

FOUNDATIONS AND BASIC COMMITMENTS**Right to Privacy**

Directories of teachers and students shall not be released for commercial or political use. The distribution of directories shall be for educational purposes which in the judgment of the Superintendent are beneficial to the school system.

Legal Reference:

Code of Virginia, Chapter 26 The Privacy Protection Act

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Prayer at School Functions**

Prince William County Public Schools shall establish regulations consistent with court rulings concerning issues of separation of church and state.

Adopted: July 7, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Local Educational Goals**

Public education in Prince William County, Virginia seeks to assist all students, consistent with their abilities, interests, and educational needs. Division goals and objectives approved by the Prince William County School Board shall be used to guide curriculum development, test construction, and classroom instruction. These goals shall be re-examined periodically and shall be used as a guide for budget development.

Public education in Prince William County Public Schools shall be designed to enable students to achieve the following skills and behaviors:

1. Acquire competence in using the fundamental learning skills and acquire basic knowledge needed for participation in today's society.
2. Develop a desire for learning now and in the future.
3. Acquire skills and knowledge for education needed beyond high school or for employment.
4. Acquire a sense of personal worth and dignity.
5. Develop attitudes and values that lead to responsible participation as a citizen of our republic.
6. Develop an understanding of one's relationship to one's ecological, physical, economic, and social environment.
7. Develop personal habits for continuing physical and mental health.
8. Understand and appreciate people of different nationalities and ethnic groups and their contributions to the development of our nation and culture.
9. Develop an interest in and an understanding of the inter-relationship among nations.
10. Appreciate beauty and understand its contribution to daily life.

Continued

FOUNDATIONS AND BASIC COMMITMENTS**Local Educational Goals** (continued)

In carrying out its educational goals, the Prince William County School Board shall adhere to the current Standards of Quality for Public Schools in Virginia as well as the Standards for Accrediting Schools in Virginia. Copies of both documents are available in the office of the principal at all Prince William County Public Schools and will be made available to each Prince William County School Board member.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Cooperative Program**

Through cooperative efforts and such activities as home instruction, summer school, and all alternative education programs, the curriculum will be extended into the community, the home, recreational areas, and special schools. The staff will clarify responsibilities and develop cooperative programs.

Legal References:

State Department of Education, Current Standards of Quality for Public Schools in Virginia.

Prince William County School Board, Current Six-Year School Improvement Plan.

Code of Virginia, Section 22.1-223. Adult Education.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Standards of Quality**

The established "Standards of Quality and Objectives for Public Schools in Virginia" sets forth objectives for the State and local school divisions.

The Prince William County School Board develops policy and adopts rules, regulations, and procedures in accordance with the requirements of the Commonwealth of Virginia.

Legal References:

Constitution of Virginia, Article 8, Section 2. Standards of Quality: State and local support of public schools.

Virginia School Laws, Section 22.1-18

Standards of Quality for Public Schools in Virginia, Current

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS

Standards for Accrediting Schools

The Prince William County School Board shall abide by the Standards for Accrediting Schools in Virginia, as adopted by the Virginia Board of Education. A copy of the Standards shall be maintained in the Central Office and at each Prince William County Public School.

Legal Reference:

Standards for Accrediting Schools in Virginia

Adopted by the Virginia Board of Education, current edition.

Adopted: October 21, 1992

Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD

PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Daily Observance of One Minute of Silence**

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or refrain from religious observation on school grounds, the Prince William County Public Schools shall establish regulations for the daily observance of one minute of silence in each classroom of the school division.

Legal Reference:

Code of Virginia, Section 22.1-203.

Adopted: June 28, 2000

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS

Pledge of Allegiance to the Flag

The school day in Prince William County Public Schools shall commence with the Pledge of Allegiance to the Flag of the United States of America.

“I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.”

The opportunity to participate is not compulsory and shall be provided through school-wide participation using the intercom or through individual teachers who may desire to lead their class in the Pledge. All students, teachers, and any visitors in the school shall stand respectfully while the Pledge is being said. Individuals who, for religious or other deep personal convictions, do not choose to participate in the Pledge of Allegiance shall stand or sit quietly out of respect for the views of others.

The American Flag shall be displayed appropriately in all classrooms.

Legal Reference: Virginia Code §22.1-202

Adopted: December 20, 1995
Reviewed/Revised: December 17, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Playing the "National Anthem"**

Prince William County Public School principals and other Prince William County Public School officials are encouraged to arrange for the playing of the "National Anthem" at athletic events, assemblies, and other appropriate activities and ceremonies where possible.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS

Non-Discrimination

The Prince William County School Division shall not discriminate in employment or in its services, programs, and activities against qualified individuals with disabilities, nor on the basis of age, gender, race, color, religion, or national origin.

Legal Reference: 28CRF§351.02(a)

Adopted: May 1, 2002

Reviewed/Revised: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Affirmative Action Program**

The Prince William County School Board adopts and supports a voluntary Affirmative Action Program. This program shall assure equal opportunity in every respect of employment policy and practice to all qualified persons regardless of race, color, religion, sex, age, handicapping condition, or national origin.

In order to attain the goals of Equal Employment Opportunity (EEO), it is the responsibility of all Prince William County School Board employees to apply both the letter and the spirit of the law in all relationships with other employees and applicants. All employees must recognize and support equality of opportunity as a condition of employment. It shall be the practice of the Prince William County Public Schools that all management employees shall be aware of the continuing responsibilities of each department head to see that all employees of Prince William County Public Schools have an equal opportunity to develop and advance according to their skills and abilities free from prejudice and discrimination.

To insure that a strong and positive Affirmative Action Program is functioning in the Prince William County Public School system, the Prince William County School Board directs the administration to implement this policy under the following guidelines:

1. Analyze present work force to identify jobs, departments, and Prince William County Public Schools where minorities and females are under represented.
2. Set specific, measurable, attainable hiring and promotion goals, with target dates, in each area of under representation.
3. Make every administrator, supervisor, and Prince William County Public School administrator responsible and accountable for helping to meet these goals.
4. Reevaluate job descriptions and hiring criteria to assure that they reflect actual job needs.
5. Review and revise all employment and advancement procedures (as necessary) to assure they do not have discriminatory effect and that they help attain goals.

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FOUNDATIONS AND BASIC COMMITMENTS**Affirmative Action Program** (continued)

6. Develop systems to monitor and measure progress regularly. Where results are not meeting goals, revise and make necessary changes.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FOUNDATIONS AND BASIC COMMITMENTS**Non-Discrimination**

Students shall not be denied the right to enroll in any class on the basis of gender. Portions of classes which deal exclusively with human sexuality and portions of physical education classes involving participation in contact sports may be conducted in separate sessions for boys and girls.

Legal Reference:

Title IX Reference: Section 86.34

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Authority and Title**

The Prince William County School Board is the corporate body whose official title shall be the Prince William County School Board.

The Prince William County School Board possesses and exercises legislative and judicial powers necessary to provide a quality education and to efficiently and effectively operate the school division.

The Prince William County School Board, on its behalf and on behalf of the citizens of the division, retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and Constitution of the Commonwealth of Virginia and of the United States, including, but without limiting the generality of the foregoing, the right to take the following actions:

1. The executive management and administrative control of the Prince William County Public Schools and its properties and facilities.
2. To hire all employees and, subject to the provisions of law, to determine their qualifications, and the conditions for their continued employment, or their dismissal or demotion, and to promote and transfer all such employees.
3. To establish grades and courses of instruction, including special programs, and to provide for athletic, recreational, and social events for students, all as deemed necessary or advisable by the Prince William County School Board.
4. To decide upon the means and methods of instruction, the selection of textbooks and other teaching aids of every kind and nature.
5. To act on personnel recommendations made by the Superintendent.
6. To take such other action as is necessary to provide a free public education, as defined by law, that meets the Standards of Quality for Public Schools in Virginia and as prescribed by regulation or imposed by law.

The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the Prince William County School Board, the adoption of policies, rules, regulations, and practices in furtherance thereof, and the use of judgment and discretion in

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SCHOOL BOARD GOVERNANCE AND OPERATIONS

Authority and Title (continued)

connection therewith shall be limited only by the specific and express terms of the Prince William County School Board Policy and then only to the extent such specific and express terms thereof are in conformance with the Constitution and laws of the Commonwealth of Virginia and the Constitution and laws of the United States.

Nothing contained in this policy or any other policy of the Prince William County School Board shall be considered to deny or restrict the Prince William County School Board of its rights, responsibilities, and authority under the Virginia School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

All policies, rules, and regulations of the Prince William County Public School district requiring the expenditure of funds shall not be binding on the Prince William County School Board unless the Prince William County School board approves the expenditure of such funds. Such approval of expenditures will not be withheld except if sufficient funds are not available. Such decisions will be the sole discretion of the Prince William County School Board.

Legal References:

Constitution of Virginia, Article VIII, Section I. Public schools of high quality to be maintained. (1972)

Constitution of Virginia, Article VIII, Section 5(a). Powers and Duties of the Board of Education. -- "Subject to such criteria. . . . the Board shall divide the Commonwealth into school divisions of such geographic area and school-age population as will promote the realization of the prescribed standards of quality. . . ."

Constitution of Virginia, Article VIII, Section 7. School Boards. -- "The supervision of schools in each school division shall be vested in a school board, to be composed of members selected in the manner, for the term, possessing the qualifications, and to the number provided by law."

Code of Virginia, Sections 22.1-71 to 87. General Powers and Duties of School Board.

Code of Virginia, Chapter 732. Standards of Quality for School Divisions.

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SCHOOL BOARD GOVERNANCE AND OPERATIONS**Authority and Title** (continued)

Code of Virginia, Section 15.1-609. How composed, powers and duties.

Code of Virginia, Section 15.1-609. How composed, powers and duties. Terms of school boards.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Prince William County School Board/Staff Communications**

Reports and recommendations to the Prince William County School Board from any employee under the direction and supervision of the Superintendent shall be made through the Superintendent's office, except when otherwise directed by the Prince William County School Board.

Prince William County School Board action requiring or authorizing any action or report by an employee shall be directed to the Superintendent, it being the intent of this section that the Prince William County School Board and its members shall deal only with the Superintendent in regard to all matters for which the Superintendent is responsible.

Legal References:

Code of Virginia, Section 22.1-78. Bylaws and Regulations.
Code of Virginia, Section 22.1-79. Powers and Duties.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Orientation and Training of New Prince William County School Board Members**

The growing complexity of the operation of the Prince William County School Board requires a systematic effort for orientation and in-service training that will help Prince William County School Board members to understand clearly the role of the Prince William County School Board in public education and will assist them in developing skill in fulfilling this function. Active participation in well planned and systematic orientation and training sessions is one of the quickest and most effective ways to get the necessary background information for understanding the local school situation, the role of a Prince William County School Board member, and the place and potentiality of public education in the State and Nation.

The Virginia School Boards Association, which aims to assist local Boards, will be instrumental in directing a formally organized training and preparation program. Such orientation and training will be engaged in prior to or at the beginning of Prince William County School Board membership, approximately six months thereafter, and again at the end of the first year of service. Each training program may convene for a minimum of two days, except that the final session may be for one day.

Support of this program will be borne by local Prince William County School Board funds. Actual expenses incurred by new Prince William County School Board members will also be borne by local Prince William County School Board funds.

Legal References:

Code of Virginia, Section 22.1-79. Powers and Duties.
Code of Virginia, Section 22.1-78. Bylaws and Regulations.
Standards of Quality for Public Schools in Virginia.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Public Information**

In order for citizens to be fully informed, information will be made available to citizens upon receipt of reasonable request. Matters shall be exempted that are protected by law. These include matters in which confidentiality is maintained for the protection of the students, the employees, and in the interest of the Prince William County Public School division.

Legal References:

Code of Virginia, Section 2.1-340. Virginia Freedom of Information Act.

Code of Virginia, Section 22.1-287. Limitation on Access to Records.

Code of Virginia, Section 22.1-288. Furnishing information to public or private school etc.

Code of Virginia, Section 2.1-377-386. Privacy Protection Act.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Election, Number of Prince William County School Board Members, Term of Office, and Vacancies

A. Method of Election

The chairman of the Prince William County School Board is elected at-large by the citizens of Prince William County, Virginia. The remaining members of the School Board are elected from the same districts from which the members of the Board of Supervisors, other than the chairman, are elected. No employee of a School Board is eligible to serve on the Board with whom they are employed.

B. Number of Prince William County School Board Members

The number of Prince William County School Board members shall be determined by the Code of Virginia.

C. Term of Office

Members of the Prince William County School Board shall serve four year terms. Terms shall begin January 1 following the previous November elections. No employee of a School Board is eligible to serve on the Board with whom they are employed.

Legal References:

Code of Virginia, Section 22.1-57.3 (Election of School Board Members)

Code of Virginia, Section 22.1-57.3:3 (Election of School Board and Chairman in Certain Counties).

Adopted: November 29, 1995

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Authority of Prince William County School Board Members**

Prince William County School Board members shall have legal authority only when acting as a Board regularly in session, or when empowered by Prince William County School Board action to act as a committee. The Prince William County School Board shall not be bound by any statement or action of an individual Prince William County School Board member except when such statement or action is under specific instructions or rules of the Prince William County School Board.

Legal Reference:

Code of Virginia, Section 22.1-71. School Board Constitutes Body Corporate.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Conflict of Interest

Each Prince William County School Board member shall be furnished with the latest copy of the “Virginia State and Local Government Conflict of Interests Act” and shall be held accountable for content and intent of this Act.

The Superintendent is responsible for ensuring that all employees of the Prince William County School Board know about the “Virginia State and Local Government Conflict of Interests Act” and that they are aware of the Prince William County School Board’s expectation for compliance with both word and intent of the law.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 31, Section 2.2-3100 et.seq. State and Local Government Conflict of Interests Act.

Adopted: October 21, 1992
Revised: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Compensation (Reimbursement for Expenses)**

Prince William County School Board members shall be reimbursed for the expenditure of personal funds for necessary expenses incurred as the result of conducting required school business. In addition to mileage, such expenses shall include lodging, meals and gratuities, but not intoxicants. Reimbursement shall be based upon reasonable rates for the area where the expense is incurred. All other personal expenditures necessary to conduct required school business shall be authorized in advance to assure reimbursement. In all cases, except mileage, receipts (or a signed statement of expenditure, where a receipt is not obtainable) shall be a prerequisite for reimbursement.

Legal Reference:

Code of Virginia, Section 22.1-31(d). Mileage

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Compensation

The Prince William County School Board may pay each of its members an annual salary not to exceed the amount set forth in the Code of Virginia.

The Associate Superintendent for Finance and Support Services shall be responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services shall be responsible for reviewing this regulation in 2010.

Legal Reference:

Code of Virginia, Section 22.1-32. Salary of Members.

Adopted: October 21, 1992
Revised/Reviewed: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Organizational Meeting

In order to function efficiently and effectively, the Prince William County School Board shall hold an annual organizational meeting. Officers, with the exception of the chairman, shall be elected at this time and the annual calendar of regular meetings shall be established. At the first meeting in January, an annual agenda shall be established. The procedures for the meeting are attached.

Legal References:

Code of Virginia, Section 22.1-72. Meetings.

Code of Virginia, Section 22.1-76. Chairman, etc. (Elections and Terms of Office)

Code of Virginia, Section 22.1-57.3:3. Election of School Board and Chairman in Certain Counties

Adopted: November 29, 1995
Reviewed/Revised: January 26, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Organizational Meeting

The following are requirements of the organizational meeting:

1. The first Prince William County School Board meeting in January shall be an organizational meeting.
2. The Prince William County School Board shall elect officers for one year, specifically vice-chairman.
3. The Prince William County School Board shall set the annual calendar of regular Prince William County School Board meetings.
4. The Superintendent shall appoint a designee to be present and authorized to sign all documents in the absence of the Superintendent.
5. The Superintendent shall recommend a clerk, and the Prince William County School Board shall appoint a clerk.
6. The Prince William County School Board shall fix the compensation of the clerk and any deputy clerk.
7. The Prince William County School Board shall require the clerk and deputy clerk each to furnish a corporate surety bond conditioned upon the faithful performance and discharge of their duties as such. (The Prince William County School Board shall fix the amount of each bond which shall not be less than \$10,000. The premium for each bond shall be paid by the Prince William County School Board).

The activities specified above constitute all of the required actions that the Prince William County School Board must take at its annual organizational meeting in January. In order to carry out the requirements listed above, the following specific procedures shall be followed:

1. The Prince William County School Board convenes at its regular appointed time.
2. The chairman states, "The regular meeting of the Prince William County School Board is hereby called to order."

3. The chairman then states, “Nominations are now in order for vice-chairman of the Prince William County School Board for the calendar year.” (The chairman follows normal parliamentary procedure until a new vice-chairman has been elected, at which time the chairman announces the election of the new vice-chairman and may allow for a few brief statements from the vice-chairman). The chairman announces that under the terms of Prince William County School Board Policy 140 and Regulation 140-1, Formulation and Adoption of Policy and Regulations, the vice-chairman shall coordinate the policy and regulation session agenda with the Superintendent’s designee and shall chair the policy and regulation sessions of the School Board for the calendar year.
4. The chairman requests approval of a designee of the Superintendent to attend meetings of the Prince William County School Board in the absence or inability to attend of the Superintendent.
5. The chairman asks the Superintendent if there is a recommendation for Clerk to the Board. The Prince William County School Board appoints a Clerk to the Board.
6. Without recommendation from the Superintendent, the Prince William County School Board appoints a deputy clerk.
7. The chairman solicits a motion to fix the compensation of the clerk and deputy clerk.
8. The chairman solicits a motion that the clerk and deputy clerk each furnish a corporate surety bond of at least \$10,000 each, conditioned upon the faithful performance and discharge of their duties, premium for such bonds to be paid for by the Prince William County School Board.
9. The chairman solicits a motion to set the times, dates, and locations of all regular Prince William County School Board meetings for the calendar year. (The chairman follows routine parliamentary procedure until appropriate action has been taken).

At this point the organizational phase of the Prince William County School Board meeting ends and the regular agenda shall be followed.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Prince William County School Board Chairman,
Election/Compensation

A. Election

The chairman of the Prince William County School Board is elected by the citizens of Prince William County, Virginia.

B. Compensation

The Prince William County School Board may at its discretion, after passage of an appropriate resolution by the Board of County Supervisors, pay to the chairman of the Prince William County School Board an additional salary as stipulated in the Code of Virginia.

Legal References:

Code of Virginia, Section 22.1-76. Election of Chairman.
Code of Virginia, Section 22.1-32 (c). Salary of Members.
Code of Virginia, Section 22.1-57.3:3, Election of School Board
and Chairman in Certain Counties.

Adopted: November 29, 1995

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Responsibilities of Chairman and Vice-Chairman

The chairman presides at all Prince William County School Board meetings and appoints all committees at the direction of the Prince William County School Board. The chairman possesses the right to vote and performs other duties as may be prescribed by law or by action of the Prince William County School Board. The chairman is authorized to execute all contracts, letters of agreement, and other legal documents necessary to carry out the actions of the School Board.

In the absence of the chairman, the vice-chairman performs the duties and obligations of the chairman unless otherwise directed by the Prince William County School Board.

Legal Reference(s):

Code of Virginia, Section 22.1-71. School Board corporate powers.

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

Code of Virginia, Section 22.1-76. Chairman; vice-chairman.

Adopted: October 22, 1992

Reviewed/Revised: February 23, 2005

THE COUNTY SCHOOL BOARD

PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Clerk, Deputy Clerks, Superintendent's Designee

On recommendation of the Superintendent, the Prince William County School Board shall elect a clerk and deputy clerks at the annual organizational meeting and shall fix their compensation.

The Prince William County School Board shall approve a designee of the Superintendent to attend meetings of the Prince William County School Board in the absence or inability of the Superintendent to attend.

Legal Reference:

Code of Virginia, Section 22.1-76. Election of Chairman, etc.

Adopted: October 21, 1992
Reviewed/Revised: December 17, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Clerk and Deputy Clerks – Duties

The clerk of the Prince William County School Board shall keep in a separate volume a record of the meetings and proceedings of the Prince William County School Board. The record shall be subject to such periodic examinations as shall be prescribed by the State Board. The clerk shall discharge, under the general direction of the Superintendent, such other duties in connection with the school business of the county as may be required by the Prince William County School Board or the State Board.

Both the clerk and the deputy clerks shall be bonded in accordance with the Code of Virginia.

In the absence of the clerk, the deputy clerks shall perform the duties and fulfill the obligations of the clerk, unless otherwise directed by the Prince William County School Board.

Legal References:

Code of Virginia, Section 22.1-77. Duties of clerk of Board.

Code of Virginia, Section 22.1-76. Bond of clerk and deputy clerk.

Adopted: October 21, 1992
Reviewed/Revised: December 17, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Vacancies

When a vacancy occurs on the Prince William County School Board, the remaining members of the body, within forty-five days of the office becoming vacant, shall appoint a qualified voter of the election district in which the vacancy occurred to fill the vacancy. This interim appointee shall serve until an election is held to fill the vacancy and thereafter until the person so elected has qualified.

If a majority of the remaining members cannot agree or do not act within forty-five days, the Virginia Code provides for the judges of the circuit court to make an appointment.

To receive consideration by the School Board to fill a vacancy, a prospective candidate shall submit the following information to the Clerk of the School Board no later than ten days after the vacancy occurs:

A resume indicating education, experience, and residence address.

A statement of why the candidate wishes to be a member of the Prince William County School Board.

Any additional information the candidate considers relevant to the selection.

After the appointment of an interim Board member, the office is then filled on a permanent basis by general or special election under the Code of Virginia, Section 24.2-226.

If the office of chairman becomes vacant, the vice-chairman shall serve as chairman until a temporary chairman is appointed.

The officers of the Prince William County School Board are chairman, vice-chairman, clerk, deputy clerk, and any other positions designated as officers of the Board.

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SCHOOL BOARD GOVERNANCE AND OPERATIONS

Vacancies (continued)

Should any officer position other than chairman become vacant, the Prince William County School Board shall elect a new officer at the next regular meeting. The vice-chairman shall be a member of the Board, and all other officers shall be nonmembers.

Legal Reference:

Code of Virginia, Section 22.1-78, Bylaws and Regulations

Code of Virginia, Section 22.1-57.3D, Election of School Board Members

Code of Virginia, Section 24.2, Interim Appointment by Court Until Vacancy Filled
by Election for Certain Offices

Code of Virginia, Section 24.2-226, Election to fill Vacancy

Code of Virginia, Section 24.2-228, Interim Appointment to Local Governing Body

Adopted: June 26, 1996
Revised: October 6, 1999

**THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA**

SCHOOL BOARD GOVERNANCE AND OPERATIONS

School Board Hearing Procedure

I. Scope

- A. This procedure shall be followed in cases where the Prince William County School Board is required by State law, State regulations, or Prince William County School Board policy or regulations to hold a hearing including a grievance of an employee where the procedure is not covered by School Board Regulations 282.01-1 or 282.04-1.
- B. The School Board may also, at its discretion, elect to follow the procedures set forth in this policy for other hearings or to supplement the procedures followed for grievances under Regulations 282.01-1 or 282.04-1. Failure to abide by the procedures set forth in this policy may be cause for a denial of hearing.

II. Procedure Prior to Hearing

- A. The employee or other participant and the Superintendent shall, no later than ten calendar days prior to the hearing, provide to the School Board and each other a copy of each document, report, or other writing which either party intends to introduce at the hearing, as well as a position paper summarizing their respective position. No later than three calendar days before the hearing, the parties shall also provide the School Board and each other with any rebuttal documents which they intend to introduce at the hearing.
- B. Failure to comply shall be grounds for denial of the introduction of the writing at the hearing, except that the Prince William County School Board may accept a writing when good cause for the failure to furnish it earlier is shown. In addition, the Prince William County School Board shall accept an otherwise admissible writing which has not been so furnished if the writing was not available to the offering party within the time period specified, but such writing shall be furnished to the other party and the School Board as soon as practicable after it becomes available.

III. Hearing Procedure

A. Procedural Matters

1. The hearing shall be presided over by the Prince William County School Board chairman or in the absence of the chairman the vice-chairman or in

SCHOOL BOARD GOVERNANCE AND OPERATIONS

School Board Hearing Procedure (continued)

the vice-chairman's absence by such other Prince William County School Board member as the Prince William County School Board may designate.

2. The chairman or other presiding member shall make all rulings concerning evidence, objections, continuances, and other procedural matters subject to being overruled by majority vote of the members present on motion of any member.
3. Strict adherence to the formal rules of evidence applicable to actions in a Court of law will not be insisted upon. However, the evidence and argument shall be limited to the issue or issues to be decided by the Prince William County School Board.
4. At each state of the hearing the moving party shall be called upon first to proceed. Any question concerning who is the moving party shall be resolved by the School Board.
5. The parties may stipulate such writings, summaries of evidence, and other matters as they may agree upon.
6. The hearing shall be private unless a public hearing is requested by the grievant or employee. A request for a public hearing shall be given by providing written notice thereof to the Superintendent at least five (5) business days prior to the hearing. The School Board may deny a request for a public hearing which, in the Board's judgment, may compromise the confidentiality rights of students or employees, or which may otherwise adversely effect the operation of the school division or where such a public hearing does not serve the interest of justice.
7. At the beginning of the hearing each side shall submit a list showing the names of each representative and of each prospective witness. This list is for record purposes only, and neither side will be penalized if unexpected circumstances force the calling of different witnesses. A stenographic record or tape recording of the hearing shall be taken, except that the parties may dispense with same by agreement. The parties shall share equally the cost of recording and any party requesting a transcript shall bear the expense of its preparation.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

School Board Hearing Procedure (continued)

8. At the discretion of the School Board, the hearing may be continued from day-to-day for purposes of receiving additional evidence.
9. On motion of any party, or upon its own motion, the Prince William County School Board may vary any requirement of these rules not mandated by statute or State Board of Education Regulations, when the interests of justice would be better served thereby. Failure of either party to abide strictly by any of these rules which are not so mandated shall not be deemed a substantial defect, and the opposing party's right to object thereto shall be deemed waived, unless the issue is raised prior to the close of the hearing.

