is mandatory under State or Federal law;
2. The deduction is a Governing Board approved benefit plan for employees within the organization; or
3. The deduction is to encourage employees to save funds through a Governing Board approved vendor or through U. S. Savings Bonds.

Requests for deductions that do not fall within one of the above guidelines shall not be granted unless the Director determines the benefit to employees will offset the increased accounting, computer, and administrative costs.

All requests for deductions other than those currently in effect shall be made in writing to the Director.

Approved: December 8, 2007

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Reproduction of Copyrighted Material

All employees shall comply with current copyright laws when reproducing copyrighted materials or materials protected by license agreements (including computer software). The Governing Board will not assume responsibility for any employee violating copyright laws or license agreements.

Approved: December 8, 2007

Royalties

Materials, processes, or inventions (including, but not limited to, computer software) developed by employees or students become the property of the Governing Board if they were developed during the hours of employment and/or with the use of Governing Board-owned equipment or supplies. 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 Governing Board, through the Director.

Approved: December 8, 2007

722

Acquisition of Real Property for School Use

Unless otherwise directed by the Governing Board, the Director shall follow the County of Chesterfield Administrative Procedure for Acquisition of Private Property for Public Use.

Approved: December 8, 2007

723

Acceptable Use, ARGS-NET

The responsible use of computers and computer networks supports the instructional program. Regulation 723.1 outlines acceptable and unacceptable use of the ARGS-NET. ARGS-NET shall be defined as all computers, networks, equipment, programs, and data that are owned, leased, rented, or licensed by ARGS. The Director or his designee shall review this policy and regulation every two years and submit any recommended changes to the Governing Board for approval. This policy and regulation shall be filed with the Superintendent of Public Instruction in compliance with the provisions of the Code of Virginia, §§ 22.1-70.2. This policy also complies with the regulations of the Federal Communications Commission implementing the Children's Internet Protection Act (CIPA).

Approved: December 8, 2007

Legal Reference: Code of Virginia, §§22.1-70.2
Code of Virginia, §§18.2-374.1:1, 372, and 390
 Children's Internet Protection Act, Federal Communications Commission
 Regulations

Acceptable Use Policy - ARGS-NET

The responsible use of computers and computer networks is critical in a learning environment. It is a tool in the support of the academic endeavors. This document outlines the acceptable use for the ARGS-NET and resources, a local area network designated for administrative, academic, and the Internet.

The administration supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration. The use of network facilities shall be concordant with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Vision

In support of the Appomattox Regional Governor's School mission, access to the ARGS-NET will:

- Provide connections to world wide resources, and;
- Facilitate local, regional, and worldwide communications in a learning environment for academic purposes.

Acceptable Use

- The ARGS-NET is established solely for educational purposes.
- The ARGS-NET is a shared resource and with a stated mission for appropriate use.
- ARGS-NET account owners are responsible for all activities under their account.
- Any ARGS-NET user's traffic that traverses another network may be subject to that network's acceptable use policy (aup).
- Photographs of students may be included in World Wide Web documents provided no personal information is included.

Unacceptable Use

- Any use of the ARGS-NET for commercial purposes or political lobbying is prohibited.
- Any use of the ARGS-NET for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, including the intentional introduction of viruses, corruption of systems, files and resources.
- Any use of the ARGS-NET for purposes in conflict with approved School policies & procedures are prohibited. The School prohibits the illegal copying of documents, software, and other materials.

- Great care shall be taken by the ARGS-NET administrators to ensure the right of privacy of users; however, all students, educators and parents have the responsibility to take appropriate action when becoming aware of unacceptable usage.

Use of Networked Resources

- Network Accessible Resources (NAR's) must be used in support of the instructional program.
 - Exploration of NAR's is to be conducted within the context of supporting the instructional program, and should be performed with a defined purpose or goal.
 - NAR's will not be used as the sole research source, but rather will be considered with all research tools available in the library and/or classroom.
 - Given the fluid nature of many NAR's, students and staff must evaluate the validity and appropriateness of use of a particular resource for a given assignment or application.
- ARGS-NET Access & Accounts**
- Access to the ARGS-NET is considered a privilege and is permitted to the extent that available resources allow.
 - All ARGSAT personnel are eligible for a ARGS-NET account on the ARGS-NET server.
 - Students in grades 9-12 will have access to the ARGS-NET through a classroom account managed by school personnel, and may be granted an individual account held jointly by the student and parent/guardian. Parents are responsible for activity supervision of these accounts.
 - From time to time, the School will make decisions on whether specific uses of the ARGS-NET are consistent with this policy. The School shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