B. The Hearing

1. Opening statement - Each party shall give a brief opening statement setting forth the issues to be addressed and the Board action requested.
2. Evidence:
 - (a) Each party shall present evidence in the form of witnesses and/or documents, and each shall be afforded an opportunity to cross—examine opposing witnesses.
 - (b) Rebuttal evidence shall be permitted at the discretion of the Prince William County School Board.
 - (c) Any member of the Prince William County School Board and its attorney may question witnesses.
3. Decision

The Prince William County School Board shall give the grievant or employee its written decision within thirty (30) days after completion of the hearing. If the thirtieth day is a Saturday, Sunday or legal holiday, its written decision shall be given by the next business day.

Legal References:

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

Adopted: October 21, 1992
Reviewed/Revised: June 23, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Opening Ceremonies for Board Meetings

Regular meetings of the Prince William County School Board shall be opened with a moment of silence and the pledge to the flag.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Regular, Special, and Closed Meetings

I. Regular Meetings

The Prince William County School Board shall set the time, place, and date of its regular meetings at its annual organizational meeting in January. This schedule may be changed by action of the Prince William County School Board. Notice of meetings of the Prince William County School Board shall be sent by mail, electronic mail, or courier to the current address of each Prince William County School Board member. Such notice shall be sent not later than the Friday prior to the date of each regular Prince William County School Board meeting.

II. Special Meetings

Special meetings of the Prince William County School Board may be held by decision of the Prince William County School Board in session, upon the call of the chairman, or by request of two or more members of the Prince William County School Board. Only business specifically called for in the announcement of the special meeting shall be conducted, unless otherwise agreed to by a unanimous affirmative vote of all Prince William County School Board members present. The announcement of the special meeting shall describe the specific details of the subject matter to be discussed and/or acted upon. The Clerk of the Board shall notify all Prince William County School Board members and shall keep appropriate memoranda of these contacts.

III. Open and Closed Sessions

Prince William County School Board meetings shall be open to the public except when the Prince William County School Board adjourns to closed meetings by a majority vote of the Prince William County School Board. Closed sessions of the Prince William County School Board shall be conducted in accordance with the Code of Virginia. However, actions that are the result of closed sessions shall be taken in open session.

IV. Attendance by Superintendent of Schools

The Superintendent or Prince William County School Board approved designee shall be present at all meetings of the Prince William County School Board unless the attendance of the Superintendent or designee is dispensed with in accordance with the Code of Virginia.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Regular, Special, and Closed Meetings (continued)

V. Agenda Preparation

The agenda for regular Prince William County School Board meetings shall be prepared in advance. Items may be placed on the agenda at a prior Prince William County School Board meeting or by notifying the Superintendent's office at least ten (10) days in advance of the regular meeting date. Such items shall be described in specific written terms.

Prince William County School Board members shall be furnished notices of the forthcoming meeting with supporting documents and information as may be needed in considering agenda items. Business conducted by the Prince William County School Board shall be restricted to agenda items. New items of business shall be placed on the agenda for information only by a vote of a two-thirds majority of those members present and voting and shall be placed on the agenda for action by the unanimous consent of those members present and voting, except the opening and closing of schools, possible violations of law, and any situation posing a clear and present threat to school plants, personnel, or students. In such cases, the agenda may be changed for action by a two-thirds majority vote of those present and voting.

VI. Quorum

A majority of the Prince William County School Board shall constitute a quorum. A quorum shall be present at all meetings before any business shall be transacted.

VII. Rules

Unless otherwise provided in Prince William County School Board bylaws, or limited by procedural rules, the Prince William County School Board shall conduct all its meetings in accordance with Robert's Rules of Order, latest edition.

VIII. Superintendent's Time

The Superintendent shall be allotted time to inform the Prince William County School Board about issues and topics that the Superintendent deems to be of importance. The Prince William County School Board, in accordance with the agenda preparation procedures (see section V), shall approve specific items for the consideration of or action by the Prince William County School Board.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Regular, Special, and Closed Meetings (continued)

IX. Board Time

Those Board members not having sufficient time to announce activities/events attended or special acknowledgments may list additional information on the form attached to the Board Book (see Attachment I). This form shall include the Board member's name and space to indicate the date, time, location of events attended, and/or special acknowledgments. Completed forms shall be entered into the record by the School Board Clerk and forwarded to the Department of Communications and Technology for publication.

X. Appeals

Any parent, custodian, or legal guardian of a pupil aggrieved by an action of the Prince William County School Board may appeal such action according to procedures established by law as cited below. Such appeals procedures shall not apply to employees of the Prince William County School Board who wish to appeal matters related to employment. Such matters may only be appealed under other applicable statutes and policies of the Prince William County School Board.

Legal References:

Code of Virginia, Section 22.1-73. Quorum.

Code of Virginia, Section 22.1-69. Superintendent to attend meetings.

Code of Virginia, Section 22.1-72. Meetings.

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

Code of Virginia, Section 22.1-87. Judicial Review.

Code of Virginia, Section 2.2-3707. Meetings to be public except as otherwise provided; meetings: information as to time and place.

Code of Virginia, Section 2.1-37711A. Closed Meetings.

Adopted: September 23, 1998
Reviewed/Revised: September 28, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Citizen Participation

The Prince William County School Board welcomes communications from the Prince William County community regarding current issues of public concern which relate to the operation of the school division. The School Board encourages County residents to send written or electronic communications to School Board members, to attend School Board meetings or view televised public meetings, and to participate in citizen comment time during School Board meetings and public hearings

This policy authorizes procedures for communications between County residents and the School Board, which are intended to promote orderly and systematic discourse on issues of general concern to the school community. Those procedures, which are set forth at Regulation 133-1, Procedures for Citizen Communications with the School Board, shall also facilitate communication by electronic and other means, and impose reasonable time, place and manner conditions upon such communications in order to allow the School Board to transact public business expeditiously and with minimal disruption.

Legal References:

Code of Virginia, Section 22.1-72. Meetings.

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

Adopted: September 23, 1998

Reviewed/Revised: December 17, 2003

Reviewed/Revised: May 17, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD BYLAWS

Voting

I. Voting

- A. The presence of the majority of Prince William County School Board members constitutes a quorum.
- B. A majority vote of those present and voting constitutes a legal decision.

II. Tie Vote

A tie vote will occur under the following conditions:

- A. When all members are present, and a vote on a question results in a tie, the motion, resolution, or issue voted upon shall be defeated.
- B. If all members of the Prince William County School Board are not present in a meeting, and a vote on a question results in a tie, the question shall be carried forward for action at the next meeting of the Prince William County School Board when it shall be voted upon again even though all members are not present.
- C. In cases when a vote is being taken by the Prince William County School Board to break a tie, discussion of the question shall be left to the discretion of the member(s) for that vote.
- D. If there is again a tie vote, the motion, resolution, or issue voted upon shall be defeated.

Legal References:

Code of Virginia, Section 2.1-75. Procedure in Case of Tie Vote.

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

Code of Virginia, Section 22.1-74. Minutes of Meetings.

Code of Virginia, Section 15.1-540. How questions are determined.

Code of Virginia, Section 15.1-609. Department of Education.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Polling of the Prince William County School Board**

In the event the Division Superintendent feels that some urgent matter or emergency needs Prince William County School Board guidance during the interim between scheduled Prince William County School Board meetings, the Superintendent may request permission from the Chairman of the Prince William County School Board to take a poll of the Prince William County School Board members to obtain guidance on the matter in question. In the absence of the Chairman, the Superintendent may request permission from the Vice-Chairman; or in the absence of the Vice-Chairman the Superintendent may request permission from any two members of the Prince William County School Board.

The Chairman/Vice-Chairman of the Prince William County School Board, at the request of the Superintendent, shall make contact in person or by telephone with all accessible Prince William County School Board members or direct the Clerk of the Board to do so. Every reasonable attempt shall be made to notify all Prince William County School Board members, and appropriate memoranda of these contacts shall be kept.

Legal References:

Code of Virginia, Section 22.1-78. Bylaws and Regulations.
Code of Virginia, Section 22.1-79. Powers and Duties.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Minutes and Recording MinutesI. General

The Board speaks through its minutes; therefore, these documents are of considerable consequence in school operations. Minutes shall become official upon approval of the Board and shall be maintained in the safekeeping of the clerk who shall see that they are available for public examination during office hours.

II. Procedures for Recording Minutes

The minutes shall be brief and as simple as possible. A record of motions, amendments, dispositions, and votes shall be recorded.

A record of all persons making presentations and the subject of such presentations shall be noted. All items by auditors, or by opinions of the Attorney Generals' offices, shall be recorded.

It shall be the responsibility of the clerk to take minutes. These unofficial minutes shall be sent to the Board members prior to the next board meeting.

Minutes of the previous board meeting shall be read to the Board only in case of corrections or omissions. An early procedural item on the agenda shall be the adoption of the minutes of the previous meeting. After approval they shall be signed by the chairman and clerk.

Legal References:

Code of Virginia, Section 22.1-74. Minutes of Meetings.

Code of Virginia. Section 22.1-77. Duties of Clerk

Adopted: October 21, 1992
Reviewed/Revised: June 23, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Formulation and Adoption of Policies and Regulations

The Prince William County School Board is responsible by law for the development, review, revision, and adoption of Divisionwide policies to guide the operation of the Prince William County Public Schools. The Prince William County School Board believes that public awareness of the policymaking process is highly desirable and that consideration should be given to the views of teachers, parents, and other concerned citizens in the development and implementation of school division policies.

Divisionwide policies may be recommended, or modifications to existing policies may be proposed, by members of the School Board, the Division Superintendent, and/or the School Board attorney (in limited cases where the adoption, deletion, or revision of a policy is required by law or other legal justification) and shall be adopted by the Prince William County School Board in open session. Adoption of a written policy shall occur only after the proposal of such policy has been placed on the agenda, discussed at two separate meetings (readings) of the School Board, and adopted by affirmative vote at the second meeting. A policy proposal may be amended at the second meeting or reading of the policy, only if such amended proposal has been submitted in writing to the appropriate staff member and the Vice-Chairman of the School Board as provided in Regulation 140-1, Formulation and Adoption of Policy and Regulations. However, by a two-thirds majority vote of those School Board members present and voting, the School Board may waive that filing requirement or may waive the second reading and may adopt a proposed policy at the first meeting.

The Division Superintendent shall advise the School Board regarding the development and adoption of written policies and shall draft administrative regulations to implement all policies of the School Board according to Regulation 140-1, Formulation and Adoption of Policy and Regulations. The Division Superintendent shall review all written policies on whatever periodic schedule he deems appropriate, but at least every five years, as required by law. Policies requiring only non-substantive editorial revisions, such as changes to the date a policy is last reviewed; to the title of persons, policies, or regulations referred to in a policy; to the employee responsible for the review and monitoring of a policy; or to legal authorities cited under a policy, are excepted from the procedures established in this Policy, but shall be reviewed by the School Board Attorney and presented to the School Board for information as soon as practicable.

Such written policies and regulations shall govern the conduct and affairs of the Prince William County Public Schools and shall be binding upon the members of the educational community and employees of the school division. However, in special or emergency circumstances where a waiver is in the best interest of the school division, the School Board has the authority to waive its written policies, and the Division Superintendent has the authority to waive written regulations.

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Formulation and Adoption of Policies and Regulations (continued)

The Superintendent (or designee) is responsible for implementing and monitoring this policy.

The Superintendent (or designee) is responsible for reviewing this policy in 2010.

Legal References:

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

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

Code of Virginia, § 22.1-253.13:7, Standard 7, School Board Policies.

Adopted: October 21, 1992

Reviewed/Revised: July 19, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Selection of Superintendent**

The Prince William County School Board shall appoint a Division Superintendent of Schools within the period required by law.

The Superintendent shall be selected from the entire list of eligible candidates certified by the State Board and shall hold office for the term as stated by law.

The Prince William County School Board shall recognize the Superintendent as its chief executive officer and professional advisor.

Legal References:

Code of Virginia, Section 22.1-60. Appointment and term of Superintendent.

Code of Virginia, Section 22.1-70. Powers and Duties of Superintendent, generally.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Issuance of Warrants****1. General**

The Prince William County School Board or its duly appointed agent shall examine all claims against it and when approved shall order and authorize payment. A record of such approval and order or authorization shall be made in the minutes of the Prince William County School Board, except as otherwise provided in paragraph 3 below. Payment of each claim shall be ordered and authorized by a warrant drawn on the Treasurer of the County, payable out of funds made available to the Prince William County School Board for public schools in payment of those such claims as are found to be valid.

2. Special Warrants

The Prince William County School Board may provide, by resolution for the drawing of special warrants on the county treasurer, payable out of funds made available to the Prince William County School Board for public schools, in payment of compensation, when such compensation has been earned and is due, (1) for all employees and school bus operators under written contract, and (2) upon receipt of certified time sheets or other evidence of service performed, the payment of all other employees whose rates of pay have been established by the Prince William County School Board or whose rates of pay have been established by the Prince William County School Board of its properly delegated agent, and (3) for payment on contracts for school construction projects according to the terms of such contracts. All such special warrants so authorized shall be signed by the clerk or deputy clerk of the Prince William County School Board and countersigned by the Division Superintendent of Schools or the chairman or vice-chairman of the Prince William County School Board. Such payrolls and contracts so paid shall be reviewed and approved by the Prince William County School Board at its next regular meeting.

3. Appointment of Agent

The Prince William County School Board may, at its discretion, appoint an agent and/or a deputy to act for the agent in their absence or inability to perform this duty, to examine and approve such claims as the resolution may authorize and when approved by the agent or deputy to order

Continued

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Issuance of Warrants** (continued)

or authorize payment. A record of such approval and order to pay shall be kept with the records of the Prince William County School Board, and shall be reported to the Prince William County School Board as it may direct when and in what amounts payments were made. the warrant shall be issued in the manner as prescribed by law. Before the agent or deputy shall act in this capacity, the agent or deputy shall furnish a corporate surety bond in an amount to be specified by the Prince William County School Board conditioned upon the faithful performance and discharge of the duties assigned them by the said resolution. The cost of the said bond or bonds shall be paid out of Prince William County Public School funds.

4. Form and signature of Warrants

Any warrant issued pursuant to the terms of Virginia Code, Section 22.1-122 shall be issued only upon the authority and in the manner prescribed. Such warrants shall bear the date on which the Prince William County School Board orders same, the purpose or service for which payment is made, and shall be made payable to the person, firm or corporation entitled to payment, signed as required by law, and recorded in the form and manner prescribed by the State Board.

Legal Reference:

Code of Virginia, Section 22.1-122. Approval and Payment of Claims; Warrants, etc.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Prince William County School Board Responsibilities** (Finance and Budget)

The Prince William County Public School budget shall be prepared annually, using the best possible estimate and assistance from all departments. The Superintendent shall be guided by State laws and regulations in the preparation of the budget. The Prince William County School Board shall act on the annual Prince William County Public School budget prepared by the Superintendent for submission to the Board of County Supervisors on or before the first of April.

Legal Reference:

Code of Virginia, Section 22.1-92. Estimate of moneys needed for public schools and alternative estimate of money needed for educational purposes.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Charter Schools

The Prince William County School Board will receive and consider requests for charter schools if such charters are focused on supporting the overall mission of the Prince William County School Division.

Adopted: October 24, 2001

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Complaints Regarding Employees

Any complaint against an employee, other than the Superintendent, which comes to the attention of the Prince William County School Board or arises within the Prince William County School Board membership shall be referred to the Superintendent for disposition. No complaint shall be considered by the Prince William County School Board in any other manner.

Legal References:

Code of Virginia Section 22.1-70. Powers and Duties of Superintendent.

Code of Virginia. Section 22.1-78. Bylaws and Regulations.

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Copyright**

The Prince William County School Board supports the provisions of the Copyright Law. The Superintendent shall prepare a regulation which provides necessary guidelines to assure compliance with this law. Appropriate notices will be posted at work sites and on all copy machines reminding employees of the Copyright Law.

Legal Reference:

17 U.S.C.A. #101, et. seg.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS

Board Counsel

The Prince William County School Board shall retain legal counsel.
Board counsel shall represent the School Board as an organizational entity.

Legal Reference:

Code Of Virginia, Section 22.1-82. Employment of Counsel.

Adopted: October 21, 1992
Revised: November 28, 2001

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Committees and Councils**

Prince William County School Board members and the Superintendent may appoint community representatives to serve on Prince William County School Board appointed standing committees. Terms for School Board appointees will be concurrent with that of the appointing Board member. Terms will comply with current regulations and/or advisory council by-laws.

School Board members and the Superintendent may also appoint community representatives to committees formed for specific purposes, such as bond referendum education committees, school-naming committees, and others. Terms for these members will expire when the committee's work is finalized by School Board action or acceptance of work by the School Board.

Legal References:

Code of Virginia, Section 22.1-78. Bylaws and Regulations.
Code of Virginia, Section 22.1-79. Powers and Duties.

Adopted: October 21, 1992
Revised: October 6, 1999

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SCHOOL BOARD GOVERNANCE AND OPERATIONS**Associations**

The Prince William County School Board shall give consideration annually to affiliating with state and national professional associations. Prince William County School Board Members shall specify which professional organizational meetings they shall attend.

Legal References:

Code of Virginia, Section 22.1-78. Bylaws and Regulations.
Code of Virginia, Section 22.1-79. Powers and Duties.

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Qualifications, Duties, and Authority of the Division Superintendent

The Prince William County School Board shall appoint a Division Superintendent of Schools. This responsibility shall be carried out within the period required by law.

The Superintendent shall be the chief executive officer of the Prince William County Public School system and shall have, at the direction of the Prince William County School Board, general supervision of all the schools and of all the personnel of the Prince William County Public Schools. The Superintendent shall be responsible for the management of the Prince William County Public Schools and shall be accountable to the Prince William County School Board.

The Superintendent shall be offered an appointment as stipulated by law and shall meet the minimum qualifications established by the State Board of Education.

The Superintendent is charged with the responsibility for the administration of the Prince William County Public Schools. The Superintendent shall administer the school system in accordance with the laws of the Commonwealth of Virginia, the regulations of the State Board of Education, and those policies adopted by the Prince William County School Board.

The Superintendent shall be responsible for all administrative functions of the Prince William County Public Schools, including the selection, supervision, promotion, transfer, and discipline of all personnel. As set forth in Policy 511, Staff Selection and Assignments, the School Board has expressly delegated to the Superintendent the authority to offer and enter into contracts of employment with all personnel, other than contracts for the employment of the Deputy Superintendent and all Associate Superintendents. As provided by law, the Superintendent also has the authority to assign or reassign employees to their respective positions in the school division, and to bring recommendations to the School Board for the non-renewal of probationary contracts and termination of any employee. The Superintendent shall have authority to accept the resignation of any employee on behalf of the School Board and such resignation shall be effective immediately upon such acceptance.

The Superintendent may delegate to other Prince William County Public School personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Prince William County School Board, except that delegation of the Superintendent's authority to enter into employment contracts shall be governed by Policy 511, Staff Selection and Assignments. The delegation of power or duty shall not relieve the Superintendent of responsibility for action taken under such delegation.

The Superintendent shall keep abreast of modern educational thought and practices by study, by visiting other school systems, by attendance at educational or business conferences, and by such other means as may appear to be appropriate.

Legal References:

Code of Virginia, Title 22.1, Chapter 6, Division Superintendents; Chapter 15, Teachers, Officers and Employees.

GENERAL SCHOOL ADMINISTRATION**Administrative Organizational Plan**

The Prince William County School Board shall adhere to the table of organization depicted in the organizational chart displayed here until such time as a new table of organization shall be established.

The organizational chart shall reflect the organizational model best suited to the delivery of instruction for the Prince William County Public School system. The chart shall include titles of all positions and the location of each position on the chart.

The organizational chart shall be presented to the Prince William County School Board for approval in conjunction with the proposed budget. This chart will be revised as necessary after the adoption of the Prince William County School Board budget.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA



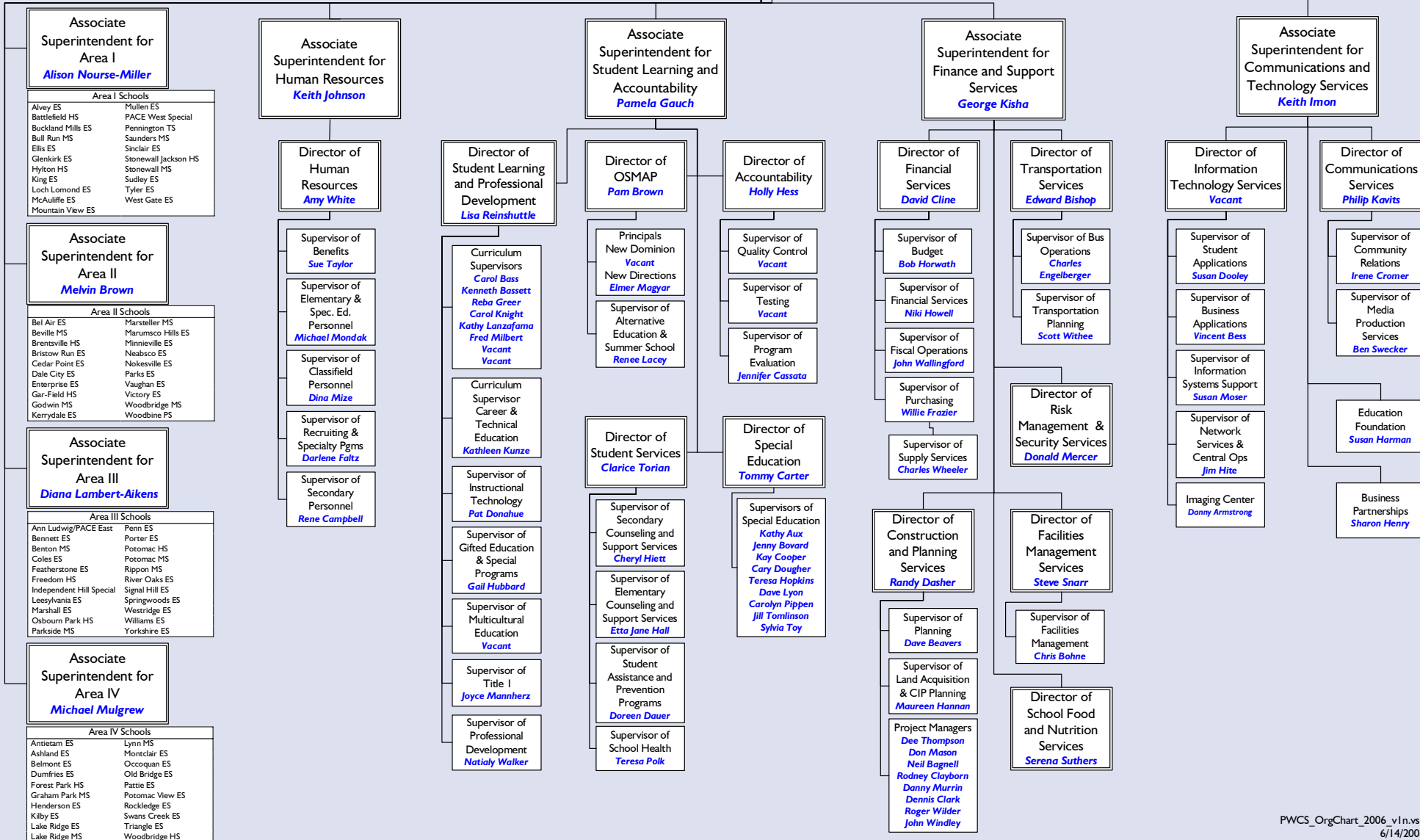
2006-07 Organizational Chart

School Board			
Lucy S. Beauchamp Chairman At-Large	Betty D. Covington Vice Chairman Dumfries District	Milton C. Johns Brentsville District	Grant Lattin Occoquan District
Julie C. Lucas Neabsco District	Michael I. Otaigbe, Ph.D. Coles District	Denita S. Ramirez Woodbridge District	Don Richardson Gainesville District

Superintendent
Steven L. Walts

Clerk
Eva Thorpe
Deputy Clerk
Cathy Muse

Deputy Superintendent
Rae Darlington



GENERAL SCHOOL ADMINISTRATION**Establishment of an Administrative System**

The Prince William County School Board shall establish an administrative system for the proper regulation of the Prince William County Public Schools.

The Prince William County School Board shall adopt a table of organization, approve position descriptions, and appoint, subject to the Superintendent's recommendation, all administrative personnel.

The Prince William County School Board shall annually review the organizational plan established to determine its continued suitability to serve the needs of the Prince William County Public School Division.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Line of Responsibility**

The Prince William County School Board shall require that all employees of Prince William County Public Schools be responsible to the Division Superintendent.

The line of responsibility is depicted on the organizational chart as adopted.

All personnel shall refer matters requiring administrative action to the administrative officer immediately in charge of the area in which the problem arises. Appeals from any administrative action may be made to the Division Superintendent. Appeals from administrative actions or decisions made by the Division Superintendent are to be made in accordance with the laws of the Commonwealth of Virginia and the policies adopted by the Prince William County School Board.

Legal Reference:

Code of Virginia, Section 22-57. Appeals.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**School Advisory Councils**

Each school shall develop an annual plan describing how it shall work toward achieving the goals set by the Prince William County School Board and its own locally generated school goals and objectives.

Each school shall have an advisory council consisting of school staff, parents, and possibly community representatives and students. The following are guidelines under which advisory councils shall operate:

1. Advisory councils shall work with the principal in the development of the annual school plan. This plan shall be the basis for the school's instructional program and budget.
2. Advisory councils shall have a set of written by-laws to govern the operation of the council. These by-laws shall:
 - a. have the approval of the advisory council
 - b. define the purpose of the advisory council
 - c. insure that council membership be representative of the community served by the school and insure that members not be limited to any particular group (i.e., PTOs, PTAs, or Booster Clubs)
 - d. define meeting times and place
 - e. define member selection
 - f. define terms of membership to include rotation of council members and a reasonable balance of staff and community representatives
 - g. define officers, their duties, and the selection process
 - h. define the method for removal of a member from the council
 - i. make accommodations for citizens who are not members of the council to be able to speak at the meetings

Continued

GENERAL SCHOOL ADMINISTRATION**School Advisory Councils** (continued)

- j. make provisions for the annual review, revision, and adoption of council by-laws
- 3. Meeting times, location, agenda and minutes shall be published and made available to the public. This includes publishing when new councils are to be formed and the availability of member positions.
- 4. Members of the school advisory council shall receive training related to school-based management and the roles and responsibilities of the advisory council.
- 5. Members of the council shall be free from possible conflicts between their individual job responsibilities and their roles as members on the council. Individual councils shall determine if conflicts exist.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Policy Implementation**

The Prince William County School Board shall make information about existing Prince William County School Board policy available to all Prince William County Public School personnel and to citizens who may need or want to know about such policies. The Division Superintendent is directed to establish, maintain, and make accessible the policies adopted by the Prince William County School Board to all school employees and to the general public. Policies shall be available in each school and public library.

Legal References:

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

State Board of Education Regulations, School Boards (Local).

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Administrative Action Where Policy Does Not Exist**

The Prince William County School Board shall allow the Division Superintendent to take action, consistent with laws of the Commonwealth of Virginia and the rules and regulations of the State Board of Education, in cases where Prince William County School Board policies do not exist. It shall be the duty of the Division Superintendent to inform the Prince William County School Board of such action at its next regular or special meeting and to formulate suggested policy or policies to cover such areas.

Legal References:

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

Code of Virginia, Section 22.1-70. Powers and Duties of Superintendent Generally.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Make-Up Days

When Prince William County Public Schools are closed for any reason, missed instructional time shall be made up in accordance with the laws of the Commonwealth of Virginia.

Legal Reference:

Virginia Department of Education, Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et. seq.

Code of Virginia, Section 22.1-98.

Adopted: December 2, 1992
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Length of School Day

The length of the school day in Prince William County Public Schools shall meet the standards set by the State Board of Education in accordance with the laws of the Commonwealth of Virginia.

Legal References:

Virginia Department of Education, Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et. seq.

Adopted: December 2, 1992
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Length of School Term

The Superintendent shall recommend to the Prince William County School Board an instructional calendar which offers the greatest educational return for the time spent, within the limitations of Prince William County Public School facilities, budget constraints, and requirements of the laws of the Commonwealth of Virginia.

Legal References:

Virginia Department of Education, Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et.seq.

Code of Virginia, Section 22.1-98.

Adopted: December 2, 1992
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

School Calendar

The Prince William County School Board shall develop an annual school calendar. This calendar shall reflect sensitivity to the religious beliefs and practices of all students and be in accordance with the laws of the Commonwealth of Virginia.

Legal References:

Virginia Department of Education, Regulations Establishing Standards for Accrediting Public Schools in Virginia, 8 VAC 20-131-10 et. seq.

Code of Virginia, Section 22.1-98.1.

Adopted: October 24, 2001
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**School Census**

A school census shall be taken according to procedures directed by the Virginia Superintendent of Public Instruction.

Legal Reference:

Code of Virginia, Section 22.1-281. Triennial Census of School Population.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Educational Consultants and Resource Personnel**

The Prince William County School Board shall approve payment for specialized services of personnel who are not regular employees of the Prince William County Public Schools. Such payment shall be authorized upon the recommendation of the Division Superintendent and shall be consistent with the established budget for the fiscal year.

Legal References:

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

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

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

STUDENT HOUSING

Boundary Planning Process

School boundaries for each school are established by the School Board based on the need to provide for instructional effectiveness and the health, safety and general welfare of all students.

Many factors may be considered when establishing school boundaries including, but not limited to, projected enrollments, school capacities, transportation distances, future school construction plans and, the demographic balance of school populations.

Public input will be obtained through the use of boundary planning committees for elementary and middle school boundary planning. Boundaries for high schools, due to their complex nature, will be developed in the most appropriate manner as determined by the Superintendent. Public input will be included in this process.

This policy and the accompanying regulation are to be used to provide guidance to the Boundary Planning Committees.

The School Board will obtain public comment by holding a public hearing prior to establishing school boundaries.

The Associate Superintendent for Finance and Support Services shall be responsible for coordinating these tasks.

The Associate Superintendent for Finance and Support Services shall be responsible for reviewing this policy in 2008.

Legal References:

Code of Virginia, Section 22.1-79 (4) and (8) Powers and Duties

Adopted: June 24, 1998

Reviewed/Revised: June 21, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Superintendent's Annual Report**

The Superintendent shall assist the Prince William County School Board in preparing an annual report for the State Board of Education. This shall be done on or before the first day of August of each year.

Legal Reference:

Code of Virginia, Section 22.1-81. Annual Report.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Sponsorship of Parent-School Communication System

The Prince William County School Board recognizes and supports the efforts of the Prince William County Public Schools Education Foundation to raise funds for the parent-school communication system to be implemented in every school in the division. The Board authorizes the Foundation, by Memorandum of Understanding, to assign sponsors to individual schools. All communication system sponsors and messages shall be approved by the School Board.

Sponsorship of the parent-school communication system is hereby declared to be a closed forum for purposes of the First Amendment to the U.S. Constitution, available only for the purpose of supporting the parent-school communication system. It is not the intention of the School Board to create an open forum for the exchange of ideas; rather, sponsorship of the parent-school communication system is a use of the School Board's property, which must be consistent with the School Board's purpose and mission and regulated by reasonable, viewpoint-neutral regulations governing who may become a sponsor and the nature of the sponsor's message.

Legal Reference:

Code of Virginia, Section 22.1-131

Adopted: June 5, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

School Administration Authority

The Prince William County School Board shall recognize the principal at the local Prince William County Public school site as the administrator in charge. All personnel, both professional and classified, who work in the school are responsible to the principal.

The Prince William County School Board shall require that married couples not serve as administrators in the same building.

Legal References:

Code of Virginia, Section 22.1-79. Powers and Duties.
Code of Virginia, Section 22.1-293. School Boards authorized to Employ Principals, etc.

Adopted: December 2, 1992
Revised: Revised June 8, 1994

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Animals in the School**

Animals brought into the classroom should serve a specific instructional purpose that can be readily identified and explained. Proper care and respect shall be provided for all such animals.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Political and Commercial Activities

Political interests of any individual or group may not be promoted during the school day or at school-sponsored activities, including athletic events; however, school facilities may be used as polling places for elections. Prince William County Public School students shall not be required to convey or deliver any materials that (i) advocate the election or defeat of any candidate for elective office, (ii) advocate the passage or defeat of any referendum question, or (iii) advocate the passage or defeat of any matter pending before a local school board, local governing body, the General Assembly of Virginia or the Congress of the United States. Non-advocation information on matters of school interest may be conveyed or delivered through students if the material and its distribution are approved by the Superintendent.

Commercial advertising shall be permitted on school property and in school publications subject to Prince William County Public Schools' regulations and approval by the Superintendent or his designee.

Legal Reference:

Code of Virginia, Section 22.1-278.3

Revised: June 28, 2000

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Interruptions in the School Day**

Students and teachers are to be protected from interruptions during the school day. Exceptions may be made by the principal when the best educational interests of the students and school will be served.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Wellness

Prince William County School Board recognizes the importance of the health and wellness of our students. In accordance with the Code of Virginia, a School Health Advisory Board is established to monitor the status and needs of student health and to report annually on student health to the Virginia Department of Health and the Virginia Department of Education.

In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a requirement that all school districts with a federally funded school meals program develop and implement wellness policies that address nutrition and physical activity by the beginning of the 2006-2007 school year.

Prince William County School Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, the policy of the Prince William County School Board includes the following principles:

- The School Division shall engage students, parents, teachers, staff members, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing Division-wide nutrition and physical activity policies.
- To the maximum extent possible, all schools in our Division shall participate in available federal school meal programs (including the School Breakfast Program), National School Lunch Program (including after-school snacks), and Summer Food Service Program. Foods and beverages sold or served through the school shall meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals shall provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; shall make every effort to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and shall provide clean, safe, and pleasant settings with adequate time for students to eat.
- All students in kindergarten through grade twelve shall have opportunities with support, and encouragement to be physically active on a regular basis.
- Schools shall provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity and shall establish linkages between health education and school meal programs, as well as with related community services.

Legal Reference:

U.S. Child Nutrition and WIC Reauthorization Act of 2004, Section 204

Adopted: June 21, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Procedures for Adjusting Grievances for Certificated Employees

In accordance with the Standards of Quality for school divisions and the statutory mandate of Chapter 13.1 and 15, Article 3, Title 22.1, of the Code of Virginia, the Prince William County School Board adopts the Virginia Board of Education's Procedure for Adjusting Grievances as outlined in Regulation 282.01-1 in order to provide an orderly procedure for resolving disputes concerning application of this School Board's policies, rules, and regulations as they affect the work of employees within the scope of that regulation, and disciplinary actions which include dismissal or probation.

Legal Reference:

Code of Virginia, Chapter 13.1 and 15, Article 3, Title 22.1

Adopted: September 4, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Regular Classified Employee Representation**

Classified employees shall have a representative appointed by the Superintendent, with approval of the Prince William County School Board to be available to represent employees in the process of the grievance. All classified employees shall be notified of the person filling this position. This person shall represent the best interest of employees when dealing with the grievances. The appointee shall be free from prejudice in pursuing the role as an advocate for the classified employees.

The appointee shall act within the scope of the policies and regulations of the Prince William County Public Schools in representing the classified employees.

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Section 504 Grievance Procedure

The Prince William County School Board has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints, other than complaints arising under Prince William County School Board Policies 282, 282.01, 282.02 and 282.04, or Regulations 282.01-1 and 282.04-1, alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. 794) or its applicable implementing regulations (34 C.F.R. 104, et. seq.). Section 504 states, in part, that "no otherwise qualified individual with a disability . . . shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance...."

Complaints should be addressed to: Director of Personnel, Prince William County Public Schools, P.O. Box 389, Manassas, Virginia 20108, Phone: (703) 791-8767, who has been designated to coordinate Section 504 compliance efforts.

1. An initial concern may be filed verbally in an attempt to resolve the alleged violation of the regulations.
2. An official complaint shall be filed in writing and contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
3. Requirements #1 and #2 shall take place within fifteen days after the complainant becomes aware of the alleged violation.
4. An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the Director of Personnel or other designated official. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 34 C.F.R. 104.7, the Prince William County School Board need not process complaints from applicants for employment or from applicants for admission to post-secondary educational institutions.
5. A written determination as to the validity of the complaint and a description of its resolution, if any, shall be issued by the Director of Personnel and a copy forwarded to the complainant no later than thirty days after its filing.
6. The Section 504 coordinator shall maintain the files and records of the Prince William County School Board relating to the complaints filed.

GENERAL SCHOOL ADMINISTRATION

Section 504 Grievance Procedure (continued)

7. Either party may request reconsideration of the case in instances where they are dissatisfied with the resolution. The request for reconsideration shall be made within thirty days to the Superintendent of Schools.
8. The right to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, such as the filing of a Section 504 complaint with the United States Department of Education, Office of Civil Rights, or the United States Equal Employment Opportunity Commission. The use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
9. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Prince William County School Board complies with Section 504 and any applicable regulations.

GENERAL SCHOOL ADMINISTRATION**Procedures for Adjusting Grievances for Classified Employees**

In accordance with the statutory mandate of §22.1-79 of the Code of Virginia, the Prince William County School Board adopts the Procedures for Adjusting Grievances for Classified Employees as outlined in Regulation 282.04-1, which is consistent with the Virginia Board of Education's procedures for adjusting grievances in order to provide an orderly procedure for resolving disputes concerning application of this School Board's policies, rules, and regulations as they affect the work of classified employees, and disciplinary actions which include dismissal or probation.

Legal Reference:

Code of Virginia, 1950, as amended, Section 22.179(6)

Adopted: September 4, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Grievance Procedure

The Prince William County School Board shall adhere to the grievance procedure set forth in the regulations of the Board of Education of the Commonwealth of Virginia, as applicable. In all other cases, the School Board shall follow the hearing procedures set forth in Policy 131.01, School Board Hearing Procedure.

Legal References:

Code of Virginia, Sections 22.1-79 A.(6); 22.1.1-308.

Regulations of the Board of Education of the Commonwealth of Virginia, Procedure for Adjusting Grievances. 8 VAC 20-90-10 to 20-90-80.

Adopted: December 2, 1992
Reviewed/Revised: June 23, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

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GENERAL SCHOOL ADMINISTRATION**Records Management**

The Prince William County School Board delegates to the Superintendent authority over the management, collection, maintenance, security, use, disclosure, content, and disposition of all Prince William County Public School Division records in a manner consistent with the State Board of Education regulations and the Virginia Public Records Act.

The Division Superintendent shall establish a records' management system and provide for its administration in compliance with the Code of Virginia.

The Division Superintendent shall designate custodial responsibility for each record, approve administratively sound and legal retention schedules, and monitor preservation of the Prince William County Public School records, as defined in the Virginia Public Records Act.

Legal References:

Code of Virginia, Section 42.1-76-42.1-91. Virginia Public Records Act.

Code of Virginia, Section 22.1-287. Pupil Records.

Management of the Student's Scholastic Record in the Public Schools of Virginia, revised 1989.

Family Education Rights and Privacy Act of 1974, (FERPA).

Federal Register, June 17, 1976, "Final Rule on Education Records."

Adopted: December 2, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Internet Web Site Privacy Policy

The Prince William County Public Schools' web site shall be consistent with the Virginia Privacy Protection Act of 1976 and the Prince William County Public Schools Use of Telecommunications Technologies regulation regarding the collection, use, and dissemination of personally identifiable information.

The following statement shall be placed in a prominent position on the Prince William County Public Schools' home page and on each school's home page:

This web site adheres to the following policies regarding the collection, use, and dissemination of personally identifiable information from Internet users:

1. Individual IP numbers may be automatically collected and used to analyze security breaches to the Prince William County Public Schools web server.
2. Information, such as names, job titles and descriptions, home and work telephone and fax numbers, home and work addresses, and e-mail addresses, may be automatically collected and used for seminar/program registration via the Internet or for participation in Prince William County Public Schools' on-line programs. This information shall not be sold or shared with any external groups.
3. No personally identifiable information, other than that stated in Items #1 and #2, will be collected as a result of web site access by the Internet user.
4. This web site does not automatically place a computer file, commonly referred to as a "cookie," on the Internet user's computer, other than for on-line registration or participation in PWCPS on-line programs.
5. Disclaimer for External Links: The appearance of hyper links on the Prince William County Public Schools web site does not constitute endorsement by the Prince William County Public Schools of linked web sites or the information,

Continued

GENERAL SCHOOL ADMINISTRATION**Internet Web Site Privacy Policy** (continued)

products or services contained there in. The school division does not exercise any editorial control over the information you may find at linked locations. External links are provided with the stated purpose of this Prince William County Public Schools web site.

Legal References:

Code of Virginia, Section 2.1-380

Adopted: June 28, 2000

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION**Standards for Use of Telecommunications and Internet Technologies**

Standards for use of telecommunications and Internet technologies shall be adhered to by Prince William County Public Schools' staff and students who receive access to the PWCPS network and Internet and who develop and implement web sites.

The purpose of these standards is to facilitate the access and implementation of electronic information, intellectual property, services, and technologies, which promote communication, education and information dissemination within the school division and with the public.

Adopted:

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

GENERAL SCHOOL ADMINISTRATION

Public and Private Partnerships with the School Division

The Prince William County School Board and the division administration recognizes it is important to create mutually beneficial partnerships with business and industry that will improve the quality of life in Prince William County by enhancing and enriching the education of all students. Because of this, the School Board strives to nurture and encourage business and industry to become more involved in and to contribute to the Prince William County Public Schools in ways which are appropriate, positive and beneficial to the education of all students.

To this end, the Prince William County School Board and its agents shall seek to develop mutually beneficial partnerships with business and industry. The focus of these partnerships with business shall be on creating relationships between business and education that channel their combined resources in preparing young people with the workplace skills and ethics needed to assure the continued economic and social vitality of Prince William County.

Adopted: June 27, 2001

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Fiscal Management Goals and Regulations**

The Superintendent shall establish sound financial procedures for the efficient operation of the Prince William County Public Schools.

Legal Reference:

Code of Virginia, Chapter 8, Public School Funds.

Adopted: June 18, 1974
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Cash in School Buildings**

All monies collected by Prince William County Public School employees or student treasurers shall be handled in accordance with the procedures set forth in the Financial Guidelines Manual. Special care should be exercised to account for and safeguard all cash monies.

All monies collected shall be receipted and appropriate accounting entries made. Monies shall be deposited in the appropriate local bank on the same day the funds are collected. Monies shall not be retained in the building overnight unless a specific safe is provided to protect valuables and the amount retained does not exceed the limits set forth in the Financial Guidelines Manual. Prince William County Public School selection of a banking institution for Activity Funds must include the requirement that deposits can be made outside of regular banking hours.

Reference:

Financial Guidelines Manual.

Adopted: September 28, 1977
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Preparation of Annual Budget

PURPOSE

This policy provides for the preparation of an annual budget.

SCOPE

It is the policy of the Prince William County School Board that a budget shall be prepared annually which concisely describes the planned programs, activities, and educational goals of the Prince William County Public Schools and expresses requirements both in terms of human and financial resources.

BUDGET DOCUMENTS

Documents which support the budget shall contain essential statistical and narrative information to provide citizens, school and county officials, and staff members with revenue projections and expenditure estimates in relation to the programs and activities they support, including comparisons with prior-year budgets.

PUBLIC REVIEW OF THE BUDGET

The Superintendent shall supervise the preparation of the annual budget and shall recommend it to the Prince William County School Board for approval on or before the first School Board meeting in March. The Prince William County School Board shall hold public hearings on the proposed budget, review the budget in detail, and adopt a budget request for submission to the Prince William County Board of Supervisors on or before April 1 of each year.

ADOPTION OF APPROVED BUDGET

The Prince William County School Board shall adopt the approved budget as soon as practical after the Prince William County Board of County Supervisors has approved expenditure totals for each Prince William County School Board fund.

PERIODIC BUDGET REVIEWS

The Prince William County School Board shall require periodic reviews of the current budget to include statements and analysis of all funds. These periodic reviews shall provide aggregated financial expenditure data in relation to the instructional and support programs which comprise the operating fund.

FISCAL MANAGEMENT**Preparation of Annual Budget, continued**

Legal Reference:

Code of Virginia, Section 22.1-86, 92 and 93 meetings of people of school division; local committees estimate of moneys needed for public schools; approval of annual budget for school purposes.

Adopted: September 28, 1977
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Public and Private Grants

This policy covers all public (federal, state or local government) and private (foundations, corporations or individuals) grants.

The Prince William County Public Schools shall seek public and private external funds to supplement, expand and enhance services and programs consistent with the Division's goals and priorities and in compliance with its policies, regulations and procedures.

The Prince William County Public Schools shall maintain close liaison with public and private agencies to obtain funding to provide improved educational services and programs.

Proposals for services and programs, funded by public or private grants, must be submitted to the Prince William County School Board for approval prior to submitting grant proposals or applications and prior to accepting grant awards.

Legal Reference:

Code of Virginia, Title 22.1. Chapter 8.

Adopted: September 5, 1979
Reviewed/Revised: 1/20/93
Reviewed/Revised: 12/6/00

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Guidelines for Purchasing, Accounting, and Dispositioning of Textbooks

All textbooks and related materials shall be approved by the Prince William County School Board or the Associate Superintendent for Instruction before being purchased. At least one currently adopted textbook on the appropriate level shall be available to every student.

Legal Reference:

Code of Virginia, Title 22, Article 6, Section 22.1-238 through 22.1-253.

Adopted: June 23, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

TuitionNon-Tuition

Persons enrolled as students in Prince William County Public Schools who are of legal school age and who are bona fide residents of Prince William County are entitled to a tuition-free education.

Tuition

Persons who are of legal school age but who are not bona fide residents of Prince William County may apply for admission on a tuition basis, subject to such terms and conditions as may be determined by the Superintendent and approved by the Prince William County School Board. Tuition charges shall be established each year as recommended by the Superintendent and approved by the Prince William County School Board.

Legal Reference:

Attorney General's Opinion to Delegate Donald G. Pendleton, 1973

Code of Virginia, Section 22.1-3. Persons To Whom Public Schools Shall be Free.

Code of Virginia, Section 22.1-5. Regulations Concerning Admission of Certain Persons to Schools; Tuition Charges.

Adopted:	September 19, 1990	THE COUNTY SCHOOL BOARD
Reviewed/Revised:	June 23, 2004	PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Financial Reports to Annual School Plan Advisory Councils**

School principals shall make a report to their school's Advisory Council tasked with doing the Annual School Plan, not less than twice a year to include the adjustments made after the September 30 Membership Report, detailing the school's expenditures by budget category in dollars and as a percentage of the total budgeted amount for the category. The Superintendent shall promulgate a division-wide format for this report by regulation.

Adopted: December 6, 2000

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Fiscal Accounting and Reporting**

The Associate Superintendent for Management shall be responsible to the Division Superintendent for the maintenance of appropriate financial records for the Prince William County Public School Division.

Adopted: June 18, 1974
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**System of Accounts - Activity Funds**

The Superintendent shall establish appropriate procedures for the internal accounting and auditing of individual Prince William County Public Schools' activity funds. Such procedures shall meet all legal requirements and shall be published as the Financial Guidelines Manual.

Adopted: May 4, 1983
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Supplies Sold in School**

Consumable supplies, necessary to the operation of a Prince William County Public School program, may be handled by the school as a convenience to parents. All financial transactions shall be recorded and audited annually.

Adopted: June 18, 1974
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**School Activity Funds**

The State Board of Education defines school activity funds as "All funds received from extracurricular school activities, such as entertainment, athletic contests, cafeteria, club dues, etc., and from any and all activities of the school involving personnel, students, or property..." Prince William County Public Schools' activity funds are subject to the policies, regulations, and guidelines prescribed by the Prince William County School Board.

The following basic principles shall guide the administration of Prince William County Public Schools' activity funds:

1. Prince William County Public Schools' activity funds shall be used solely in accordance with the purpose for which such funds are collected.
2. Projects for raising Prince William County Public Schools' activity funds shall contribute to the educational experience of students and shall not conflict with the instructional program. The Superintendent shall prescribe regulations governing the conduct of such fund-raising activities.
3. Funds derived from the student body as a whole shall be used to benefit the student body as a whole.
4. Generally, Prince William County Public Schools' activity funds should be spent in a way as to benefit those students who are in Prince William County Public Schools and who have contributed to the accumulation of the funds.
5. Student representation is encouraged in the management of funds raised by the student body and spent for its benefit. This management is subject to supervision by Prince William County Public School personnel.
6. Prince William County Public Schools' activity funds shall be managed in accordance with the best business practices, including sound budgetary and accounting procedures.
7. Student body business shall be conducted in such a manner as to offer minimum competition with commercial concerns.
8. Principals or their designees are required to participate in the preparation, modification, and interpretation of the policies, regulations, and procedures affecting student body affairs.

Continued

FISCAL MANAGEMENT**School Activity Funds** (continued)

The principals of Prince William County Public Schools, as trustee, is directly responsible for the conduct of student financial activities in accordance with State law, Prince William County School Board policies, regulations, and the Financial Guidelines Manual.

The Director of Finance shall promulgate and maintain the Financial Guidelines Manual in order to provide the Prince William County Public Schools with a system of internal controls including the receipt and disbursement of cash, accounting procedures, and other standards necessary to maintain an adequate system of financial safeguards.

Reference:

School Activity Funds, Guidelines Issued by the State Department of Education, Richmond, VA, March 1989.

Adopted: ^{June}~~June~~ 4, 1980
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Audits - Activity Funds**

The Prince William County School Board requires an annual audit of all funds collected and spent by each Prince William County Public School's activity fund. Additional audits may be conducted as prescribed in the Financial Guidelines Manual. Prince William County Public Schools' activity fund audits shall be carried out by personnel authorized by the Director of Finance and conducted in accordance with the procedures set forth in the Regulations and the Financial Guidelines Manual.

The purpose of the annual audit is to determine the overall condition and management of Prince William County Public Schools' activity funds. Such an audit should insure the following:

1. The financial statements of Prince William County Public Schools' activity funds are presented in conformity with generally accepted accounting principles.
2. Prince William County Public Schools' financial activities are in compliance with applicable laws and regulations.
3. An adequate internal control structure has been established to safeguard fund assets and to ensure compliance with applicable laws and regulations.

The audit report will be submitted to the Superintendent, appropriate associate superintendents, principal, and other appropriate staff. Copies of the annual audit report shall be maintained in the office of the Principal and in the Finance Department.

Adopted: May 4, 1977
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Financial Review**

The Prince William County School Board shall require a review to be made of the financial affairs of the Prince William County Public Schools within thirty (30) days of the departure of the Director of Finance, the Associate Superintendent for Management, or of the Division Superintendent.

Additionally, the Prince William County School Board may require such a review at any time that the situation warrants.

The scope, direction, and timing of this review shall be determined by the Prince William County School Board.

Adopted: May 20, 1987
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Payment Procedure**

The Director of Finance shall provide for an efficient and accurate payroll system. Such system shall meet the requirements of all applicable local, state, and federal regulations.

Accounts Payable

The Director of Finance shall provide for an accurate and expedient system for the payment of proper bills. Such system shall meet the requirements of all applicable local, state, and federal regulations.

Adopted: September 28, 1977
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Direct Deposit of Payroll

The Prince William County School Board has determined that direct deposit of payroll is a more efficient and effective means of paying employees. In accordance with this determination, direct deposit of payroll will become mandatory for all employees in accordance with the following schedule:

Effective July 1, 1998, all new employees of Prince William County Public Schools will be required to enroll in direct deposit, and

Effective July 1, 1999, all employees of Prince William County Public Schools will be required to participate in direct deposit.