World Wide Web Access - Unfiltered Accounts

The School provides access to the World Wide Web (WWW) via the ARGS-NET. Standard use of the WWW utilizes a proxy server based filter that screens for non-curriculum related pages. Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff & student research. To facilitate the access of appropriate pages that the filter blocks, unfiltered accounts may be granted that bypass the filter. Unfiltered accounts will be granted to any staff member who states, in writing, that they need such an account to facilitate the programs of ARGSAT. These accounts will never be granted to students. Staff should be aware that all web access by unfiltered accounts are logged by the server and that these logs are reviewed by the system administrators periodically during normal system maintenance.

Electronic Mail

Electronic mail (E-mail) is provided to staff and ARGSAT students in support of the instructional program and its support services. Acceptable use of e-mail is based on common sense, common decency and civility as applied to all communications within the electronic environment. In addition to the broad acceptable use principals outlined in this document the following unacceptable uses of e-mail are specifically delineated:

- Sending harassing, abusive, or offensive material to or about others
- Intercepting, altering, or disrupting electronic mail systems and/or messages
- Introducing messages to e-mail systems with the intent to cause network congestion

Electronic communications are protected by the same laws and policies, and are subject to the same limitations as other types of media. When using or storing messages on the network, the user should consider both the personal ramifications and the impact on the school system should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the network, as its confidentiality cannot be guaranteed. Messages sent to the wrong address could be used inappropriately and the receiver could save the information indefinitely. From time to time, the administrators of the email system may review email logs and or messages as a part of the standard maintenance and security schedule. Employees and students should not consider email as private.

Action for Misuse

Any user officially accused of inappropriate use of the ARGS-NET are subject to disciplinary action by the governing council.

Procedures are clearly spelled out in the code of conduct governing behavior on the Internet. This document describes consequences of violating the AUP. ARGSAT strives to keep AUP in compliance with state and national telecommunication rules and regulations.

All users must sign a “signature form”(Internet Access Agreement) for teachers, parents, and students indicating their intent to abide by the AUP.

Long-Range Educational Facilities Planning

The Governing Board shall take appropriate actions to enable ARGS to address changing enrollment patterns and provide the facilities necessary to sustain quality educational programs at reasonable cost. The Governing Board encourages citizens and school community to identify and communicate to the Governing Board and Director their priorities and concerns for resolving facility issues. However, nothing in this policy is intended, nor shall it be construed, to limit the authority of the Director or the Governing Board to adopt or amend its Capital Improvement Plan.

A. Purpose

The Governing Board desires to promote public understanding of the Capital Improvement needs and the process by which decisions are made. Policy objectives include:

1. Provide permanent classrooms to accommodate long-term enrollment trends and address changing enrollment patterns;
2. Anticipate and accommodate the needs of both regular students and students with special needs;
3. Promote continuity and stability of the 9-12 program;
4. Use existing space consistent with sound educational practice;
5. Anticipate and accommodate future improvements in educational programs and services to the extent possible; and
6. Recognize that older facilities must be renovated to continue their usefulness on a cost-effective basis and to maintain program quality.

B. Process

Governing Board decisions regarding facilities will be based on the available data to include membership projections. Further, decisions regarding facilities will consider the impact on student transportation times.

1. Annually, the Director will review the available data and solicit the input of the school community.

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2. After consultation with Governing Board members, the Director will present a proposed Capital Improvement Plan to the Governing Board.
3. The Director will make quarterly or semi-annual status reports to the School Board regarding the implementation of the Capital Improvement Plan. Such reports will provide updates on existing projects and any adjustments needed to address unforeseen circumstances.

In circumstances of overcrowding, the Director will provide the Governing Board with options for alleviating the condition. The following options may be considered individually or in combination:

1. Use portable classrooms or alternative space on a temporary basis to alleviate short-term overcrowding;
2. If long-range enrollment projections indicate continued overcrowding, provide options for addition and renovation of existing facilities; and
3. Propose the construction of new schools once all other alternatives have been examined and eliminated.

In circumstances of declining enrollment, the Director will provide the Governing Board with options that may include the following:

1. If long-range enrollment projections indicate continued declining enrollment, propose options for alternative use other than traditional school; and
2. If long-range enrollment projections indicate continued declining enrollment and other options are not feasible, recommend discontinuing use of the facility by ARGS.

Approved: December 8, 2007

Legal Reference: Code of Virginia, §22.1-28
Chesterfield County Charter, §5.2