Adopted: September 23, 1998

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT**Payroll Deductions - Mandatory**

The Prince William County School Board provides for deductions for employee payroll checks in compliance with the Federal and State tax laws, the Social Security Act, the Virginia Supplemental Retirement Act, and such other deductions as the Prince William County School Board may approve.

Employee authorizations for the deduction of authorized dues shall remain in effect until changed by the employee or the Prince William County School Board.

Adopted: September 21, 1988
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Division Insurance Coverage

The Superintendent and the Associate Superintendent for Management shall be responsible for providing and administering an up-to-date, economical program of insurance, including a self-insured program, which protects the Prince William County School Board and/or its authorized representatives against loss exposures that they may encounter, and/or such programs required by law. This coverage shall include but not be limited to, property, liability, surety, workers' compensation, unemployment, and automobile loss exposures.

Legal References:

Code of Virginia, Section 15.1-506.1. Liability Insurance for Officers and Employees.

Code of Virginia, Section 15.1-506.1. Self-Insurance.

Code of Virginia, Section 22.1-157. Literary Fund.

Code of Virginia, Section 22.1-188 to 22.1-198. School Bus Insurance Law.

Code of Virginia, Section 60.1-89.2. Financing of Benefits to Employees of Governmental Entities.

Code of Virginia, Section 65.1-103. Duty to Insure Payment of Compensation; Effect of Insurance. Workers' Compensation Act.

Adopted: May 4, 1983
Reviewed/Revised: 1/20/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FISCAL MANAGEMENT

Unemployment Compensation

The purpose of the Virginia Unemployment Compensation Act is to provide temporary financial assistance to those who become unemployed through no fault of their own. The Prince William County School Board shall designate the Superintendent or a designee to represent Prince William County Public Schools in all matters related to unemployment compensation.

Legal Reference:

Code of Virginia, Section 60.2. Unemployment Compensation Act, pp. 100-123

Adopted: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Safety and Security General Goals/Security of Buildings and Grounds**

The Superintendent shall insure that each Prince William County Public School develops, through involvement of students, parents, and professional staff, a security and safety plan for the school. Such plans shall be consistent with the philosophy on security and safety. The Superintendent shall also recommend rules, regulations, personnel, and budgetary requirements for implementing all plans in the system.

Adopted: June 18, 1974
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Safety Patrols**

Prince William County Public Schools shall support a recognized program of student safety patrols. This program shall be conducted along established guidelines of the American Automobile Association in cooperation with the Prince William County Police Department.

Adopted: July 19, 1976
Reviewed/Revised: 2/17/83

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Occupational Safety and Health Administration

The school division shall maintain a Hazard Communication Program as required by the Virginia Occupational Health and Safety Standard.

Legal Reference:

Virginia Occupational Health and Safety Standard, 1910.1200

Adopted: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

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SUPPORT SERVICES

Safety Equipment

All employees shall use required safety equipment and clothing to insure safe practices in the performance of their required duties.

Legal Reference:

Code of Virginia, 1950, As Amended, Section 40.1-51.2(a). Rights and Duties of Employees.

Adopted: November 5, 1980
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Student Safety Equipment and Training**

The Prince William County School Board shall provide a safe and healthy environment for students. Students shall be instructed in the safe use of specialized equipment that may present a hazard to the individual during instruction. Students shall be taught necessary precautions such as the use of eye protection and the removal of jewelry and accessories.

The Prince William County School Board shall authorize the Superintendent, using the Virginia Department of Education criteria for toxicity, to develop guidelines regarding the evaluation, labeling, and use of toxic materials. Safety documents will be available to inform teachers of the proper safety procedures which must be followed when toxic materials are used for instructional purposes. The use of materials with a toxic label shall be prohibited in kindergarten through fifth grade. Toxic materials in middle and high schools shall be prohibited except as approved and noted in the appropriate safety documents.

Adopted: September 21, 1988
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Hazardous Materials

Whenever feasible, the generation of hazardous waste is to be reduced or eliminated as expeditiously as possible. Waste that is nevertheless generated should be treated, stored, or disposed of so as to minimize the present and future threat to human health and the environment.

Legal Reference:

Resource Conservation and Recovery Act (RCRA)
40 CRF Parts 240-299

Adopted: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Smoke-Free Environment**

All Prince William County Public School buildings shall be smoke-free environments. Any employees who wish to smoke must do so in designated areas outside and away from all doorways. The provisions of this policy shall take effect April 1, 1993.

Adopted: March 18, 1987
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Emergency Closings - Student Dismissal Precautions**

When, in the judgment of the Superintendent, conditions exist which are hazardous to the health and safety of students, the Superintendent shall take appropriate action. Such actions include the following:

1. Delaying the opening of schools.
2. Dismissing students early from school.
3. Closing school for the entire day.
4. Taking other action necessary to safeguard the health and safety of students.

The reasons for taking such actions include extreme climatic conditions, loss of electricity, inclement weather, and similar hazardous conditions. In the event that any of the aforementioned actions are taken, the Superintendent shall make appropriate adjustments in the student transportation system and communicate necessary information to employees, students, parents, and the community-at-large.

In the event of hazardous conditions within individual schools, principals shall take necessary action to safeguard the health and safety of students and employees.

Adopted: October 28, 1975
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Vandalism

The Prince William County School Board shall hold any person, parent, or student responsible for damage to or destruction of property of any kind, including but not limited to books, supplies, equipment, buildings and grounds as follows:

1. Students: For breakage or damage to property as the result of negligence, willful or malicious destruction.
2. Parents: For the willful or malicious destruction or damage to public property by any minor as provided for by Section 8.01-43. Code of Virginia.

In the case of negligent breakage or damage, the Prince William County Public School administration will seek to collect restitution for the fair amount of the loss, and/or will take appropriate disciplinary action with respect to the pupil whose negligence resulted in the breakage or damage.

The Prince William County Public School administration shall seek restitution from any person convicted of a crime in violation of any provision of title 18.2 which results in property damage as provided for by Section 19.2-305-1. Code of Virginia.

In appropriate cases where the best interests of the community would be served, the Superintendent may waive prosecution for willful or malicious damage or destruction and accept restitution from the parents of the minor responsible for the damage or destruction. In such cases, the Superintendent may accept restitution in the form of labor performed by the minor in lieu of monetary reimbursement.

Legal References:

Code of Virginia, Section 22.1-276. Liability of pupils for destruction of property.

Code of Virginia, Section 8.01-43. Action against parents for damages to public property by minor.

Code of Virginia, Section 19.2-305.1. Restitution for property damage.

Adopted: October 1, 1980
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Security Residents**

The Prince William County School Board recognizes the advantages of utilizing security residents on Prince William County School Board property in order to protect the investment of the public. Therefore, the Prince William County School Board supports the placement of security trailers on sites to provide protection of property.

All requests for installation of security trailers shall be approved by the Prince William County School Board prior to submitting the applications to the county for compliance with planning, zoning, and construction requirements.

Adopted: June 2, 1976
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Vandalism/Loss/Incident Reporting**

The Prince William County School Board shall require that the principal or supervisor report to their immediate supervisor the facts of any crime, offense, loss, or other unusual situation which occurs under the principal's or supervisor's control.

Adopted: July 19, 1976
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Inspections**

The Prince William County School Board supports a program for the inspection of lockers, closets, desks, and all other parts of school property, as well as for the inspection of school buses, by the Superintendent, the Superintendent's duly authorized agents, or employees for the purposes of recovery of division property, prohibited weapons, drugs, or other contraband.

This policy recognizes and supports the right to safety and security for all students, staff, and visitors within Prince William County Public Schools.

Legal Reference:

Code of Virginia, Chapter 9.

Adopted: September 20, 1976
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Fire Inspection Reports**

Compliance with Fire Regulations shall be accomplished by inspections by the County Fire Marshal's Office. Immediate action shall be taken to correct any noted deficiencies by the site manager.

Legal Reference:

The Code of the County of Prince William Virginia, Fire Regulations.

Adopted: July 19, 1976
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Facilities Maintenance**

Facilities and sites owned by the Prince William County School Board shall be maintained in such a manner as to provide a safe, clean, and healthy environment to support the instructional program and related activities. The care and maintenance of facilities and sites requires the cooperative effort of staff, students, and citizens utilizing these facilities and sites.

Adopted: October 11, 1978
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Replacement of Equipment

The Superintendent shall establish a system for the replacement of equipment applicable throughout Prince William County Public Schools.

Regulations and procedures are to be established which define the purpose, criteria, procedures, and responsibilities for the equipment replacement program.

Adopted: February 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Property Classification and Inventory**

The Superintendent shall establish a system to classify all property and supplies acquired and retained by Prince William County Public Schools. The system will include inventory procedures so that adequate controls will be maintained.

Legal References:

Code of Virginia, Section 22.1-79.
Code of Virginia, Section 22.1-125.
Code of Virginia, Section 22.1-126.

Adopted: March 2, 1983
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Donations to Schools**

The Prince William County School Board authorizes the Superintendent to accept gifts or bequests for purposes which are in the best interests of Prince William County Public Schools with the exception of gifts or bequests of real estate, which will be accepted by action of the Prince William County School Board.

The Superintendent shall establish regulations and procedures to provide for the evaluation, acceptance, and accountability of gifts and bequests.

All gifts or bequests shall be given to the Prince William County School Division as a whole and not to a particular school. At the discretion of the Superintendent, the gift or bequest may be used at a particular Prince William County Public School location.

Legal References:

Code of Virginia, Section 22.1-126.

Code of Virginia, Section 22.1-79.

Code of Virginia, Section 22.1-70.

Adopted: November 17, 1982
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Disposition of Surplus Property**

Property, other than real property, determined to be surplus may be disposed of by the most advantageous method. Property may be determined to be surplus if the items are unserviceable, economically unrepairable, obsolete, or no longer needed.

The disposal of surplus property will be by the method determined to be most advantageous to Prince William County Public Schools. Methods available include the following:

1. Transfer to other county agencies.
2. Sale to other school divisions or county governments.
3. Sale by competitive bids or public auction.
4. Trade-in value on the purchase of like items.
5. Disposal as scrap.

Legal Reference:

Code of Virginia, Title 22.1-129.

Adopted: March 17, 1982
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Disposal of Learning Resource Materials**

The Prince William County School Board adheres to the concept of a systematic review of materials in use. The Superintendent and/or the Superintendent's designee shall develop and monitor a system of review to assure the quality of the division's materials. When necessary, the disposal of learning resource materials shall be conducted in a manner which is economically prudent.

Adopted: October 1, 1980
Reviewed: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**School Board Equipment - Removal From School Board Property**

No Prince William County School Board equipment shall be removed from its assigned place of use except with prior written permission of the appropriate administrator.

Such permission shall be granted only if the equipment must be removed in order to conduct approved school business, except in the case of requests from responsible organizations, associations, and individuals of the community for appropriate civic, cultural, educational, or recreational activities. In such cases, school equipment may be removed from its assigned place if the appropriate administrator is convinced that the removal of such equipment will not interfere with the normal operation of Prince William County Public Schools, provide for profit-making, cause unreasonable wear and tear on the equipment, or result in any cost to Prince William County Public Schools.

In such cases the party who uses such equipment shall be held accountable for the proper care and return of such equipment and shall sign a standard release form which shall be kept on file.

Adopted: November 18, 1975
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Student Transportation Services

Prince William County Public Schools will provide transportation for students under provisions of State law and regulations. The Superintendent shall administer the operation to ensure that it does the following:

- I. Provides for maximum safety of students.
- II. Supplements and reinforces desirable student behavior patterns.
- III. Assists students with disabilities appropriately.
- IV. Enriches the instructional program through carefully planned field trips, as recommended by the staff.

Prince William County Public Schools may charge a fee not to exceed the student's pro rata share for extracurricular activity transportation and may accept contributions from students for field trip transportation costs. The acceptance of contributions and charging of fees shall be in accordance with State law.

The Prince William County School Board may also make its buses available under provisions of State law to certain public agencies, as long as such use does not interfere with the needs of Prince William County Public Schools. Use of such buses under this provision shall be governed by written contract between the Prince William County School Board and the leasing agent.

The Director of Transportation Services is responsible for implementation and monitoring of this policy.

The Director of Transportation Services is responsible for reviewing this policy in 2010.

Legal References:

Code of Virginia, Title 22.1, Education, Chapter 12, Pupil Transportation; Title 46.2, Motor Vehicles, Chapter 10, Motor Vehicles and Safety.

Virginia Department of Education, Regulations Governing Pupil Transportation, Preventive Maintenance Manual.

Adopted: June 21, 1978
Reviewed/Revised: August 22, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Students With Disabilities

If a request is made for special transportation arrangements, the Prince William County School Board may require certification in the form of a personal review by an assigned staff member representing Prince William County Public Schools, in addition to the family physician's statement.

Adopted: February 18, 1982
Reviewed/Revised: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Sale of Food Items in the School**

The sale of food items in Prince William County Public Schools shall conform to regulations as established by federal, state, and local governing bodies.

School Food Services shall be the sole operator of food sales to students on school premises during the breakfast and lunch periods. All monies from the sale of food items sold during these time frames shall accrue to the School Food Services account.

Legal Reference:

Code of Virginia, Section 22.1-16, 22.1-17.

Adopted: April 17, 1985
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

School Breakfast/Lunch Programs

The Prince William County School Board operates its' Food Services Program as an auxiliary service to the educational program. The Prince William County School Board is committed to the concept of good nutrition. To support this concept the School Food Services Department shall provide meals to students which meet specified nutritional standards based on National School Breakfast and Lunch Meal Patterns.

Authorized Prince William County Public Schools personnel are encouraged to participate in the Prince William County Public Schools breakfast and lunch programs. The programs are not intended for the regular use of the general public.

Adopted: 4/17/85
Reviewed/Revised: 4/2/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Menu Planning/Precosting

The Food Services Department shall implement a division-wide breakfast and lunch program that shall be available to students in each school. These programs shall qualify for Federal reimbursement and meet the nutritional standards of the National School Breakfast Act, National School Lunch Act and the Child Nutrition Act.

Adopted: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Catering Special Meals and Services

Special meals, foods, or services, not including the established Food Services program, shall be made available for county, school, or school-related groups upon request from building principals, school administrators, and/or Food Services managers to the Director of Food Services.

Arrangements for such meals shall not interfere with the established Food Services program.

Adopted: 4/17/85
Reviewed/Revised: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

School Lunch Program - Federal and State Regulations

Under the National School Lunch Act, as amended, reimbursement is available to schools for student meals planned and served in accordance with the School Lunch Pattern. Public schools in Virginia approved for participation in the National School Lunch Programs are obligated to observe all regulations and standards of operation as quoted by the United States Department of Agriculture in the Code of Federal Regulations.

Legal Reference:

National School Lunch Act 1946Code of Federal Regulations, 7 Part 210

Adopted: April 17, 1985
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Charging of Breakfast and Lunch

The responsibility of providing breakfast and lunch money or home-prepared meals to a student is that of the parent. However, Prince William County Public Schools shall make provisions to assist students who have forgotten or lost their breakfast or lunch money or home-prepared meal.

The use of prepaid meal accounts shall be encouraged to eliminate the need to charge purchases.

The parents of students who habitually arrive at school with no prepared meal or money shall be asked to complete an application for free and reduced price meals.

Adopted: 9/21/88
Reviewed/Revised: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Free and Reduced Price Meals**

The Prince William County School Division has entered into an agreement to participate in the U.S. Department of Agriculture's National School Lunch and National School Breakfast Program and accepts the responsibility for providing free and reduced price meals to eligible students.

Free and reduced price meals shall be provided to students in accordance with the Policy Statement prepared yearly by the School Food Service Office of the Virginia Department of Education.

Legal References:

National School Lunch Act 1946, Section 9.

Child Nutrition Act, Sections 3 and 4.

Code of Federal Regulations, Part 7 and Part 245.

Adopted: April 17, 1985
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Commodity Program**

Congress annually appropriates funds for the United States Department of Agriculture to assist schools in the operation of the National School Lunch Program. Assistance is received in the form of cash reimbursement as well as agricultural commodities.

Commodities are received by Prince William County through the Commodity Distribution Service of the Virginia Department of Agriculture.

Commodity foods must be used and stored in accordance with United States Department of Agriculture regulations.

Legal Reference:

Code of Federal Regulations, 7 Part 150

Adopted: April 17, 1985
Reviewed/Revised: 2/17/93

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Expenditures of Cafeteria Funds

Food Services funds shall be used only for the direct benefit of the Food Services Program. No expenditures shall be made from the Food Services account without the knowledge and/or approval of the Director of Food Services.

Allowable expenditures include the following:

1. Food costs for program use.
2. Labor costs including salaries and benefits for program use.
3. Supply costs including the purchase of paper goods, cleaning supplies, uniforms, office supplies, and expendable smallwares such as pots, pans, bowls, etc.
4. Purchased services including commodity delivery and travel reimbursement.
5. Equipment including the replacement and addition of loose and fixed equipment for the cafeteria facility needed for program operation.
6. Training costs for tuition reimbursement and inservice expenses incurred to improve the operation of the Food Services Program.

Funds cannot be used for construction or for the purchase of land.

Legal Reference:

Code of Federal Regulations, 7 Part 210.

Adopted: 4/17/85
Reviewed/Revised: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Price of Meals

The price of meals for students and adults is established by the Superintendent of Schools with the approval of the Prince William County School Board.

The price of meals for students shall be the minimum amount necessary for the Food Services Program to be self-supporting.

Adopted: 6/21/78
Reviewed/Revised: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Security of Cafeteria

All areas of the cafeteria shall be secured when not under the direct supervision of the Food Services manager or a designee agreed upon by the school principal and Food Services manager.

Adopted: 4/17/85
Reviewed/Revised: 4/28/2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Purchasing Authority and Responsibility

The Supervisor of Purchasing shall serve as the Chief Purchasing Agent for the Prince William County School Board and is authorized to procure and enter into all types of contracts and agreements in accordance with Prince William County School Board direction, policies, regulations, and the Virginia Public Procurement Act regardless of the source of funds (appropriated, activity, student, et cetera).

The Supervisor of Purchasing shall require an electronic requisition or purchase order transaction for which there are budgeted, unencumbered, appropriated funds sufficient to pay for the proposed procurement.

The Supervisor of Purchasing is authorized to delegate any and all of the authority and duties set forth in these policies to principals, budget holders, and such other officers and personnel of Prince William County Public Schools as deemed appropriate. Any such delegation shall be in writing and performed according to Prince William County School Board policies, regulations, and procedures.

The Supervisor of Purchasing shall be responsible for maintaining complete records pertaining to the performance of the procurement and disposition functions assigned by policy.

The Superintendent is authorized to develop alternative policies and procedures under Virginia Code § 2.2-4343.A.11 by regulation, which become effective when adopted by the School Board.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 1, Section 2.2-4300 – 4302 and 2.2-4343.

Adopted: September 3, 1997
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Ethics in Public Contracting

The Prince William County School Board and all employees shall comply with the Ethics in Public Contracting stated in the Code of Virginia Title 2.2, Chapter 43, Article 6, Section 2.2-4367 – 2.2-4377.

Anyone who knows of a violation of the Ethics in Public Contracting shall report it to the Superintendent.

A contractor in violation of the Ethics in Public Contracting may be debarred or suspended from the list of contractors eligible to bid for Prince William County School Board contracts.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 6, Ethics in Public Contracting.

Adopted: September 3, 1997
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Methods of Procurement and Cooperative Agreements

A procurement from nongovernmental sources is performed by one of the following five (5) methods:

- I. Small Purchases are general purchases where the estimated total cost of the materials, equipment, supplies, shipping, insurance, and/or services is less than \$50,000. These purchases do not require formal competitive sealed bids or competitive negotiation.
- II. Competitive Sealed Bidding includes the issuance of a written Invitation For Bid, receipt of sealed bids and award to the lowest responsive and responsible bidder. This method of purchasing is used where the estimated total cost of the materials, equipment, supplies, and/or services exceeds \$50,000.
- III. Competitive Negotiation includes the issuance of a written Request For Proposal, public advertisement in a newspaper, receipt of proposals, negotiations, and award to the most highly qualified offeror according to established criteria. This method is used for professional services and in other cases (except construction) upon documentation of an advance written determination that competitive sealed bidding is either not practicable (e.g., unable to accurately and fully define requirements), or not fiscally advantageous to Prince William County Public Schools.
- IV. Sole Source is supported by an advance written determination that only one source is practicably available for that which is to be purchased. This method includes negotiation and award to that source without competitive sealed bidding or competitive negotiation.
- V. Emergency Purchase is used in order to protect personal safety, life or property; i.e., an occurrence of a serious, urgent, and threatening nature that demands immediate action to avoid termination of essential services or a dangerous condition. This method is made with as much competition as is practical under the circumstances, and is supported by a written determination of the basis for the emergency and for the selection of the particular contractor.
- VI. Cooperative purchasing is an agreement with one or more public bodies, jurisdictions, or school divisions for the purpose of combining requirements to reduce administrative expenses and purchase costs. Contracts competitively awarded by other governmental entities may be used as a source without obtaining additional competitive pricing (i.e., bids or proposals).

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 1, General Provisions; and Article 2. Contract Formation & Administration.

Adopted: November 29, 2000
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Small Purchases

The Code of Virginia authorizes the Prince William County School Board to establish small purchase procedures, not requiring competitive sealed bids or competitive negotiation, for single or term contracts not to exceed fifty thousand dollars (\$50,000).

Small purchases may be accomplished without formal advertising of bids or proposals as follows:

- I. **\$0 to \$2,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is less than \$2,000 may be made upon receipt of one fair and reasonable price quote.
- II. **\$2,001 - \$15,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than \$2,000 but less than \$15,000 may be made after soliciting and documenting a minimum of three (3) competitive written or telephonic quotes.
- III. **\$15,001 - \$50,000** – Purchases from nongovernmental sources where the estimated total cost of the goods or services is greater than \$15,000 but less than \$50,000, and a minimum of four (4) competitive written unsealed bids are obtained.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 2, Section 2.2-4303. Methods of Procurement

Adopted: November 29, 2000
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Sealed Competitive Bidding, Negotiations, and Modifications

Purchases from nongovernmental sources where the estimated total cost of the materials, equipment, supplies and/or services exceeds \$50,000, shall be made by the Purchasing Department through advertised sealed competitive bidding (i.e., the issuance of an Invitation For Bid, IFB) or competitive negotiation (i.e., the issuance of a Request For Proposal, RFP) as provided by law.

The Prince William County School Board desires that high quality goods and services shall be obtained in a fair and impartial manner, that all qualified vendors have access to public business, and that no offeror is arbitrarily or capriciously excluded. All formal solicitations shall contain clauses and requirements as required by law and policy.

A contract may include provisions to modify or cancel requirements. A fixed-price contract may not be increased by more than twenty-five percent of the amount of the contract or \$50,000, whichever is greater, without the advance written approval of the School Board.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 1. General Provisions and Article 2. Contract Formation & Administration.

Adopted: November 29, 2000
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Remedies in Bids and Awards and Debarment

The Prince William County School Board requires that all bids be conducted in a fair and impartial manner. All qualified bidders shall have access to public business and have an avenue for appeal and protest of any complaint. For unsatisfactory performance of a contract, a contractor may be debarred for specified periods of time. The rights of bidders, offerors, or contractors shall be governed by the Code of Virginia.

The appeals and protests shall be submitted in compliance with the Code of Virginia to the Prince William County School Board designated Protest Officer. The Protest Officer shall review the matter, provide a determination, and forward a report to the Prince William County School Board for information.

Prospective contractors may be debarred from contracting for goods and/or services for specified periods of time. Any debarment may be for any of the reasons listed in Regulation 470-1.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 5. Remedies.

Adopted: September 3, 1997
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Payment for Goods or Services

The payment for goods or services or other types of contractual business shall be made promptly after satisfactory completion of the contract as required by the Code of Virginia.

Legal Reference:

Code of Virginia, Title 2.2, Chapter 43, Article 4. Prompt Payments.

Adopted: February 17, 1993
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES

Prince William County School Board Contract Approval

The Prince William County School Board delegates authority to the Supervisor of Purchasing to award contracts and approve purchase orders and change orders for the procurement of goods and services (professional and nonprofessional) and construction up to and including five hundred thousand dollars (\$500,000). Contract awards and change orders exceeding five hundred thousand dollars (\$500,000) shall be submitted to the School Board on the Consent Agenda for approval. A monthly report of contract awards and change orders exceeding two hundred thousand dollars (\$200,000), but not exceeding five hundred thousand dollars (\$500,000) shall be submitted to the Deputy Superintendent for review and reported to the School Board. When a delay in authorization to proceed with a change order will impede the progress of construction, the Superintendent of Schools may authorize and approve the change order and report such action as appropriate to the Prince William County School Board.

Legal Reference: Code of Virginia, Chapter 43, §2.2-4343.A.11.

Adopted: September 3, 1997
Revised: December 7, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Management of Underground Fuel Storage Tanks**

The Prince William County School Board shall support and be in compliance with the Environmental Protection Agency, EPA 40 CFR, Parts 280 and 281, State Water Control Board, VR680-013-02, and local regulations regarding underground fuel tank storage tanks.

The Plant Operations Supervisor shall insure compliance with these regulations.

Legal References:

~~Code of Federal Regulations EPA Guidelines 40 CFR Parts 280 and 281.~~

State Water Control Board VR680-13-02.

Adopted: February 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

SUPPORT SERVICES**Energy Conservation**

In order to promote the conservation of energy, the use of electrical power, fossil fuels, water, or other resources shall be monitored to ensure efficient use.

Adopted: February 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL

Employment--General Policy Statement

The Prince William County School Board is an equal opportunity employer. In recruitment and selection of personnel, the Prince William County School Board does not discriminate on the basis of religion, race, color, national origin, sex, age, or handicapping condition. Employment shall be based upon the qualifications of the person to perform effectively in a specific assignment.

The Superintendent shall be responsible for determining the minimum qualifications for each position based on the job to be performed. In developing the qualifications for the positions, the Superintendent shall adhere to applicable state and federal laws. The Prince William County School Board policy is to recruit and retain the best employees based on qualifications for effective performance.

Applicants shall be employed in compliance with the conflict of interest statutes of Virginia and Virginia school laws governing boards of education. Applicants may not be employed by and/or placed in a position of direct supervision of a relative or placed in a position where the incumbent would be supervised by a relative. As used here, relative shall mean father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild, grandparent, or other relatives who are permanent residents of the same household.

An appropriate background investigation to determine an applicant's suitability for employment in the Prince William County Public Schools shall be conducted prior to making any offer of employment to an applicant for a teaching, administrative, or classified position. Upon the written request and permission of the applicant, the Prince William County School Board shall inform another school board with which reciprocity has been established, and to which the applicant also has applied for employment, of the results of the criminal history record information conducted within the previous ninety days that it obtained concerning the applicant. Neither the Prince William County School Board or school boards with which it has reciprocity shall levy any costs of the fingerprinting or criminal records check on the applicant.

The background investigation shall include an inquiry concerning any known involvement in sexual abuse, sexual molestation, or rape of children. Such inquiry will meet statutory requirements of the Code of Virginia. Other areas of inquiry shall include general criminal convictions and involvement in drug/alcohol abuse.

PERSONNEL

Employment--General Policy Statement (continued)

Code of Virginia, Sections 19.2-83.1, 22.1-296.1, and 22.1-296.2, and Chapter 40.1.
State and Local Government Conflict of Interest Act.

State and Local Government Conflict of Interest Act.

Adopted: June 27, 2001

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Types of Employees****MANAGERS**

Management personnel include the Superintendent, associate superintendents, directors, supervisors, principals, assistant principals, and other personnel, as designated by the Superintendent, who have authority to perform the following duties:

1. Hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees.
2. Responsibly direct other employees.
3. Adjust grievances of other employees.
4. Recommend any action set forth in 1, 2, or 3 above; provided, however, that the authority to act as set forth in 1, 2, and 3 above requires the exercise of independent judgment and is not routine or clerical in nature.

TEACHERS

Teachers are employees who hold a renewable certificate or provisional certificate issued by the Virginia Board of Education.

- a. Full-time teachers: teachers who work a full school day and week in accordance with the school calendar as approved by the Prince William County School Board.
- b. Part-time teachers: teachers who work less than a full school day and/or week in accordance with the school calendar as approved by the Prince William County School Board.

SUBSTITUTE TEACHERS

Substitute teachers are persons qualified to instruct in Prince William County Public Schools and employed in the temporary absence of the regular teacher. Approved substitutes must meet all applicable state regulations.

Continued

PERSONNEL

Types of Employees (Continued)

CLASSIFIED PERSONNEL

Classified personnel are employees who perform clerical, instructional assistance, labor, and logistical support functions for the Prince William County Public Schools.

- a. Full-time: personnel who work a full day and week in accordance with the position's requirements.
- b. Part-time: personnel who work less than a full day and/or week in accordance with the position's requirements.
- c. Hourly: personnel who are employed on an hourly basis and whose work hours may vary from day to day.
- d. Substitute: personnel employed in the temporary absence of the regular employee.

TEMPORARY EMPLOYEES

Temporary employees are employed for a limited period of time to perform functions for which no regular position is provided in the approved budget.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL

Conflict of Interest

Employees shall not allow themselves to be placed in a position where a conflict of interest might arise, or might justifiably be suspected, by reason of the acceptance of entertainment, gifts, or favors of any kind (no matter how innocently tendered or received), by any other action which would result in the employee's financial profit or which could influence or be interpreted as influencing the strict impartiality that must prevail in all business relationships when the public interest is involved.

In any case when an employee has any personal interest in any business entity, corporation, or partnership (transacting or contemplating transacting business with the Prince William County School Board), personal interest in a contract or personal interest in a transaction, that person is disqualified from having any dealings of any kind for, or on behalf of, the Prince William County School Board with such business entity. In such cases, it is the duty of the employee concerned to notify their superior of the facts and request to be relieved of their responsibility in that particular case.

Favoritism shall not be extended to any vendors.

In any case where an employee has any personal interest in any business entity, corporation, or partnership (transacting or contemplating transacting business with the Prince William County School Board), personal interest in a contract, or personal interest in a transaction having any business dealings of any kind with the Prince William County School Board, the employee must adhere to the following:

1. Comply with all applicable requirements of the Code of Virginia.
2. Provide full, prior disclosure of the potential conflict of interest:
 - a. File a copy of the public disclosure with the Prince William County School Board.
 - b. Include an additional copy of the disclosure notice with each contract or business transaction.
3. Comply fully with the purchasing regulations prescribed by the State of Virginia and the Prince William County School Board.

Continued

PERSONNEL

Conflict of Interest (continued)

4. Insure the proposed transaction in no way affects or is in any way related to the employee's contractual duties with the Prince William County School Board.
5. The State and Local Government Conflict of Interest Act does not prohibit a school board employee from accepting an award or payment in honor of meritorious or exceptional services.

Legal Reference:

State and Local Government Conflict of Interests Act, Title 2.1 Chapter 40.1 (§§ 2.1-639.1 et seq.)

Ethics in Public Contracting, Title 11, Chapter 7, Article 4 (§§ 11-72 et seq.)

Adopted: May 2, 2001

THE COUNT SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Participation of Staff in Community Life: Politics**

The Prince William County School Board reaffirms its wish that all employees enjoy the full rights and privileges of residency and citizenship in the community and in the State.

No employee of Prince William County Public Schools shall solicit support for any political candidate, partisan or non-partisan, or support of any issue on any referendum matter during regular work hours on Prince William County Public Schools' property.

No employee of the Prince William County Public Schools shall recruit or otherwise employ the assistance of students for any political candidate, issue, or activity, partisan or non-partisan, on Prince William County Public School property or at school sponsored activities on or off Prince William County Public School property.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Solicitation and Selling**

Solicitation and selling by employees of Prince William County Public Schools is limited to those situations where the solicitation and selling are directly related to school or non-profit community activities. All other solicitation and sales are forbidden except when approved by the Superintendent.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

HUMAN RESOURCES

Code of Conduct

The Prince William County School Board expects all employees to recognize that they are in a position of public trust and are held to a high standard of personal and professional conduct.

Adopted: March 17, 1993
Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Drug-Free, Alcohol-Free, and Smoke-Free Work Place**

The Prince William County School Board authorizes the Superintendent or a designee to implement the regulations of the Drug-Free Work Place Act of 1988, the Drug-Free Schools and Communities Act of 1986, the Drug-Free Schools and Communities Act Amendments of 1989, the Drug-Free Schools and Campuses Regulations, and other regulations as required in order to maintain a drug-free, alcohol-free, and smoke-free work place for all employees.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Personnel Records: Confidentiality and Security**

The confidentiality of personnel records shall be protected in accordance with applicable local, state, and federal law, as well as applicable requirements of the State Board of Education.

The Superintendent shall make provisions for the physical security of personnel documents and shall designate only specific persons with authority to have access and to release information contained in the personnel files.

Upon reasonable request, each employee shall have the right to review the contents of their personnel file, except confidential references and interview forms. Employees shall have the opportunity to respond in writing to any material in their files. Such responses shall become a part of that file.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL

Sexual Harassment

Sexual harassment is employee misconduct and is illegal. It undermines the integrity of the employment relationship and work environment and will not be tolerated. Sexual harassment on the work site or while on Prince William County School Board business by an employee, co-worker, supervisor, or agent of the Prince William County School Board is strictly prohibited. Sexual harassment of students is strictly prohibited.

The Director of Personnel is responsible for the implementation of the policy pertaining to sexual harassment. Any employee, male or female, who believes that he or she has been harassed by an employee or agent of the Prince William County School Board shall report promptly the incident(s), facts supporting the allegation, and the name of the offending person to the Director of Personnel, or, in the alternative, to the Associate Superintendent for Management. Allegations will be investigated promptly and appropriate corrective action will be taken. All allegations of sexual harassment will remain confidential. All employees will be informed annually regarding the seriousness of sexual harassment and their rights and duties if sexual harassment occurs.

There will be no retaliation or reprisals against anyone who reports harassment; however, proven intentional false charges of sexual harassment by an employee will result in disciplinary action up to and including dismissal.

DEFINITION

The Equal Employment Opportunity Commission defines sexual harassment as the following:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

PERSONNEL**Sexual Harassment (continued)****TYPES OF SEXUAL HARASSMENT**

- **Quid Pro Quo Harassment**

Harassment perpetrated by an individual with supervisory authority against a subordinate. Generally, this is the type of harassment where a supervisor either explicitly or implicitly makes benefits such as hiring, firing, promotion, work assignment or pay decisions contingent upon the granting of sexual favors or the submission to other sexual conduct.

Examples: offering an employee a benefit for agreeing to sexual demands; withholding a promotion or assigning onerous tasks to an employee for rejecting a sexual advance.

- **Hostile Work Environment**

Hostile environment harassment occurs when one or more employees at any level engage in unwelcome sexual conduct or speech so pervasive, offensive and abusive that it substantially interferes with or affects a person's working conditions. The complainant does not have to be the primary target of the sexual conduct or speech.

Examples: employees continually touching co-workers; repetitive sexual innuendoes.

Legal Reference: Title VII of the Civil Rights Act of 1964
Virginia Human Rights Act

Adopted: April 7, 1999

**THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA**

PERSONNEL**Working Conditions of All Employees**

The purpose of this policy is to establish open lines of communication between the Prince William County School Board and all employees. An open, positive relationship with all employee organizations, as well as with individual employees, is in the best interests of all parties.

The Prince William County School Board shall strive to develop the best possible working relationship with employees and representatives of all employee organizations. The Prince William County School Board welcomes the viewpoints of all employees and employee organizations.

The Superintendent shall maintain formal and informal channels of communication with all employees and employee organizations. Upon the request of an employee or employee organization, mutually agreed upon procedures for ongoing communication shall be established with the school system.

All employees or employee organizations seeking to communicate with Prince William County Public Schools on matters of mutual interest shall be provided with an opportunity to communicate with the administration and the Prince William County School Board. Accommodation of all requests for communication shall be made equally and without consideration of an individual's membership or participation in any employee organization.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

HUMAN RESOURCES

Staff Selections and Assignments

The Prince William County School Board expressly delegates to the Division Superintendent the authority to offer and enter into employment contracts with all personnel, with the exception of the Deputy Superintendent and all Associate Superintendents. The Division Superintendent shall make recommendations to the Prince William County School Board, for its approval, for the appointment of a Deputy Superintendent and any Associate Superintendent, and the Chairman of the School Board shall have the authority to enter into employment contracts for such positions in order to carry out the decision of the School Board. The Division Superintendent shall inform the School Board in a timely manner of the appointments and releases of all personnel, with the exception of substitute and temporary employees.

The Division Superintendent may delegate his or her authority to enter into employment contracts to the Deputy Superintendent in situations where the Division Superintendent is not available and time constraints or other urgent circumstances render it necessary to enter into such a contract or contracts in his or her absence. The Division Superintendent may also delegate his or her authority to enter into employment contracts to the Associate Superintendent for Human Resources, but only for classified, non-managerial employees.

The Superintendent shall have the authority to reassign all teachers, principals, and assistant principals during the school year to any other school within the school division, provided no change or reassignment during the school year shall affect the salary of such teacher, principal, or assistant principal for that school year.

The Superintendent shall have the authority to assign, transfer, and promote classified personnel to their respective positions in the school division. Involuntary reassignment of a classified employee to a lower job classification may be made without reduction in pay until the employee's next anniversary date.

Every effort shall be made to fill vacancies in a timely manner so as to minimize the disruption of service to students and to maximize the efficient operation of the Prince William County Public Schools. Systematic procedures for advertising vacancies shall be implemented by the Superintendent in order to provide employees with opportunities for transfer, promotion, or additional temporary employment.

The Associate Superintendent for Human Resources shall be responsible for coordinating these tasks.

Legal References:

Code of Virginia. Sections 22.1-70; 22.1-293; 22.1-294; 22.1-295; and 22.1-297.

Adopted: March 17, 1993
Reviewed/Revised: November 1, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Recruitment of Staff**

The Superintendent shall determine the personnel needs of Prince William County Public Schools and shall recruit suitable candidates for recommendation to the Prince William County School Board for employment.

It shall be the duty of the Superintendent to see that persons recommended for employment meet the qualifications established by law and by the Prince William County School Board for the type of position for which the recommendation is made.

The Prince William County School Board shall not discriminate in the recruitment of personnel on the basis of religion, race, color, sex, age, handicapping condition, or national origin.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Certification and Licensing**

Personnel employed by the Prince William County School Board, for whom certification or licensing is required by the State of Virginia, County of Prince William, or towns located within the county, are responsible for attaining and maintaining that certification or license as a minimum condition for continued employment.

If teaching certification requirements are not met within the required time, as determined at the time of employment, the employee will be removed from the regular payroll and will be paid as a substitute until the requirements are met, but in no instance for more than ninety (90) days as prescribed by the Code of Virginia.

Additional certification requirements, over and above those required by the State, but in harmony with them, may be instituted at any time by the Prince William County School Board when, in its judgment, such requirements are in the best interests of Prince William County Public Schools.

Legal References:

Code of Virginia, Section 22.1-178-9. Requirements for persons employed to drive school bus.

Code of Virginia, Section 46.2-341.4. Virginia Commercial Driver's License.

Code of Prince William County, Chapter 7-1, 7-2, 7-3.

Code of Prince William County, Chapter 6, Page 56-108.

Code of Virginia, Sections 22.1-298 and 22.1-299.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Health Examination**

The Prince William County School Board shall require verification of freedom from communicable tuberculosis upon initial employment and may require other health examinations as deemed necessary by Code of Virginia and Prince William County School Board regulations.

The Superintendent shall have the authority to require additional physical examinations, to include but not limited to screening for substance abuse, when further medical review is deemed necessary by appropriate supervisory staff.

Legal Reference:

Code of Virginia, Sections 22.1-300 and 22.1-301.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Instructional Staff Contracts**

The Prince William County School Board shall execute a written contract with each teacher it employs, except those employed as substitutes or temporary employees, prior to the beginning employment date.

Continuing contracts will be offered to full-time teachers after three (3) consecutive years of satisfactory service in accordance with the Code of Virginia and Virginia Board of Education regulations.

A teacher who has previously attained continuing contract status in another Virginia public school division and has not had a break in service in Virginia public schools shall serve one (1) year probationary period in Prince William County Public Schools.

Teachers who have attained continuing contract status and have had a break in service will serve a probationary period of not less than one (1) year and not more than three (3) years in accordance with regulations established by Prince William County Public Schools.

Legal Reference:

Code of Virginia, Sections 22.1-302 and 22.1-303.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Management Staff Contracts**

Continuing contracts shall be issued to eligible management employees pursuant to the Code of Virginia and Virginia Board of Education regulations governing contractual agreements with professional personnel.

Only those managers required by the Virginia Board of Education to hold a certificate for their positions will be issued continuing contracts. All other managers will be issued contracts on an annual basis.

Legal Reference:

Code of Virginia, Section 22.1-294.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Classification Plan--Classified and Management Employees**

A classification plan shall be established and maintained for all classified and management positions. A system will be administered by the Superintendent through Prince William County School Board regulations and within fiscal restraints prescribed by the Prince William County School Board.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL

Longevity Supplements for all Employees

The Prince William County School Board recognizes the value of long-term employees by giving consideration to longevity supplement scales during each budget development cycle.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Compensation****Salary Schedules**

Annually the Superintendent shall recommend to the Prince William County School Board salary schedules (scales) for all employees based upon the following considerations:

1. Internal equity among the positions;
2. Salaries sufficient to attract both beginning and experienced applicants and retain competent, productive employees;
3. A salary program that provides incentives for improved performance;
4. A salary program which is within budget limitations.

Any changes to the salary schedules must be approved by the Prince William County School Board.

Placement and Advancement on the Salary Schedules

The Prince William County School Board, with the assistance and recommendation of the Superintendent, shall adopt guidelines for the placement and advancement on the salary schedule of any newly appointed or rehired employee. Placement considerations and the setting of the employee's salary shall include but not be limited to previous experience, educational background, and degree status. All initial salary placements and any changes to an employee's salary shall be approved by the Prince William County School Board.

Salary

All employees except ten-month hourly employees will be compensated semi-monthly in 24 equal installments. Ten-month hourly employees will be compensated semi-monthly in 20 installments based upon the number of hours worked in each semi-monthly period.

Placements, advancements, and compensation procedures shall be administered in accordance with the regulations governing their use.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Extra Duty and Responsibility Pay Program**

Employees who are assigned to specifically enumerated duties or responsibilities approved by the Prince William County School Board shall receive additional remuneration, which is also subject to Prince William County School Board approval.

The duty positions will be identified and the supplemental pay prescribed in the annual budget process.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Overtime--Classified Personnel**

The Prince William County School Board shall comply with the Fair Labor Standards Act for payment of overtime.

Overtime shall be paid for work performed by classified employees in excess of 7.5 hours on a normal duty day or for work performed in excess of a 37.5 hour work week on Saturdays, Sundays, scheduled holidays, or days designated as snow days when all schools are closed all day on "Code Red." Overtime shall be paid in accordance with established guidelines.

Employees will be paid at the rate of time and one-half of their normal rate of pay for overtime performed.

The employer retains the option of granting compensatory time at the rate of one and one-half hours for each hour of overtime worked.

Legal Reference:

Fair Labor Standards Act, As amended (1985)

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Compensatory Time--Managers**

Management personnel are expected to work beyond the normal workday when necessary to complete their work in a satisfactory manner. Compensatory time-off may be approved by the Superintendent under the following conditions:

1. Necessary time spent in recruiting on non-work days, but not including travel after normal hours or on non-work days.
2. Necessary time requiring an exorbitant amount of time beyond the normal work expectations of managers.

All compensatory time-off will be taken at a time which causes minimal disruption to the manager's duties.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Employee Income Protection Benefits**

The Superintendent shall recommend to the Prince William County School Board, at appropriate intervals, the establishment, administration, and payment of certain benefits for the employees of Prince William County Public Schools.

Employees will be afforded benefits in accordance with their employment type as defined in the policies and regulations.

Benefit plans shall be administered in accordance with the regulations governing their use.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Workers' Compensation**

Employees are eligible for Workers' Compensation. If injured on the job, the employee should notify or have a fellow employee notify the employer immediately of the accidental injury and request medical services.

Legal Reference:

Code of Virginia, Title 65.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Tuition Reimbursement**

The Prince William County School Board shall provide, within budget limitations, for the reimbursement of tuition costs incurred by all employees, with the exception of temporaries and substitutes, for courses taken which are applicable to their duty assignments. Tuition costs shall be reimbursed in accordance with the regulation governing such reimbursement.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Holidays**

The Prince William County Public Schools shall observe the following holidays:

Independence Day Holiday
Labor Day Holiday
Veteran's Day Holiday
Thanksgiving Holiday
(Thursday and Friday)
Christmas Eve Holiday

Christmas Day Holiday
New Year's Day Holiday
Martin Luther King Holiday
Spring Break (three days)
Memorial Day Holiday

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

HUMAN RESOURCES

Compensated Leave

Employees shall be provided and compensated for annual, professional, temporary, civil, personal, and sick leave in accordance with the regulations governing their use.

Adopted: March 17, 1993
Revised/Reviewed: May 25, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Sick Leave Bank**

The Prince William County School Board shall provide a Sick Leave Bank as long as five hundred (500) employees participate. Employees joining the Sick Leave Bank shall agree to participate in accordance with regulations governing the Sick Leave Bank.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Leave Without Pay**

The Prince William County School Board provides leave without pay for those employees who need additional leave to cover an unusual situation, personal obligation, parental leave, or educational leave (up to one year).

Leave without pay shall be administered in accordance with the regulations governing leave types.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Separation Benefits**

Employees who retire or terminate employment in good standing from Prince William County Public Schools will be eligible to receive separation benefits in accordance with the regulation governing use of such benefits.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Orientation**

A benefits orientation program shall be provided to newly appointed employees at the time of employment.

As part of the teacher's contract period, a second orientation program shall be provided to the newly appointed teachers for the purpose of presenting school division and community information.

The orientation programs shall be administered in accordance with the regulations governing such programs.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Probationary Periods**

A probationary period shall be established for all classified employees. Each new employee shall be required to serve a probationary period of six (6) months. Unsatisfactory probationary employees shall be separated on or before the completion of their probationary period. Upon completion of the probationary period, the employee shall be entitled to all benefits and privileges accorded to the employee's job type.

A classified employee may be placed on probation when work habits or attitudes fall below an acceptable level of performance. The purpose of placing an employee on probation is to provide an opportunity for the employee to improve to an acceptable standard.

Probationary periods for teachers and other certificated employees shall comply with the Code of Virginia and Virginia Board of Education regulations.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Anniversary Date**

An anniversary date shall be established and administered by regulation for each full-time and part-time employee for the purpose of salary advancement and accrual of leave.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Lay-off and Recall**

The Superintendent shall develop rules and regulations for the reduction-in-force and recall of all employees.

A reduction-in-force (RIF) may occur when the position to which an employee has been assigned is abolished or when there is an anticipated or actual lack of funds or work.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Separation**

1. Retirement

Prince William County Schools shall participate in the Virginia Retirement System. Employees may retire in accordance with the provisions of this retirement plan.

2. Resignation

Resignations shall be submitted as far in advance as possible. However, employees submitting resignations are expected to give two (2) weeks notice. Resignations must be accepted by the Prince William County School Board in order to be binding upon the Prince William County School Board.

3. Dismissal

The Superintendent shall implement procedures for the dismissal of all employees in accordance with applicable state and federal laws.

The contract of a teacher, manager, or any other employee who is required to hold a Virginia Teaching Certificate may be terminated or not renewed, pursuant to the provisions of the Code of Virginia.

Any manager or other employee who is not required to hold a Virginia Teaching Certificate may be dismissed for unsatisfactory service. Employment will be terminated when the work habits, attitudes, work production, or personal conduct of an employee falls below the minimum desirable standards.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Responsibilities and Duties of Employees**

It is the policy of Prince William County Public Schools that certain rules and regulations regarding employee behavior are necessary for the efficient operation of Prince William County Public Schools and for the benefit and safety of all students and employees. Employees are expected at all times to conduct themselves in a positive manner so as to promote the best interest of Prince William County Public Schools.

Employees shall comply with all state and federal laws, State Board of Education regulations, and all policies, rules, and regulations of the Prince William County School Board, the Superintendent, and their work locations. Employees shall perform such duties as are deemed necessary by the Prince William County School Board, the Superintendent, and/or Superintendent's designees, and the principal. Copies of school laws, policies, rules, and regulations will be available in each school or workplace. The Superintendent will develop procedures to keep building or workplace managers aware of any changes in school laws, policies, rules, and regulations.

Effective performance requires employees to be present on the job during normal working hours. If necessary to complete their assignment satisfactorily, management personnel are required to work beyond the specified hours.

Any violation of this policy shall be reflected in performance evaluations and shall be grounds for disciplinary action, up to and including dismissal.

Legal Reference:

Code of Virginia, Section 22.1-302. Written contracts required; execution of contracts; rules and regulations.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Duty-Free Time**

A duty-free meal time shall be provided for all employees. Separate dining areas for employees shall be provided in each building. Such duty-free time shall be inclusive of travel time to and from lunch and shall not relieve teachers of their normal supervisory duties during this transit time.

Duty-free planning time shall be provided for all classroom teachers.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Work Week**

The number of hours in the work week shall be established for each employee type and shall be administered in accordance with regulations governing the length of the work week.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Evaluation**

The Superintendent shall be responsible for developing, organizing, and implementing an annual system-wide evaluation program for employees. Procedures for appealing an evaluation rating and for the withholding of salary increments and certain benefits for unsatisfactory performance shall be established and administered by regulation.

Legal Reference:

Standards of Quality for Public Schools in Virginia, Current

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Disciplinary Actions**

Employees may be disciplined for violations of policies, rules, regulations, ordinances or statutes, misconduct, or other just cause. Disciplinary actions may include, but are not limited to, verbal and written reprimands, suspensions, with or without pay, or probation.

Teachers shall be suspended or placed on probation in accordance with the Code of Virginia.

Regulations governing the procedures for taking disciplinary action shall be developed in accordance with applicable state and federal laws.

Legal Reference:

Code of Virginia, Section 22.1-315.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL

Staff Development

The Prince William County School Board requires 30 hours of staff development annually as a condition of continued employment. This program is intended to assist the staff in meeting the instructional objectives of the school division, including the Standards of Learning. Staff development activities should support building-level initiatives, division initiatives, and individual needs. All staff development must be approved by Prince William County Public Schools to count toward the 30-hour requirements.

Adopted: June 24, 1998

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Non-School Employment**

Employees may receive compensation for outside activities as long as these activities do not cause poor public relations with the community, create a conflict of interest, or adversely affect the employee's job performance. It is recognized that the School Board has a cooperative agreement with the Parks and Recreation Department of the Prince William County Board of County Supervisors concerning the use of school personnel.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Research and Publishing**

Employees may contribute articles to publications of their choice. However, employees shall be held accountable for their published articles including those which may reflect adversely on Prince William County Public Schools.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Professional Organizations**

The Prince William County School Board encourages its professional personnel to be active members of professional organizations which may contribute to quality education in the school division and to the improvement of instruction in the classroom.

The Prince William County School Board recognizes the need for teachers and administrators to participate in the conventions and conferences of these organizations and authorizes the use of school buildings in accordance with the Community Use of School Buildings Manual.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Legal Protection -- Employees**

In cases of assault in which employees are involved while acting in the course of their employment, a report will be forwarded to the Superintendent. The Superintendent will comply with any reasonable request from the employee for information in the public domain in the Superintendent's possession relating to the incident and persons involved, and will act in appropriate ways as liaison between the employee, the police, and the courts.

The Superintendent will give full support (including legal and other assistance) for any assault upon the employee while they are acting in the discharge of their duties.

If criminal or civil proceedings are brought against an employee alleging wrongful conduct in connection with their employment, the Superintendent, after determining that the employee's conduct occurred within the scope of their employment, shall furnish legal counsel to defend them in such proceedings and will give assistance as necessary; except in those cases where the Prince William County School Board or the Superintendent is the complainant or plaintiff, or where the employee is convicted of a criminal charge.

Temporary leave with no reduction in benefits will be provided for appearance at legal proceedings directly related to the employee's attendance as required by law.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

PERSONNEL**Student Teachers and Interns**

Interns and student teachers enrolled in an approved training program in an accredited college or university are permitted to observe and train under the direction of school division employees.

The Superintendent shall determine the number of student teachers and interns that may be placed in the schools at any given time. While the placement of student teachers and interns is to be encouraged, care shall be taken to see that no school or employee is overburdened.

Adopted: March 17, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Instructional Program

Organization of the Instructional Program

The organization and design of the instructional program in Prince William County Public Schools (PWCPS) shall provide for a plan that includes grades K-5 elementary schools, grades 6-8 middle schools, grades 9-12 high schools, and grades 1-8 traditional schools. In addition, special needs and alternative programs shall be established for elementary, middle, and high school students.

Implementation of the Instructional Program

The instructional program shall support the mission of PWCPS to meet the educational needs of a diverse student population. The long-range instructional goals and objectives of the school division shall be identified in the five-year strategic plan. In order to support the instructional program, the curriculum shall be organized to provide for vertical and horizontal articulation of K-12 curriculum objectives. Curriculum objectives shall be aligned with the Virginia Standards of Learning. The K-12 curriculum and instructional program shall exceed the Standards of Accreditation established by the Commonwealth of Virginia and the Southern Association for the Accreditation of Colleges and Schools.

Monitoring and Revision of the Instructional Program

The Associate Superintendent for Instruction shall establish a systematic process to review the implementation of curriculum objectives annually to ensure that the instructional program remains compatible with the adopted school division goals and objectives. Revision and refinement of the curriculum shall follow the Standards of Learning revision cycle established by the Virginia Department of Education.

Reporting on the Instructional Program

The Associate Superintendent for Instruction shall make an annual report on the status of the instructional program to the Prince William County School Board.

Adopted: May 17, 1978
Reviewed/Revised: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Classroom Management**

Classroom management shall be a necessary element of the desired educational environment. Appropriate instructional techniques shall be implemented to meet the age, grade level, and/or instructional needs and characteristics of students. The professional staff shall be provided the appropriate staff development training necessary to meet the adopted goals and objectives.

Legal Reference:

Virginia Department of Education, Manual for Implementing Standards of Quality and Objectives for Public Schools in Virginia (Current Edition).

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Guidelines Pertaining to Curriculum Issues and Educational Practices

The Prince William County School Board requires that appropriate guidelines pertaining to curriculum issues shall be developed for use by teachers, principals, and the members of the Department of Student Learning and Accountability. Such guidelines should reflect the latest research pertaining to teaching and learning and should address curriculum alignment with the Standards of Learning, educational practices, or innovative initiatives that can culminate in a better education for students.

The Associate Superintendent of Student Learning and Accountability is responsible for implementing and monitoring this policy.

The Associate Superintendent of Student Learning and Accountability is responsible for reviewing this regulation in 2010.

Adopted: May 5, 1993
Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Comprehensive Timetable for Curriculum Development

The policy of the Prince William County School Board requires that a comprehensive timetable for curriculum development, review, revision, and addition of new courses be developed for use by all members of the Department of Student Learning and Accountability.

The Associate Superintendent of Student Learning and Accountability is responsible for implementing and monitoring this policy.

The Associate Superintendent of Student Learning and Accountability is responsible for reviewing this regulation in 2010.

Adopted: May 5, 1992
Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Innovative Programs

Prince William County Public Schools is committed to continuous evaluation and improvement of instructional programs. Staffs are encouraged to examine and refine instructional practices and programs on an ongoing basis. All new programs, both site-based and centrally-developed, will have a written plan that outlines: 1) rationale, 2) major program components, 3) goals/objectives, 4) strategies for attaining objectives, 5) procedures for evaluating effectiveness, and 6) cost. Innovative programs shall be research-based and support the mission, goals, and objectives of the school division. Schools and central office staff shall follow designated procedures in developing, seeking approval, and evaluating the effectiveness of new programs.

Adopted: June 18, 1974
Reviewed/Revised: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Testing Program - General**

The Prince William County School Board requires that guidelines shall be developed regarding the nature and purpose of tests; the manner in which tests are to be constructed; the types of tests to be used in Prince William County Public Schools; how, when, and by whom test results are to be reported; and how test results are to be used for textbook adoption, curriculum development, and the improvement of instruction.

Prince William County Public Schools shall comply with the requirements of the Virginia standardized testing program as annually prescribed by the Virginia Board of Education. Furthermore, the Prince William County School Board reserves the right to test any student in public schools; however, permission of parent(s)/ guardian(s) or adult student shall be granted before individual tests are administered for placement in a special education program and/or for all individual assessments administered by the school psychologist, special education specialist, or gifted education specialist.

The staff shall avoid administering excessive numbers of standardized tests to individual students during a school year.

Legal Reference:

Current Virginia Testing Program

Adopted: December 16, 1981
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Co-curricular and Extra-curricular Programs**

The Prince William County School Board offers and supports co-curricular and extra-curricular programs as an extension of the instructional program. Students shall have the opportunity to participate in activities, such as field trips, clubs, student organizations, assemblies and performances, interscholastic activities, and publication productions that enhance and enrich a student's educational experience.

Code of Virginia,
8 VAC 20-131-200

Adopted: September 4, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Contests for Students Sponsored by Outside Organizations**

A student activity sponsored by an outside organization which involves competition by students of one or more schools with awards or prizes shall be considered a contest. Student contests should support the educational program of the schools, contribute to student growth, and promote positive school/community relations. Student contests sponsored by outside organizations may be approved by the appropriate associate superintendent if the following criteria are observed:

1. The contest must be determined to be appropriate by school administration and staff.
2. The contest must be voluntary on the part of students.
3. The contest must promote no commercial products.
4. The contest must promote no partisan points of view with respect to controversial and political matters unless provision is made for alternative points of view.
5. The contest must require no entrance fee, or the fee must be structured so no student is prohibited from participation.
6. The contest rules must be clear and objective.
7. The contest must be planned to allow for effective administration and objective evaluation.
8. The contest must support the educational goals of the school and the instructional program.

A list of approved student contests will be maintained by the appropriate associate superintendent.

Adopted: February 3, 1976
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

School-Sponsored Instructional Field Trips and Athletic Trips

Field trips are defined as off-campus instructional activities. Athletic trips are defined as off-campus athletic activities. A teacher or administrator must obtain administrative approval from the principal and the Superintendent or designee before taking any students on a field trip or athletic trip. The Superintendent shall issue regulations governing school-sponsored field trips and athletic trips.

Provision shall be made for proper supervision by school employees on all school-sponsored trips. Parents are permitted and encouraged to assist in such supervision.

All necessary provisions shall be made to protect the health, welfare, and safety of the students, as well as to prevent any liability to the School Board or its employees.

Legal References:

Code of Virginia, Section 22.1-176. Pupil Transportation

Board of Education, Commonwealth of Virginia, Regulations of the Board of Education of the Commonwealth of Virginia (Regulations governing pupil transportation by bus).

Adopted: September 21, 1988
Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Interscholastic Activities - General**

Forensic, dramatic, and musical competitions and presentations, as well as athletic activities, shall be encouraged as they contribute to the goals and objectives of Prince William County Schools.

Elementary school presentations will normally be confined to the school campus unless approved by the principal and appropriate area associate superintendent.

Middle school presentations, except for music, will normally be confined to the school campus unless approved by the principal and appropriate area associate superintendent. Music presentations may be made by middle schools to elementary feeder schools and at district and all-county music festivals sponsored by the Virginia Music Educators Association, the Virginia Band and Orchestra Directors Association, and the Prince William County Schools' Department of Instruction.

Senior high school activities and interscholastic athletics shall follow the Virginia High School League Handbook for interscholastic activities as well as the sponsored activities of the Virginia Music Educators Association, the Virginia Band and Orchestra Directors Association, and those of the Prince William County Schools' Department of Instruction. The Prince William County School Board does not recognize the exception allowed by the Virginia High School League that permits individual consideration by local school boards to grant athletic eligibility in the first full semester of attendance when the transfer occurs within Prince William County Public Schools.

Performances of bands as a marching unit shall be carefully selected and limited in number. Appearances will generally be limited to local or nearby communities.

Reference:

Virginia High School League Handbook (Current).

Adopted: September 17, 1986
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Student Assemblies and Public Performances by Students**

Student assemblies and public performances by students play an important role in a well-rounded educational program. Student assemblies and public performances also provide a setting for students to learn appropriate behaviors while participating in events of general interest. Assembly topics and student performances shall relate to the specific goals and objectives of the instructional program and shall address areas of special significance.

Schedule modifications for assemblies and performances shall cause minimum disruption to the instructional schedule.

Adopted: November 18, 1981
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Student Clubs, Athletic Teams, Groups, and Organizations

The Prince William County School Board recognizes the need for student organizations that assist in the development of citizenship, moral character, and community values, and which support the goals, objectives, and educational mission of the Prince William County Public Schools.

The Prince William County School Board supports all school-sponsored student clubs, athletic teams, groups, and organizations and all other student organizations utilizing school facilities or other resources of the school division.

All non-curriculum related, non-school sponsored student clubs, teams, groups, or other organizations shall be allowed to conduct activities by Prince William County Public Schools to the extent required by the Equal Access Act.

Student clubs, teams, groups, and organizations will be categorized in one of the following groups:

- A. VHSL School-Sponsored Clubs, Teams, Groups, and Organizations
- B. Middle School-Sponsored Clubs, Teams, Groups, and Organizations
- C. School-Sponsored, Curriculum-Related Clubs, Teams, Groups, or Organizations
- D. Non-School Sponsored, Non-Curriculum Related Student Clubs, Teams, Groups, or Organizations

Secret Organizations

The Prince William County School Board prohibits activities of secret fraternities, sororities, and clubs within the school division that have not been approved by the Prince William County Public Schools.

Legal References:

Code of Virginia, Sections 22.1-78, 22.1-70, 22.1-279.6, and 18.2-56
Equal Access Act, Title VII of Public Law 98-377.

Adopted: December 7, 1983
Reviewed/ Revised: December 7, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Student Publications

I. Distribution of Publications in General

- A. Schools may sponsor student publications such as school newspapers, yearbooks, and literary magazines on the basis that such publications promote school/community spirit, enhance responsible citizenship, and supplement the regular curriculum with practical experience in writing, editing, layout, photography, business management, and other skills.

The elementary and middle school publications, yearbooks, newspapers, printed programs, or any other publications shall not be financed or supplemented by commercial advertising.

As part of the total school program utilizing school time, equipment, and faculty personnel, student publications are subject to supervision by administrators and teachers. With the approval of principals, student editorial staffs and faculty advisors shall establish editorial policies which assure good taste and responsible journalism.

- B. Prohibited Material - While expression of student opinions shall be encouraged, no school sponsored publication, and no other written or electronic publication brought to school by students for use or distribution in school shall be permitted if it contains one or more of the following:
1. Material which endangers the health or safety of students.
 2. Material which reasonably leads principals or their designees to forecast substantial disruption of school activities.
 3. Material which is libelous.
 4. Material which advocates the commission of a criminal act or is a criminal act.
 5. Material which is obscene.

INSTRUCTION

Activity Participation on Testing Days

The Superintendent shall establish primary testing dates for PSATs and SATs. One primary testing date shall be established in the fall for the PSAT. Primary testing dates for the SAT shall be established in the fall and spring. All student activities shall be over by 9:00 p.m. on the day preceding the established primary dates for PSAT and SAT testing. Practices, events, or games may be scheduled following the completion of PSATs or SATs.

Adopted: January 25, 1995
Reviewed/Revised: February 23, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Interscholastic Activities – Athletic Programs

The Prince William County School Board supports sound educational programs in intramural and interscholastic athletics as integral parts of a comprehensive health and physical education program.

Intramural and interscholastic athletic programs shall be designed to meet the needs of all students who participate. Programs shall be organized and administered based on sound educational objectives. The welfare of the participants, rather than the pressure to win, shall be the primary consideration in all intramural and interscholastic activities.

Good sportsmanship, defined as the behavior of administrators, coaches, student-athletes, students, teachers, and community members in a manner that brings respect and credit to the individual, school, and community, shall receive special emphasis in the interscholastic athletic program.

Elementary school students are restricted to intramural competition only.

Middle schools shall subscribe to the rules and regulations developed by the Athletic council, composed of the middle school principals and the Supervisor of Art, Music, Health, Physical Education, Athletics, Driver Education, JROTC, and to the policies, regulations, and procedures approved by the Prince William County School Board and/or the school administration.

Interscholastic athletics at the high school level shall be conducted in compliance with the rules and regulations established by the Virginia High School League and with policies, regulations, and procedures approved by the Prince William County School Board and/or the school administration.

The Prince William County School Board believes that athletic programs of a recreational nature are an important part of the community life of Prince William County and encourages the cooperation of schools with recreational groups and agencies.

Legal Reference:

Title IX Reference: Section 86.41 (a-b)

Other Reference:

Virginia High School League Handbook

Adopted: March 17, 1982

Revised/Reviewed: September 4, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

SOL Remediation Recovery and Remediation Program(s)

Students who fail the Standards of Learning (SOL) tests or are at risk of failing one or more of the Standards of Learning tests shall be eligible for additional remediation instruction.

“Additional” shall be interpreted as beyond the school day or during the school day, beyond but not replacing core instructional time.

Students who are eligible to retake a Standards of Learning test shall participate in a remediation recovery program.

Legal Reference:

State Standard 8 VAC 20-131-30.C

Adopted: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Guidance Services: Scholarships and Financial Aid**

The Prince William County School Board recognizes the financial burden imposed by the costs of post high school educational programs. For this reason, scholarships and other financial aid become increasingly necessary for the students of Prince William County. Each high school guidance department shall identify an individual to coordinate financial aid and scholarships and to assist students in procedures to receive such aid. Guidance counselors, athletic staff and instructional staff shall play an active role in assisting students in obtaining all types of scholarships.

Adopted: July 7, 1982
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Guidance and Counseling Services, Elementary, Middle, and High School

The Prince William County School Board requires that guidance and counseling services be available to all students as a part of the total school program in order to assist students in achieving their full potential. The guidance and counseling program in the Prince William County Public Schools shall conform to the requirements of the Standards of Quality for Public Schools in Virginia, the Standards for Accrediting Public Schools in Virginia and the regulations of the Board of Education of the Commonwealth of Virginia.

Legal References:

8 VAC 20-620-10. Regulations Regarding School Guidance and Counseling Programs in the Public Schools of Virginia. (Current).

Standards of Quality for Public Schools in Virginia (Current).

Standards for Accrediting Public Schools in Virginia (Current).

Adopted: June 26, 1996

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Library/Media Centers**

The Prince William County School Board supports the concept that the ability to access information is a basic skill in a technological society; therefore, school libraries must ensure a high standard of electronic and print resources. The necessary equipment, materials, and services to pursue the objectives of the instructional program shall be provided and maintained for the use of students, teachers, and staff.

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTIONAcademic Freedom

The Prince William County School Board seeks to establish an environment that educates students in the democratic tradition in order to foster recognition of individual freedom, social conscience; and social responsibility;; inspire meaningful awareness of and respect for the State and Federal Constitution and the Bill of Rights;; and instill appreciation for the value of the individual. These democratic values are to be communicated in an atmosphere in which academic freedom for teachers and students is encouraged.

Adopted: June 3, 1981
Reviewed/Revised: May 5, 1993
Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Teaching of Controversial Issues

The teacher shall secure the approval of the principal before beginning the study of a controversial topic. The principal and teacher shall review: (1) the appropriateness to the course/program and relevancy to the curriculum; (2) the appropriateness for the maturity level of the students; (3) the planned instructional methodology; (4) the teaching materials to be used; and (5) the availability of alternative instructional materials that will meet the instructional needs of the students. Instruction shall be presented in an atmosphere free of bias or prejudice. Students may form and express opinions on controversial issues without jeopardizing relationships with the teacher or school.

Adopted: February 17, 1982
Reviewed/Revised: May 5, 1993
Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Challenged Instructional Materials

The Prince William County School Board directs the Superintendent or the Superintendent's designee to establish a procedure for reconsideration of challenged materials in conformity with the State Guidelines for Approval of Instructional Materials.

Adopted: October 1, 1980
Reviewed/Revised: May 5, 1993
Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Materials: Selection and Adoption

The Prince William County School Board requires that the selection of instructional materials shall be related to the Virginia Standards of Learning, the approved curriculum and to the goals and objectives approved by the Prince William County School Board. Guidelines shall be developed to include the definition of “instructional materials,” the criteria by which materials are to be selected, the materials to be considered most critical, the degree to which material selection is to be related to student achievement, and the selection process for materials.

The Prince William County School Board shall approve a wide range of instructional materials which support the instructional goals of the school system and which are sensitive to issues of race, gender, cultural differences, and differing points of view.

The Prince William County School Board recognizes the importance of involvement of its various constituents (administrators, teachers, library media specialists, parents, citizens, and students) in the selection and approval of appropriate materials.

The responsibility for coordinating the selection of materials is delegated to the Superintendent or the Superintendent’s designee. The staff shall develop and implement a systematic selection procedure and shall make information concerning this procedure available to the staff and public. The procedure shall include a process for handling challenged controversial materials in accordance with Policies 653.03 on Teaching of Controversial Issues and 633.01 on Academic Freedom.

The approval of instructional materials which are of a sensitive or controversial nature is the responsibility of the Prince William County School Board.

Adopted: May 4, 1983

Reviewed/Revised: May 5, 1993

Reviewed/Revised: June 23, 2004

Reviewed/Revised: February 22, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Instructional Assistants**

Instructional assistants may be used in the instructional staff design as paraprofessional personnel. The paraprofessional may perform general services, clerical services, monitorial activities, and reinforcement of instruction under the direction and supervision of a certified teacher or administrator.

Legal References:

Virginia Department of Education, Memoranda and Releases.

Virginia Department of Education, Manual for Implementing Standards of Quality and Objectives for Public Schools in Virginia (Current Edition).

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Resource Personnel**

The utilization of resource personnel to enhance the goals and objectives of the curriculum is permitted. Presentations by resource personnel shall be approved by the building principal and organized and supervised by a certified member of the Prince William County Public School's staff.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Semester Examinations - Carnegie Unit Courses**

The Prince William County School Board requires that students enrolled in Carnegie unit courses be evaluated at the end of each semester; therefore, semester examinations or a culminating activity shall be administered in each Carnegie unit course to all students except those exempt by regulation. Semester examinations or culminating activities shall be designed to measure student progress for approved course objectives taught within that semester and specified in the curriculum action plan. Results of the examination or culminating activity will be available to parents and students.

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Student Evaluation and Reporting

The Prince William County School Board requires that student evaluation serve as an essential part of the educational process; therefore, assessments of student achievement, effort, and conduct shall be used as measures of student progress toward meeting instructional objectives. The evaluation results shall be communicated by staff on a regular cycle through report cards and mandatory interims to parents, students, and staff as indicators for the maintenance and improvement of each student's performance. Grade distributions and results of formative assessments shall be reviewed and analyzed to assist in improving instruction.

Appropriateness of student evaluation and reporting will be continuously monitored and reviewed by the Associate Superintendent for Student Learning and Accountability.

The Associate Superintendent for Student Learning and Accountability is responsible for reviewing this policy in June 2010.

Adopted: June 3, 1981
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Graduation Requirements

The Prince William County School Board requires that graduation guidelines be established specifying required subjects, Literacy Passport Test performance, or other criteria that must be met for graduation.

The Prince William County Public Schools shall follow the requirements enacted by the General Assembly of Virginia, the rules and regulations as adopted by the State Board of Education and outlined in the “Standards for Accrediting Schools in Virginia,” and the requirements of the Prince William County School Board in awarding a high school diploma.

Effective with the graduating class of 1992, and thereafter, students graduating from a Prince William County Public School must complete 22 units of credit. Students completing the requirements for this diploma with a grade point average of “A” or better shall have a State Board of Education Seal affixed to the diploma.

The Advanced Studies Diploma (college preparatory) shall be presented to those graduating seniors who complete the specified 24 units of credit. A Governor’s Seal shall be affixed to the diploma of any student completing the requirements for this diploma with a grade average of “B” or better, and successfully completing at least one Advanced Placement course (AP), International Baccalaureate (IB), Cambridge (AICE), or one college-level course for credit.

A student enrolled in a special education program who has completed the IEP and four years in a prescribed program of study at the high school level shall, upon the recommendation of the individual school IEP committee, be awarded a special diploma. Students receiving this diploma may participate in all graduation and senior activities.

Beginning with the ninth grade class of 2003-04, students must earn six verified units of credit from specific courses for a standard diploma. During a transition period for the ninth grade classes of 2000-01, 2001-02, and 2002-03, students must earn six verified units (two in English and four additional units). Beginning with the ninth grade class of 2000-01, students must earn nine verified credits in specific courses to earn an advanced studies diploma. Verified units are earned upon passage of the course and the relevant Standards of Learning test OR for passing scores on industry certifications, state licensure examinations, and national occupational competency assessments approved by the Board of Education and available to students in Prince William County Public Schools. Scores on industry certifications, state licensure examinations, and national occupational competency assessments shall qualify as student choice verified credit options toward meeting graduation requirements.

Legal Reference:

Standards of Quality for Public Schools in Virginia (current).

Adopted: November 16, 1983
Revised: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Homework**

The Prince William County School Board supports the appropriate use of homework to enrich, enhance, and/or extend the instructional program. Homework shall be incorporated as a meaningful component of the instructional program. Homework assignments should be understood by the student and should involve only work for which the student is ready. All assigned homework will receive feedback from the teacher.

Homework assignments shall be based on the teacher's assessment of the student's instructional needs. Teachers will use discretion in assigning homework so that it may be completed in a reasonable amount of time. Students in grades 9-12 enrolled in advanced classes should anticipate extended homework time requirements due to the rigorous demands of these classes.

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Guidelines for Parental Instructional Assistance**

The Prince William County School Board shall authorize the Division Superintendent, consistent with the rules and regulations of the Virginia Board of Education, to develop guidelines to encourage parents to provide instructional assistance to their children in the home. These guidelines may include voluntary training for the parents of children from the preschool level through grade three.

Legal Reference:

Code of Virginia, Section 22.1-253.13:7.

Adopted: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Promotion and Retention of Students**

The principal, teacher, student, and parent/guardian shall strive for the most beneficial grade placement possible for each student. The decision concerning the grade placement of a student should be made for educational reasons. Division-wide procedures concerning promotion and retention shall be developed to assist with grade placement decisions.

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

School of Practical Nursing Program

The operation of the practical nursing program shall be in accordance with the applicable provisions of the Virginia Code, the requirements of the Commonwealth of Virginia Board of Nursing, Prince William County School Board Policies, Regulations, and the Code of Behavior, and the Regulations of The Prince William County School of Practical Nursing Program.

The Director of Student Learning and Professional Development is responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability is responsible for reviewing this regulation in 2010.

Adopted: January 8, 2003
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Adult Education Program

The Prince William County School Board believes that education is a lifelong process; therefore, the school system shall provide opportunities in adult education. The programs available through adult education shall be designed to meet the various needs of a diverse adult population and shall provide educational opportunities for adults who wish to acquire competencies necessary for further education, employment, or personal enrichment. The adult education program shall be organized as a self-supporting operation to the extent possible.

The Director of Student Learning and Professional Development is responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this policy in 2010.

Adopted: June 18, 1974
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Alternative Education Programs

Prince William County Public Schools shall provide a continuum of services which focuses on meeting the needs of all students. These services include, but are not limited to, those that address behavior, academic progress, work readiness, life-long learning, and effective group participation which are necessary for students to become productive members of society.

Students may be reassigned to alternative programs for the reasons set forth in Regulation 681-1, Alternative Education Programs, which include, but are not limited to, adjudication of delinquency or conviction of certain criminal offenses as specified in the Code of Virginia.

Legal Reference: Code of Virginia, Section 22.1-277.2:1

Adopted:	May 5, 1993	THE COUNTY SCHOOL BOARD
Reviewed/Revised:	December 20, 2006	PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION**Homebound Instruction**

The Prince William County School Board requires that the instructional program in Prince William County Public Schools shall include a homebound program for those students who are unable to attend school because of an extended illness, a disability, and those students awaiting an expulsion decision. The State guidelines shall be followed in the administration of this program. Application for homebound instruction shall be initiated by the parent through the Student Services Department or through the Special Education Department for students receiving special education services. It shall be the responsibility of the student's assigned school to provide homebound instructional services.

Legal Reference:

Standards for Accrediting Public Schools in Virginia, (current).

Adopted: June 18, 1974
Reviewed/Revised: May 5, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Summer School

The Prince William County School Board requires summer school be provided as an integral part of the total instructional program. Summer school includes enrichment, acceleration, and remediation opportunities with appropriate courses and experiences designed to focus on specific instructional needs or enhancement activities.

In addition to the Divisionwide summer school programs, individual schools have the option to implement their own programs to meet the needs of their students.

The principal and the Director of OSMAP are responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability, or designee, is responsible for reviewing this policy in 2010.

Adopted: June 18, 1974
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Private School Placement

The Prince William County School Board requires that tuition assistance shall be provided for eligible students with disabilities with current individualized education programs for whom it is determined there are no appropriate programs in Prince William County Public Schools or state facilities.

The Director for the Office of Special Education is responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this policy in 2010.

Legal References:

Code of Virginia, Title 22.1, Education, Chapt. 13, §§ 22.1-215 and 216

Adopted: November 10, 1981
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Appointment of Special Education Hearing Officer in Due Process Procedure

Special Education hearing officers shall be appointed by the State Department of Education and confirmed by the Prince William County School Board.

The Director for the Office of Special Education is responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this policy in 2010.

Adopted: April 16, 1986
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

INSTRUCTION

Education of Exceptional Children

The Prince William County School Board requires that educational opportunities shall be provided to all eligible exceptional students. These students include gifted students, special education students, and students eligible under Section 504 of the Rehabilitation Act of 1973. These programs are designed to educate and train exceptional children in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and Regulations Governing the Educational Program for Gifted Students, adopted by the Virginia Department of Education.

Legal References:

Code of Virginia, Section 22.1-214. Special Education.

Code of Virginia, Section 22.1-2113-22.1-222.

Regulations Governing Special Education Programs for Children with Disabilities in Virginia.

Section 504 of the Rehabilitation Act of 1973 29 U.S.C. 2301 et. seq.

Code of Virginia, Section 22.1-253.13:1.

Regulations Governing the Educational Program for Gifted Students.

Adopted: June 10, 1974
Reviewed/Revised: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Code of Behavior

General guidelines governing student conduct shall be developed at the division level. The school must seek to protect the rights of all students to a quality education commensurate with their abilities, interests, values, and goals. The school must provide safeguards for the health, safety, and rights of the individual student without regard to race, religion, gender, national origin, or economic status.

Students are expected to act in such a manner that their behavior reflects favorably on the individual student and on the school, shows consideration for fellow students, and creates a harmonious school atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations.

The Code of Behavior shall set forth the division level guidelines which include student responsibilities, student rights, regulations for appropriate conduct, and corrective measures for student misbehavior. Regulations governing student conduct shall be consistent with the welfare and efficiency of the schools, their students and staff, and shall set forth the sufficient cause for suspension and expulsions from school. The Code of Behavior, and any subsequent modifications, shall be presented by the administration to the Prince William County School Board annually for its review and approval.

It shall be the responsibility of the school principal to distribute the Code of Behavior to all teachers, parents, and students; to ensure that all students receive instruction on the Code of Behavior; to ensure that the Code of Behavior is administered fairly and consistently; and to ensure that the parent/guardian has signed the Emergency Card indicating that they have received and understand the rules outlined in the Code of Behavior.

Legal References:

Code of Virginia, Section 22.1-277. Suspension and expulsion of pupils; generally.

Code of Virginia, Section 22.1-277.1. Disciplinary authority of school boards under certain circumstances.

Code of Virginia, Section 22.1-278. Suspension and expulsion of pupils; school board regulations.

Adopted: June 6, 1984
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Teacher Removal of Students From Class

The Code of Virginia, Section 22.1-276.2, provides for the initial authority of a teacher to remove a student from class for disruptive behavior. Further, the Code defines disruptive behavior as a “violation of school board regulations governing student conduct that interrupts or obstructs the learning environment.”

The Prince William County School Board considers the teacher’s removal of a student from class an appropriate response to student behavior if the following criteria are met:

- the student’s behavior violates school board regulations governing student conduct or the Code of Behavior;
- removal is necessary to restore a learning environment free from interruptions or obstructions caused by the student’s behavior; and
- such action occurs only after teacher and/or administrative interventions have failed to end the student’s disruptive behavior.

Application of this criteria to students with disabilities shall be in accordance with state and federal law and regulation.

Staff in each school shall collaboratively develop a discipline plan that includes the 1) conditions that must exist for a student to be removed from class; 2) requirements for incident reporting and written referral to an administrator; 3) procedures for the written notification of the student’s parent(s), including contents of the referral form, and the offer of the opportunity to meet with the teacher and school administrators to discuss the student’s behavior and the possible consequences if such behavior does not cease; 4) guidelines for the alternative assignment and instruction of such students and for the duration of such removals; and 5) procedures for the return of students to class, for teacher participation in any decision by the principal to return a student to the class from which the student has been removed, and for the resolution of any disagreements between the principal and teacher regarding such.

This policy shall not be construed to limit or restrict other Prince William County School Board policies and regulations related to suspension and expulsion.

Legal Reference:

Code of Virginia, Section 22.1-276.2. Removal of students from classes

Adopted: March 25, 1998

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Admission of Exchange Students**

The Prince William County School Board supports foreign exchange programs as culturally beneficial to students and communities. The admission of foreign exchange students will be limited to those students from foreign exchange agencies which carry the USIA (United States Information Agency) designation and are authorized to issue J-1 visas.

Application for participation in a foreign exchange program shall be submitted to the appropriate school by the participating exchange agency and the host family.

Adopted: August 3, 1977
Reviewed/Revised: June 2, 1993
Revised: February 23, 1994

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Admission of First-Time and Transfer Students

Students being enrolled for the first time in Prince William County Public Schools shall be evaluated by the school where they are enrolling for eligibility, custody, and residency.

Prince William County Public Schools shall accept transfer students from schools other than Prince William County Public Schools if the students are in good standing, per Regulation 745-1, and meet the other requirements for enrollment.

Students who are suffering from contagious or infectious diseases shall be excluded from school while in that condition. However, students infected with human immunodeficiency virus (HIV) shall be admitted under the conditions set out in Regulation 753-3.

With first-time and/or transfer students, the school must make a determination whether state requirements regarding residency, age, birth certificate, physical exam, and immunizations have been met prior to enrollment. See Regulation 346-1 regarding residency and tuition, Regulation 722-1 regarding age, Regulation 723-2 for birth certificate, Regulation 754.01-1 regarding physicals, Regulation 755-1 regarding immunizations, and Regulations 715-1 through 715-5 for requirements of enrollment.

A foster child who is the subject of a foster care placement may be enrolled for up to 30 calendar days before providing proof of age, immunization, or a report of physical examination if the person enrolling the student provides a written statement giving this student's age to the best of the enrolling adult's knowledge, and states that, to the best of the enrolling adult's knowledge, the student is in good health and free from communicable or contagious disease. See Regulation 715-1, Admissions Requirements.

To assist homeless students in enrolling and remaining in their base school, such students shall be treated differently with regard to immunizations, proof of age, physicals, previous school's records, residency, tuition, and transfers, pursuant to the federal McKinney-Vento Homeless Assistance Act. Details of their treatment are contained in the various regulations cited above, and summarized in Regulation 718-1, Students Experiencing Homelessness.

Students without transfer records requesting entrance shall be temporarily placed on the basis of the grade level indicated by the parent/student. Every effort shall be made to secure records from the last school attended in order to place students permanently.

The principals and the appropriate area associate superintendent, the Director of the Office of Student Services, and the Director for the Office of Student Learning and Professional Development are responsible for implementing and monitoring this policy.

STUDENTS

Admission of First-Time and Transfer Students (continued)

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The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this policy in 2010.

Legal References:

Code of Virginia, Title 22.1, Education, Chapt. 1, §§ 22.1-1, et seq.; Chapt. 14, § 22.1-254.

Adopted: June 18, 1974

Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Students Experiencing Homelessness

Prince William County Public Schools will adhere to the provisions of the McKinney-Vento Homeless Assistance Act of 2001 (§11432), part of the No Child Left Behind Act, and ensure full and equal educational access to children and youth experiencing homelessness. Children and youth are to be enrolled in school immediately and provided services comparable to those of housed students, including transportation services, educational services, and meals through school meals programs.

Legal Reference:

McKinney-Vento Homeless Assistance Act of 2001 (§11432).

Adopted: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Attendance**

The Prince William County School Board believes that students must attend school regularly in order to realize their maximum potential.

Prince William County Public Schools shall follow the Code of Virginia dealing with compulsory attendance for all school-aged students.

Designated personnel shall assist the school, student, and family in meeting the requirements of compulsory attendance laws.

Legal Reference:

Code of Virginia, Section 22.1-254. Ages of children required to attend.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Attendance Areas

Boundaries shall be reviewed annually. The establishment of school boundaries will support the basic idea of community schools where possible. The school administration shall develop regulations and procedures dealing with school boundaries, student assignment, and special transfers for students whose extenuating circumstances or desire to participate in a specialty program support the need for placement outside their assigned attendance areas.

Adopted: June 23, 1999

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Home Instruction by Parents and Partial Enrollment of Home Instruction and Private School Students

When the requirements of §22.1-254.1 have been satisfied, instruction of children by their parents in their home is an acceptable alternative form of education under the policy of the Commonwealth of Virginia. Home instruction and private school students who reside in Prince William County may enroll in Prince William County Public Schools at the middle and high school levels for up to two credit-bearing courses per semester. Partially-enrolled home instruction and private school students are eligible to participate in non-Virginia High School League extracurricular activities.

The principal and the Director of the Office of Student Services are responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability is responsible for reviewing this policy in 2010.

Legal Reference:

Code of Virginia, 22.1-254.1

Adopted: June 2, 2004
Reviewed/Revised: June 20, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Entrance Requirements

The Prince William County School Board has adopted entrance requirements that are in accordance with provisions of the Code of Virginia and recommendations by the Virginia Department of Health. Such requirements promote a healthy and safe school environment that is conducive to learning.

Legal References:

Regulation for Disease Reporting and Control, Commonwealth of Virginia, State Board of Health, January 1999.

Code of Virginia 22.1-3.1
 22.1-199
 22.1-270
 22.1-271.2

Adopted: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Absences, Excuses, and Tardies

Student absences shall be monitored at the school level, and parents shall make every effort to ensure their student's regular attendance. Absences to be excused are defined in the Code of Behavior. Individual schools may choose to adopt attendance awards for students.

Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds. Repeated or habitual tardiness encourages the formation of undesirable personal habits and disrupts the orderly instructional process of the school. This requires corrective action. Each principal, in consultation with his/her stakeholders, shall develop a plan to foster student punctuality to class. These plans shall be forwarded to the School Board for review.

Adopted: August 2, 1978
Reviewed/Revised: March 30, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Attendance Records**

The Prince William County School Board delegates to the Superintendent authority over the retention and storage of attendance records as outlined by the Code of Virginia.

Legal Reference:

Code of Virginia, Section 22.1-20. Retention of Pupil Personnel Records.

Adopted: September 21, 1988

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Exclusions and Exemptions from Compulsory School Attendance

Students whose immunizations against communicable diseases have not been completed, as required by law, shall be excluded from school until the immunization requirements are fulfilled. The conditional enrollment of a student with incomplete immunizations may be granted per Code of Virginia requirements.

Students who are suffering from contagious or infectious diseases shall be excluded from school. The Supervisor of School Health Services and the school administration shall follow current state regulations and procedures for students in this category.

Upon recommendation of the principal and the Superintendent, the Prince William County School Board shall release a student who has not benefited from school attendance, provided that the written consent of parent or guardian is given.

A student who is expelled by the Prince William County School Board shall be released from compulsory school attendance.

The Juvenile and Domestic Relations Court of Prince William County may release students from compulsory school attendance.

The Prince William County School Board shall release from compulsory attendance any student who, with the student's parents, by reason of bona fide religious training or belief, is conscientiously opposed to school attendance. The term "bona fide religious training or belief" does not include essentially political, sociological, or philosophical views or a personal moral code. The parent(s) of the student(s) shall submit a written application to school division staff who shall verify the information and forward the application to the Staff Attorney for review. If the Staff Attorney deems an application to be consistent with prior School Board actions, it shall be forwarded to the Superintendent with a recommendation for School Board approval. If Staff review raises questions as to the suitability of the application for approval, the School Board shall employ a process of hearings. Applicants shall appeal the disposition to the full Board via written information and/or personal presentation.

Legal References:

Code of Virginia, Section 22.1-257. Excusing children who cannot benefit from education whose parents conscientiously object; excusing children for reasons of health or apprehension for personal safety.

Code of Virginia, Section 22.1-271.2. Immunization Requirements.

Code of Virginia, Section 22.1-272. Contagious and infectious diseases.

Code of Virginia, Section 22.1-277. Suspension and expulsion of pupils; generally.

Adopted: March 19, 1986
Reviewed/Revised: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Conduct and Responsibilities

It is the policy of Prince William County Public Schools that certain rules and regulations regarding student behavior are necessary for the efficient operation of Prince William County Public Schools and for the benefit and safety of all students and employees. Students are expected at all times to conduct themselves in a positive manner that conforms to the requirements of Prince William County Public Schools' **Code of Behavior** and the Code of Virginia.

The Division Superintendent shall have the authority and responsibility to issue regulations implementing this policy in Prince William County Public Schools.

Legal Reference:

Code of Virginia Sections 22.1-78, Bylaws and Regulations; 22.1-253.13:7 B (3), Standard 7, School Board policies.

Adopted: October 18, 2006
Reviewed/Revised:

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Appeal of Student Matters

The Prince William County School Board provides appeal procedures for the resolution of a wide range of student complaints. One of the goals of site-based management is to resolve issues at the school level, or, if necessary, at the administrative level. Regulation 731-1, Appeal of Student Matters, summarizes the procedures and timelines for the appeal of various student matters, which are set forth in more detail in the specific policies and regulations identified in Regulation 731-1, Appeal of Student Matters.

Legal Reference:

Code of Virginia, Section 22.1-78, By-laws and regulations; Art. 3, Sections 22.1-276.01, *et seq.*
Student Discipline.

Adopted: September 3, 1997
Reviewed/Revised: November 8, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Bullying and Sexual Harassment - Students

It is the policy of the Prince William County School Board that no student shall be subject to bullying or sexual harassment. It is the intent of the School Board to maintain an educational environment that is free from bullying and sexual harassment of any kind. Bullying behaviors include actions which cause the physical, verbal or emotional abuse of others and are prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature amounting to or constituting harassment are prohibited.

Bullying and sexual harassment committed by students against students or staff shall be subject to disciplinary action up to and including expulsion.

Students shall feel free to report bullying and harassment without fear of retaliation from the accused. Any attempt of retaliation shall be addressed by appropriate corrective action up to and including expulsion for students. School division employees who make any attempt to retaliate as a result of a harassment charge shall also face disciplinary measures, up to and including dismissal from their job.

Legal References:

Title IX of the Education Amendment of 1972

Title VII of the 1964 Civil Rights Act

Code of Virginia Section 22.1-208.01, Character Education Required

Code of Virginia Section 22.1-279.3:1, Reports of Certain Acts to School Authorities

Adopted: April 7, 1999

Reviewed/Revised: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Student Dress Code**

The standards of dress for school should conform to the dress codes developed cooperatively by students, parents, and staff of each school. Students who come to school without proper dress or personal cleanliness may be sent home to be prepared properly for school.

Legal References:

Code of Virginia, Section 22.1-272. Contagious and infectious diseases; cleanliness, vaccination.

Prince William County Schools Code of Behavior.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Prohibited Substances

No student shall have, receive, distribute, use, or be under the influence of a prohibited substance on or near school property, during school functions, or while going to or returning from school. Violators of this policy shall be subject to disciplinary action up to and including expulsion.

Legal Reference:

Code of Virginia, Section 22.1-277 - Short-term and long-term suspension and expulsion of pupils; generally.

Code of Virginia, Section 22.1-277.08 - Expulsion of students for certain drug offenses.

Code of Virginia, Section 18.2-255.2 - Prohibiting the sale of drugs on or near certain properties.

Adopted: June 23, 1999
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Searches and Seizures

It is the intent of the School Board to work toward keeping schools safe; that is, to continue to provide an environment of safety – a place where teachers can teach and students can learn without disruption.

To ensure school safety, the courts have sought a balance between the constitutional rights of students and the need for safety and freedom from school violence.

The School Board will develop and maintain a regulation for the conduct of student searches, including random locker searches. While not necessarily limited to language contained in the Code of Behavior, searches will be consistent with relevant state and federal laws, and constitutional principles.

Adopted: September 4, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Corporal Punishment**

Corporal punishment is forbidden by the Code of Virginia.

Legal Reference:

Code of Virginia, Section 22.1-279.1. Corporal punishment prohibited.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Short- and Long-Term Student Suspensions

It is the policy of the Prince William County School Board to protect the safety and security of students, staff, and school property, and to ensure the integrity of the educational process, by imposing disciplinary consequences upon those students whose behavior disrupts instruction and deprives the majority of students of their educational benefits. Students whose behavior violates the policies and regulations of the School Board or the **Code of Behavior** have a negative impact on the orderly operation of the school, divert resources from other students, and, therefore, compromise the educational mission of Prince William County Public Schools. School administrators have the authority to impose disciplinary consequences upon such students, including a recommendation that such students be suspended or expelled from school attendance.

Principals may suspend a student for a reasonable period of time for cause. Those offenses for which a student may be suspended are summarized in the **Code of Behavior** and are set forth in detail in the policies and regulations of the School Board which are available in hard copy at every school and in the four full service public libraries, and may be viewed online at the school division's website, www.pwcs.edu. The procedures governing short- and long-term student suspensions are set forth in Regulation 744-1, Short- and Long-Term Student Suspensions, and the appeal procedure is summarized in Policy 731, Appeal of Student Matters. Suspensions involving students who receive special education services are also governed by Regulation 745-2, Discipline of Special Education Students. Suspensions involving adult students are also governed by Policy 680, Adult Education, and Regulation 680-1, Adult Education.

The Office of Student Management and Alternative Programs (OSMAP) shall coordinate the management of the school division's disciplinary procedures for serious disciplinary offenses, including long-term suspensions.

Legal References:

Code of Virginia, Sections 22.1-277, 277.04, and 277.05, Suspension of pupils.
Code of Virginia, Sections 22.1-78, 279.3, and 279.6. Student discipline; School Board regulations.

Adopted: June 23, 1999
 Reviewed/Revised: October 18, 2006

THE COUNTY SCHOOL BOARD
 PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Expulsions

It is the policy of the Prince William County School Board to protect the safety and security of students, staff, and school property, and to ensure the integrity of the educational process, by imposing disciplinary consequences upon those students whose behavior disrupts instruction and deprives the majority of students of their educational benefits. Students whose behavior violates the policies and regulations of the School Board or the **Code of Behavior** have a negative impact on the orderly operation of the school, divert resources from other students, and, therefore, compromise the educational mission of Prince William County Public Schools. School administrators have the authority to impose disciplinary consequences upon such students, including a recommendation that such students be suspended or expelled from school attendance.

Students may be expelled from attendance at school for cause by the Prince William County School Board. Those offenses for which students may be expelled are summarized in the **Code of Behavior** and set forth in detail in the policies and regulations of the School Board, which are available in hard copy at every school and in the four full service public libraries, and may be viewed online at the school division's website, www.pwcs.edu. The procedures governing expulsion are set forth in Regulation 745-1, Student Expulsions, Readmissions, and Exclusions, and the appeal process is summarized in Policy 731, Appeal of Student Matters. Expulsions involving students who receive special education services are also governed by Regulation 745-2, Discipline of Special Education Students. Expulsions involving adult students are also governed by Policy 680, Adult Education, and Regulation 680-1, Adult Education.

The Office of Student Management and Alternative Programs (OSMAP) shall coordinate the management of the school division's serious disciplinary offenses, including expulsions. An OSMAP hearing officer shall conduct a due process hearing and render a decision to uphold, deny, or amend the principal's expulsion recommendation. The OSMAP decision will be forwarded to the Prince William County School Board for confirmation or disapproval.

Legal References:

Code of Virginia, Section 22.1-78; Title 22.1, Ch. 14, Art. 3, Sections 22.1-276.01, et seq.,
Student Discipline

Adopted: June 23, 1999
Reviewed/Revised: October 18, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Office of Student Management and Alternative Programs

The Prince William County School Board supports the establishment of the Office of Student Management and Alternative Programs (OSMAP) to coordinate the school division's efforts to provide a safe school environment which is conducive to teaching and learning. The purposes of OSMAP are as follows:

- To resolve serious student disciplinary offenses
- To provide appropriate alternative educational placements and behavioral interventions
- To reduce the number of students being expelled or placed on long-term suspension
- To increase alternative educational opportunities for students
- To reduce the number of disruptive students in regular classrooms so that teachers and other students can focus their time on valuable educational activities.

Legal References:

Code of Virginia, Section 22.1-78; Title 2.1, Ch. 14, Art. 3, Sections 22.1-276.01, *et seq.*

Adopted: June 23, 2004
Reviewed/Revised: August 5, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Do Not Resuscitate (DNR) Orders for Students and Staff

Virginia law permits physicians to issue “Durable Do Not Resuscitate Orders” under certain circumstances. The effect of a Durable Do Not Resuscitate Order is to permit qualified emergency medical services personnel and certain licensed health care practitioners to withhold cardiopulmonary resuscitation (CPR) that they would otherwise provide to the person.

If provided a copy of a Durable Do Not Resuscitate Order, school staff shall file the document. However, School Board employees are not affected by a DNR. When a medical emergency arises involving the subject of the DNR, staff shall respond in accordance with standard emergency procedures. When qualified emergency medical services personnel or licensed health care practitioners respond to the emergency, the copy of the DNR shall be made available.

Legal References:

Code of Virginia, Section 8.01-225. Persons rendering emergency care, obstetrical services exempt from liability

Adopted: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Student Insurance Program**

The school administration shall have an accident insurance policy available for students and staff. Premiums will be paid by students or staff members.

Legal Reference:

Code of Virginia, Section 22.1-84. Insurance.

Adopted: June 18, 1974
Reviewed/Revised: June 22, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Health Services and Requirements

Student health and safety is an important part of the total school program and shall be promoted by the staff. Health services in schools may be provided in cooperation with other county agencies under separate memorandums of understanding.

School personnel may administer first aid, but only in accordance with the items and procedures contained in VDH First Aid Guide for School Emergencies, or in compliance with Prince William County School Board regulations pertaining to health issues.

Schools shall provide appropriate protective equipment to address medical emergencies.

It shall be the policy of Prince William County Public Schools that health services, including health-related counseling services, shall be provided only by qualified personnel authorized by the administrative staff and operating within the limits of applicable policies, laws, and ethical standards.

The following guidelines apply to all school staff, nurses, staff from outside agencies, and others with whom students may have contact, while those individuals are on school grounds or are involved in school activities. No exceptions shall be made.

- a. Students are not to be counseled in matters related to abortion. Students needing such assistance should be referred to their parents, family physicians, or to appropriate county or state agencies for clarification.
- b. No contraceptives are to be distributed.
- c. No pregnancy testing will be done.
- d. All non-school division staff will abide by School Board policies, regulations and guidelines including, but not limited to, the release of students from school.

The Director of the Office of Student Services and the Supervisor of School Health Services are responsible for implementing and monitoring this policy.

The Associate Superintendent for Student Learning and Accountability (or designee) is responsible for reviewing this policy in 2010.

Adopted: June 18, 1974
Reviewed/Revised: July 31, 2007

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Physical Examinations for Students**

In compliance with the Code of Virginia, physical examinations administered by a licensed physician or licensed nurse practitioner (LNP) shall be required of all pre-school through grade seven students entering school for the first time.

Physical examinations shall be administered by a licensed physician or licensed nurse practitioner (LNP) as part of the requirement for participation in senior high and middle school athletic programs.

Legal References:

Code of Virginia, Section 22.1-270. Preschool physical examinations.

Virginia High School League, Article 28-9-1, (Current).

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Administering Medications

School personnel may only dispense prescription medication to students upon the written order of the student's physician and a signed request from the student's parent or guardian. Nonprescription medication can be dispensed to students upon the written permission of the parents/guardians. Under extraordinary circumstances students, with the permission of the parent/guardian and the principal, may be allowed to carry approved medication on their person. When medication is administered by school personnel, procedures must be followed which protect the health and safety of the student. Any variation to the procedures shall be submitted through the Student Services Department or Special Education Department to the County Health Department for approval.

The Prince William County School Board prohibits school personnel from recommending the use of psychotropic medications for any student. These medications include but not limited to Ritalin, Prozac, and Paxil. This does not prohibit school health staff, classroom teachers or other school professionals from recommending that a student be evaluated by an appropriate medical practitioner, or prohibit school personnel from consulting with such practitioner with written parental consent.

Legal Reference:

Code of Virginia, Section 22.1-274.3. Policies regarding medication recommendations by school personnel.

Adopted: May 17, 1978
Revised: June 5, 2002

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Emergency Information**

Emergency information shall be on file for every student so that the parent or guardian may be notified in case of an emergency. If the injury or illness is believed to be serious enough to be considered a medical emergency, the rescue squad should be called and the parent should be notified as soon as possible.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Psychological Services for Students**

The primary function of the school psychologist is to assist students, parents, and teachers with problems related to a student's academic achievement, peer interaction, unacceptable behavior(s), and social/emotional development. School psychological services are sometimes necessary to maximize student learning. Such services are available free to all students. Students rendered these services shall be afforded all due process rights and procedures.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Visiting Teacher/School Social Worker Services**

The primary function of the visiting teacher/school social worker shall be to serve as a liaison between the school, home, and/or community. The visiting teacher/school social worker uses methods and techniques to improve personal social adjustment which might impact on a student's educational progress. These services are available to all students. Students rendered these services shall be afforded all due process rights and procedures.

Adopted: June 18, 1974
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Child Abuse Reporting

Employees of Prince William County Public Schools shall report all suspected cases of child abuse and/or neglect to the Prince William County Department of Social Services

Legal Reference:

Code of Virginia, 63.2-1509. Physicians, nurses, teachers, etc. to report certain injuries to children; penalty for failure to report.

Adopted: October 3, 1979
Reviewed/Revised: December 17, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Parking

Each senior high school shall develop a plan to provide for maximum, safe, efficient and orderly use of school vehicle parking areas. Students requesting permission to operate and park vehicles on school property shall be required to comply with procedures which are in place at each school. Appropriate fees may be assessed.

Adopted: June 23, 1999

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Weapons and Other Prohibited Objects

The possession of firearms or other weapons, real or look-alike, on Prince William County Public Schools property, at school activities, or going to and from school is prohibited and will subject the individual involved to disciplinary action up to and including expulsion. Students who violate this policy may be subject to further legal and disciplinary action specified by the Code of Virginia.

The exemptions specified in the Code of Virginia, Section 18.2-308.1, shall not apply.

Legal Reference:

Code of Virginia, Section 18.2-308.1, Carrying Firearm or Stun Weapon, or Other Weapon on School Property Prohibited

Adopted: September 20, 1976 THE COUNTY SCHOOL BOARD
Reviewed/Revised: November 8, 2006 PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Threat Assessment Procedures

In recognition of the need to prevent violence on school property and at school-sponsored events, including threats against students, school personnel, and school property, the Prince William County School Board has adopted threat assessment procedures recommended by the United States Department of Education's Safe School Initiative, the Federal Bureau of Investigation, and the Secret Service.

Legal References:

Improving America's Schools Act of 1994 (Title IV-Safe and Drug-Free Schools and Communities Act)

Virginia Code §§22.1-279.3:1, 22.1-279.3:6.D, and 22.1-279.9

Adopted: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS**Student Awards**

Awards for excellence or outstanding performance may be given to students when approved by the individual school principals.

Adopted: February 9, 1979
Reviewed/Revised: June 2, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Records

The Prince William County School Board shall adhere to applicable state and federal records procedures as outlined in the Virginia Department of Education's publication, the Management of the Student's Scholastic Record in the Public Schools of Virginia (revised 2004, and available on the Department of Education's website at <http://www.pen.k12.va.us/>), and implementing Regulation 790-1, Management of Student's Scholastic Records; Regulation 790-2, Fees Charged for Copies of Student Educational Records; Regulation 790-3, Collection/Transfer of Student Records; Regulation 790-4, Release of Directory Information; Regulation 790-5, Retention/Storage/Microfilming/Disposition of Student Category I and II Records; Regulation 790-6, Management of Expulsion Records; Regulation 790-8, Security of Student Records; Regulation 790-9, Disclosure/Access to Student Records; and Regulation 795-1, Student Privacy and Parental Access to Information.

- I. Accurate and complete school records shall be maintained for each student enrolled in Prince William County Public Schools. All data (cumulative and confidential) maintained on a student shall be considered the student's educational records.
- II. Parents and legal guardians shall have the right to inspect and review the scholastic records of their children or legal wards. Eligible students, as defined by federal law, shall have the exclusive right to inspect their own records.
- III. The parent or eligible student who believes that information contained in the educational records of the student is inaccurate, misleading, or violates the privacy or other rights of the student may request that the records be amended by the school which maintains the records, as provided in Regulation 790-1, Management of the Student's Scholastic Records.
- IV. All parents/eligible students shall be notified annually of their rights with regard to the management of student records.

Legal References:

Management of the Student's Scholastic Record in the Public Schools of Virginia
(Revised 2004); 8 VAC 20-150-10.

Family Educational Rights and Privacy Act of 1974 (FERPA)

Individuals With Disabilities Education Act (IDEA)

STUDENTS

Student Records (continued)

Protection of Pupil Rights Amendment (PPRA)

Health Insurance Portability and Accountability Act (HIPAA)

Virginia Public Records Act, Va. Code §§ 42.1-76-9; 16.1-26; 16.1-305.1; 16.1-305.2;
22.1-3; 22.1-287-289; 32.1-36.1

Adopted: June 23, 1999 THE COUNTY SCHOOL BOARD
Reviewed/Revised: January 26, 2005 PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Resolution of Conflicts Between Parents Over School Issues

Schools must often address situations where parents disagree with each other regarding their children's education or other issues involved with the public schools. Such disagreements typically arise with separated or divorced parents, but also occur in intact families and with unmarried parents. However, where parents do agree about a matter within parents' discretion, or one parent expresses a request and the other parent does not object, the school follows the first parent's wishes unless a law, policy, or regulation governs the situation.

Adopted: June 22, 2005

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Student Privacy and Parental Access to Information

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (“eligible students”) certain rights regarding a school district’s conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams.

Legal Reference:

20 USC §1232h

Adopted: April 28, 2004

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT

School Site Acquisition

The Prince William County School Board shall acquire needed school sites. Sites acquired must be located and sized in accordance with the adopted Prince William County Comprehensive Plan. The minimum desired site size shall be as follows:

Elementary School	20 acres
Middle School	40 acres
Senior High School	80 acres

School site size requirements may be reduced in those cases where a smaller site can be shown to accommodate the educational needs of Prince William County Public Schools as well as all engineering, zoning, and requirements established, imposed, or desired by the county. School sites less than 15 acres for elementary, 30 acres for middle, and 70 acres for high schools generally will not be considered.

Legal References:

School Planning Manual, Size of Sites, State Board of Education
Prince William County Design and Construction Standards Manual.

Adopted: June 1, 1988
 Reviewed/Revised: June 16, 1992

THE COUNTY SCHOOL BOARD
 PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT

Disposition of Property

The School Board has the authority to sell, exchange, or lease its property, real or personal, as provided by law. Surplus real property may be (i) leased, (ii) sold, and all or a portion of the proceeds of such sale may be retained by the School Board for capital improvements, upon approval of the Prince William Board of County Supervisors and after the School Board has held a hearing on such sale and retention of proceeds, or (iii) conveyed to the county.

Currently owned or designated sites shall be evaluated to determine continued need or potential disposal. A list of real property owned by the School Board shall be maintained.

The exchange, lease or sale of personal property by the School Board shall be in a manner and upon such terms as it deems proper.

Legal Reference:

Code of Virginia, Section 22.1-129. Surplus real property: sale, exchange or lease of real and personal property.

Adopted: October 18, 2006

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**Long-Range Educational Facilities Planning****I. PURPOSE****A. Goals**

The Prince William County School Board shall establish guidelines that enable the Prince William County Public Schools to address changing enrollment patterns and to provide the facilities and future school sites necessary to sustain high quality educational programs at reasonable cost.

The Prince William County School Board shall establish guidelines to promote public understanding of the Comprehensive Plan for Educational Facilities and the process by which facilities decisions are made and to encourage communities to identify and communicate to the Prince William County School Board and the Superintendent their priorities and concerns for resolving facilities issues.

B. Objectives

This policy includes the following objectives:

1. Provide the facilities and future school sites necessary to sustain high quality educational programs at reasonable cost.
2. Provide permanent classrooms to accommodate long-term enrollment trends and to promote continuity and stability of the K-12 program. This requires projections and, when possible, advance construction of new classrooms to keep pace with or precede residential development, using relocatable classrooms only as temporary measures.
3. Provide services and resources fairly and equitably so all students, including those in special education, are offered appropriate and high quality educational programs. Provide equal access to programs that are intended to serve students from an entire area or county-wide.
4. Consider the impact of facility changes on educational programs and on the community.
5. Address changing enrollment patterns.
6. Utilize in ways that are consistent with sound educational practice.

Long-Range Educational Facilities Planning (Continued)

7. Provide space to accommodate regular students and those with special needs with regard to where they live, anticipating and providing for growth of numbers of both special and regular students.
8. Provide adequate school space to accommodate future improvements in educational programs and services to the extent these can be anticipated (all-day kindergarten, pre-kindergarten, lower pupil-teacher ratios, etc.).
9. Recognize that older school buildings must be renovated to continue their use on a cost-effective basis and that modernization to current educational program standards is necessary to maintain program quality for students in older schools. Recognize that capital expenditures promote educational effectiveness and equity and that quality facilities and programs reap broad community and economic benefits.
10. In building new schools and additions, anticipate the possibility of enrollment declines as well as increases. Consider the proximity of one school to another, capacity and potential for expansion, and future alternative uses of space through joint occupancy and availability of community facilities.
11. Organize, to the extent possible, clusters composed of one high school, one or two middle schools, and several elementary schools, each of which should send all students, including special education students, to the next higher level school in the cluster.

II. DEFINITIONS AND SPECIFICATIONS

A. Building Utilization

Building utilization is a percentage derived by dividing a school's actual or projected enrollments by its existing or projected program capacity.

B. Capital Project

Capital project is a project contained in or proposed for one of the fiscal years in a Capital Improvements Program. This includes recommended school site purchases, new school

Continued

Long-Range Educational Facilities Planning (Continued)

construction, additions, modernization of existing facilities, relocatable classrooms, and other capital additions and improvements.

C. Cluster of Schools

Cluster of schools is one high school, and the middle and elementary schools that send students to it.

D. Comprehensive Plan for Educational Facilities

The Comprehensive Plan for Educational Facilities is published by the Superintendent each year on or about June 1. The plan shall include the following information:

1. Each school's current and projected total enrollment, and utilization for the next six years, and for the tenth year, based on projections made the previous October, and the changes in enrollment or capacity projected to result from capital projects, boundary or other changes authorized by the Prince William County School Board prior to the date of its publication.
2. The regular student population residing in the school service area and those who have transferred in from other school attendance areas; minority student enrollment; special programs.
3. Background information on the methodology of enrollment projections.
4. Any school that fails to meet one or more of the criteria and desired standards for enrollment and utilization based on projections for the next six years.
5. The Superintendent's recommendations concerning each school which fails to meet criteria and desired enrollment standards.

E. Criteria and Desired Standards

The following criteria and desired standards shall be applied to each school annually:

Continued

Long-Range Educational Facilities Planning (Continued)

1. Desired enrollment. Desired enrollments for schools, provided they have the building capacity to accommodate them are:
 - a) Three or more regular classes per grade in elementary schools.
 - b) An average of 200 regular students or more per grade in middle schools.
 - c) An average of 300 regular students or more per grade in high schools.
2. Utilization. Each school's actual and projected utilization should be between 80 to 100 percent of current program capacity. Utilization less than the lower figure indicates under-utilization; utilization greater than the higher figure indicates over-utilization.

F. Current Program Capacity

Current program capacity represents the number of regular and special education students who can be accommodated in the total building using staffing ratios and current program requirements. Capacity is calculated using ratios of 50:1 for kindergarten, 25:1 for Grades 1-5, 16:1 for Transitional First Grade, 20:1 for Grades 6-8, 22:1 for Grades 9-12, and actual Virginia Department of Education staffing ratios for special and alternative programs.

G. Enrollment Projections

Enrollment projections for each school are prepared under the Superintendent's direction annually in October, based on the school's current total enrollment, past enrollment and housing occupancy patterns, information on new housing, and other relevant program and demographic factors.

H. Six-Year Capital Improvements Program (CIP)

The Capital Improvements Program is an annual document published and approved by the Prince William County School Board on or about November 1. The CIP shall include the following information:

1. A statement of the objectives of the capital programs and the relationship of this program to the long-range development plans adopted by the Prince

Continued

Long-Range Educational Facilities Planning (Continued)

William County School Board and the Board of County Supervisors.

2. Recommended capital projects for the next six fiscal years and a proposed construction schedule.
3. An estimate of cost and a statement of all funding sources.
4. A summary of the status for the capital projects approved for the previous fiscal year.
5. All anticipated capital projects of the Prince William County School Board including substantial improvements and extensions of projects previously authorized.

I. Total Enrollment

Total enrollment is the number of Prince William County Public School students in a school enrolled in pre-school through Grade 12 and special education programs.

III. PROCESS AND CONTENT

A. Community Priorities and Concerns

Each spring, the Superintendent will review all Prince William County School Board facility decisions and capital project requests and determine the extent to which these are projected to bring each school into compliance with the criteria and desired standards. For schools that are projected not to comply with these criteria and standards during the next six years, the Superintendent will notify in writing the area associate superintendent and principal.

2. Following the Superintendent's notification, the area associate superintendent will initiate meetings between appropriate school, Planning Department staff, and community representatives. The meetings will be convened for the following purposes:
 - a) Sharing pertinent information about a Prince William County Public School's lack of compliance with criteria and desired standards, focusing primarily on compliance within the next three years.

Continued

Long-Range Educational Facilities Planning (Continued)

- b) Discussing feasible school program and facility alternatives that have the potential for enabling each Prince William County Public School to meet criteria and desired standards.
 - c) Identifying concerns and priorities for seeking solutions for each Prince William County Public School that fails to meet the criteria and desired standards, especially during the next three years.
- 3. On or before June 1, following Board of County Supervisors action on the Prince William County Public Schools budget, the Superintendent will publish the Comprehensive Plan for Educational Facilities and make copies available to the public.
 - 4. By July 1, area associate superintendents should state in writing to the Superintendent any solutions, priorities, concerns, or comments that schools have identified. If a school's fall enrollment differed greatly from earlier projections, the area associate superintendent may amend a report by October 15.
 - 5. By September 15, the Superintendent will hold a public work session with the Prince William County School Board to discuss new school enrollments and projections and to inform and discuss priorities and concerns about potential facility solutions. The Superintendent will include comments regarding school-proposed solutions.
- B. Six-Year Capital Improvements Program
- 1. On or about the first week in October the Superintendent will publish a proposed Six-Year Capital Improvements Program (CIP) and submit it to the Prince William County School Board.
 - 2. Using September school enrollments, and revised total enrollment and building utilization projections for the next six years and the tenth year, the Superintendent will determine if any schools fail to meet criteria and desired enrollment standards during the next six years.

Continued

Long-Range Educational Facilities Planning (Continued)

3. For each school that fails to meet criteria and desired enrollment standards, the Superintendent will recommend one of the following:
 - a) A capital project in the next fiscal year of the Six-Year CIP
 - b) A capital project in the subsequent five years that is covered by the Six-Year CIP
 - c) A solution such as a boundary change, grade level reorganization, closing/consolidation, or similar solution which does not necessarily involve a capital project
 - d) No action or deferral pending further study of enrollment or other factors

4. During the second week of October, the Prince William County School Board will hold a work session at which members may propose alternative solutions. If any alternatives are proposed by Prince William County School Board members, the Superintendent will develop data on them as soon as possible and communicate the data to the Prince William County School Board and to interested citizens.

C. Prince William County School Board Public Hearing

1. On or about the fourth week in October, the Prince William County School Board will hold a public hearing(s) at which interested citizens and communities may express viewpoints concerning the Superintendent's recommendations and any Prince William County School Board-member alternatives.

2. Interested citizens or groups wishing to speak at the hearing on behalf of a school are encouraged to coordinate testimony through the school's parent-teacher organization. Written comments will be accepted until 5 p.m. on the work day preceding the final Prince William County School Board action, or as otherwise determined by the Prince William County School Board.

D. Prince William County School Board Action

On or about the third Wednesday in November, the Prince William County School Board will act on the Superintendent's proposed Six-Year Capital Improvements Plan. If more information is needed on any proposals, or there are issues which cannot be resolved satisfactorily at this time, the

Continued

Long-Range Educational Facilities Planning (Continued)

Prince William County School Board may defer action until a later date while county staff reviews and integrates the plan into the overall county CIP.

E. Deferred Proposals

If the Prince William County School Board has deferred action on any proposals in the Superintendent's Six-Year CIP, on or about the first Wednesday in December, the Superintendent will present proposals again, or alternatives that have been requested by the Prince William County School Board, or proposals that are based on additional discussions with community representatives.

F. Optional Public Hearing

If, in the Prince William County School Board's opinion, any proposals contain substantial changes from those deferred from November, the Prince William County School Board will accept comment and hold a public hearing on these recommendations during the first week of December.

G. Additional Prince William County School Board Decisions

On or before the second Wednesday of December, the Prince William County School Board will act on any deferred proposals in order to assure that they are submitted to county staff in accordance with the established time lines for review by the Planning Commission and the Board of County Supervisors.

H. Unusual Circumstances

In the event the Prince William County School Board determines that an unusual circumstance exists, the Superintendent will establish a condensed or modified time schedule for making recommendations to the Prince William County Public School Board, for scheduling hearings, and for Prince William County School Board action.

IV. REVIEW AND REPORTING

The Comprehensive Plan for Educational Facilities that will be published annually in June by the Superintendent, will reflect all facilities actions taken during the year by the Prince William County School Board, project the enrollment and utilization of each school, and identify schools which fail to meet screening criteria.

continued

Long-Range Educational Facilities Planning (Continued)

Legal Reference:

Constitution of Virginia, Article VIII, Education
Code of Virginia, Section 22.1-253.13:2, Standards of Quality

Adopted: October 21, 1992
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**Facility Planning and Finance Goals and Objectives**

The Prince William County School Board shall authorize the construction of a sufficient number of school buildings and renovations to buildings to meet demands of present and future student enrollments. In doing so, it shall provide a quality educational environment for students at a feasible expenditure of tax dollars. Decisions pertaining to the construction of educational facilities will be made after considering the viewpoints and needs of students, staff, parents, and other citizens.

In acquiring new sites for construction of schools, every effort will be made to secure and reserve a portion of the site for outdoor studies. Examples of such studies include ecology, physical sciences, economics, and archeology. This area will be considered an extension of the school program within the physical plant.

A facilities planning project shall be initiated for each new school to be constructed as well as for each major renovation or modernization of an existing school. The facilities planning project shall result in the development of educational specifications to guide architectural development. Citizens, students, and school staff shall be involved appropriately in the planning process.

All new schools and renovations of existing schools shall be constructed in accordance with all applicable state and county building codes and ordinances.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**Bond Proposals**

When potential school building needs are identified which require financing through the issuance of school bonds, school bond proposals shall be developed for Prince William County School Board consideration. Such proposals shall be based on the approved Prince William County Comprehensive Plan and the Prince William County School Board's approved Capital Improvements Plan. Procedures for bond proposals shall comply with the Code of Virginia.

Legal Reference:

Code of Virginia, Section 22.1-79.7. Powers and Duties.

Adopted: March 2, 1976
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT

Selection of Architectural and Engineering Services

The Prince William County School Board shall engage professional architectural and engineering services for all new school plant construction projects and for all major renovation and modernization projects for existing school plants and facilities. All necessary architectural and engineering services for these projects shall be obtained by the alternative policies and procedures pursuant to Virginia Code § 2.2-4343.A.11 adopted by the Prince William County School Board in Regulation 470-1, Fiscal Management.

Adopted: November 16, 1977
Revised: April 2, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**School Closings, Changed Use, or Inactivations**

The Prince William County School Board shall maintain student housing which supports the health and safety of students and faculty, accommodates approved instructional programs, and fosters participation in extracurricular activities according to grade levels.

At such time when student projections, as made by the school staff and approved by the Superintendent, signal changes in enrollment which would provide economic reason to close, change the use, or temporarily inactivate one or more buildings, the Prince William County School Board shall consider such changes based upon a thorough study to be developed by the staff and recommended by the Superintendent as part of the annual Student Housing Report.

The Long-Range Plan for Education Facilities will contain information needed to make prudent decisions, including but not limited to program adjustments within buildings, program relocations, supplementary space such as trailers or relocatables, schedule changes, boundary adjustments, busing needs, and the possible requirement for increased housing in areas other than the area or areas in which closings are to be considered. Appropriate public hearings will be held for any area affected by the recommendation for closing a school.

Adopted: October 20, 1982
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT

Naming of School Facilities

Responsibility for making nominations of names for new schools shall reside in a committee composed of Prince William County School Board members, professional staff, students, and/or citizens of that community. The procedure for selection of a school shall be initiated following Prince William County School Board approval of funds for construction of the new school. The process for recommending names for new school facilities must adhere to Regulation 854-1.

The naming of school components such as fields, media centers, auditorium, or rooms may or may not reside in such a committee as described above. The process for recommending the name of a school component must follow Regulation 854.2.

The Chairman of the Prince William County School Board may appoint board representatives to the committee with the concurrence of the Prince William County School Board. Other representatives shall be suggested by the Superintendent, subject to final approval of the Prince William County School Board.

Approval of new school names, as well as approval of school components, is the responsibility of the School Board.

Adopted: May 16, 1989
Reviewed/Revised: June 20, 2007

COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**Capital Improvements Plan**

The Prince William County School Board shall establish and adopt a Six-Year Capital Improvements Plan for school division growth. This plan shall be updated and approved annually.

The plan shall include projected needs for new school plants, for upgrading or major renovations or modernization in existing school plants, and for additional school sites.

Legal Reference:

Code of Virginia, Section 22.1-140. Plans for buildings to be approved by Division superintendent and State Superintendent.

Adopted: November 16, 1977
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

FACILITIES DEVELOPMENT**Renovation/Modernization of Facilities****I. PURPOSE**

The Prince William County School Board shall establish a facilities life-span process for Prince William County Public Schools that addresses changing educational program standards and deteriorating physical conditions at reasonable cost while providing appropriate spaces for educational programs and services and the maintenance of a safe, secure, and healthy physical environment for students and staff.

II. POLICY**A. General**

Buildings, building components, and equipment all require various and continuing levels of maintenance to achieve and extend their expected useful life. Prince William County Public Schools views maintenance as being on a continuum encompassing repairs, renovation, and modernization.

The Prince William County School Board shall determine when funds will be spent on aging school facilities:

1. To maintain the plant's design physical capabilities
2. To renew building systems and/or site components by replacement or other means
3. To modify the facility by adding new space, changing use or installing new systems
4. To bring the facility up to current educational and building standards through either modernization or replacement because of an outdated educational environment or deteriorated building and/or site conditions

B. Background

Existing public school buildings in Prince William County have been built since 1918. The majority (42 buildings) were constructed between 1950 and 1980. The age of the inventory necessitates a systematic program to evaluate the older schools with the objective of renovating and/or

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

modernizing those facilities. It is the intent of Prince William County Public Schools to consider whether schools must be modernized or whether some, instead, could be renovated at a lower cost. The Prince William County Public School system is committed to using its resources as efficiently as possible while providing an appropriate learning environment for all children. For these reasons a step-by-step approach to the care and modification of facilities from the time of their construction will continue to be followed.

C. Applicable Laws, Rules, and Regulations

The policy for renovation/modernization of facilities is based upon the goals of the policy for long-range educational facilities planning as well as upon local, state, and federal requirements.

Long-Range Educational Facilities Planning is to provide the facilities necessary to sustain high quality educational programs at reasonable cost. Among the objectives of this policy are consideration of the impact of facility changes on the delivery and equity of educational programs and services to the extent these can be anticipated, recognition that older school buildings must be renovated to continue their use on a cost-effective basis, and that modernization to current educational program standards is necessary to maintain program quality.

State and county fire/life safety, health and building codes, national standards for accessibility for the handicapped, reasonable standards for energy conservation, standards for accrediting public schools in Virginia, standards of quality for public schools in Virginia and policies and criteria of Prince William County Public Schools must be considered when any changes to facilities are contemplated.

D. Definitions

1. Maintenance. The process of protecting and preserving the capital investment by the performance of preventative measures, routine repairs, minor renovations and/or modifications. Preventative measures and routine repairs are the ongoing, day-to-day actions for the upkeep of

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

property and equipment that include the repair and minor replacement activities necessary to ensure that the facilities may be effectively utilized for designated purposes and to support a safe and healthy environment. Minor renovations include those activities and projects to restore and/or improve school environments for students, staff and community or to provide minor modifications to a facility to restore/continue its physical and educational functionality. These projects will generally cost less than \$100,000.

2. Renovation. The design, construction and equipping process through which a school facility and its systems are renewed and updated to meet county, state and federal codes and requirements. Renovation includes planned replacement, renewal and/or restoration projects, generally costing \$100,000 or more to replace, renew or restore key facility and site components, based on age and condition, in order to anticipate and avoid potential failures and to prolong the useful life of the facility. (Does not include additions or major redesign of building space for educational programs.)
3. Modification. The design, construction and equipping process through which a school facility is enlarged, changed or new systems installed. Modification projects generally cost \$100,000 or more.
4. Modernization. The process of achieving countywide equity by renewing existing facilities. Modernization is the design, construction and equipping process through which an aging school facility is brought up to current educational standards as established by Prince William County Public Schools, and through which its systems are renewed and updated to meet school, county, state and federal codes and requirements. Modernization may include an addition or redesign of space to meet educational program requirements and may affect building capacity.

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

E. Continuum of Activities

To maintain and extend the life of facilities, Prince William County Public Schools initiates and follows a continuum of activities from the first day of new school occupancy. The timelines shown in parentheses are intended as suggestions and are not absolutes. The condition of the building will be the determining factor.

1. Maintenance (Occupancy - Onward, generally projects of less than \$100,000)

Preventive maintenance is provided to protect the capital investment by ensuring that a building component or item of equipment will achieve its expected useful life. This effort begins when the item is new and continues until it is replaced or modernized. Facilities receive regular operational care such as cleaning and maintenance of systems and finishes, lubricating, checking for proper operation, adjusting and aligning, and identifying items to be repaired or modified.

Preventive maintenance is accomplished by a team of electricians, plumbers, carpenters, heating mechanics, and general maintenance workers. The program is scheduled and directed by the Department of Plant Maintenance. Schools and users are not expected to request preventive maintenance services. The program is staffed and funded through the operating budget of the Department of Plant Maintenance.

Routine maintenance restores items and components to their normal operating condition. Planned repairs are made while the component is still operational to avoid a breakdown. "Broke-fix-it" repairs may require immediate attention to prevent damage to other building or equipment components. Repairs are initiated by maintenance staff, preventive maintenance reports, manufacturers' recommendations, and school requests. Both planned and "broke-fix-it" repairs are funded from operating budget accounts.

Minor renovation activities and projects are scheduled to enhance, protect, modify or restore

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

physical environments in schools. Examples include modifications to lights and windows to increase energy conservation and replacement of identified environmental hazards such as contaminated plumbing systems. Minor modifications also may be made to existing spaces/components to allow the educational program or activity to operate effectively and efficiently. These projects are not intended, primarily, to lengthen the life of the facility and probably will not lessen the needs of facilities in the 30-year range. Prince William County Public School administrators and central maintenance staff identify these needs. These projects are generally funded through the operating budget.

2. Renovation (15-30 years, generally \$100,000 or greater)

The renovation program completely overhauls or replaces worn-out building components. Based on annual maintenance requests submitted by principals, trade/manufacture recommendations, and analyses by maintenance technicians, a comprehensive, six-year, school-by-school major maintenance plan is developed each fiscal year.

Facilities are evaluated and components scheduled for replacement. These include roofs, mechanical systems, and key facility components such as classroom and hallway lighting, floor surfaces, doors and partitions, as well as exterior asphalt, fields, fencing, and concrete. A replacement program is initiated to replace components that do not last 30 years. Major replacement projects are expected to extend the useful life of a facility and may reduce the overall needs of a 30-year old facility. For this reason, schools identified on the six-year modernization schedule are excluded from replacement projects in so far as possible for the same period.

The program is generally funded through the capital budget and reduces impact on the operating budget because resources will not be applied to continuing, costly routine repairs to worn-out

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

- building components/equipment.
3. Modification (Occupancy - Onward, generally \$100,000 or greater)

Modification projects are scheduled to enlarge or change the use of a facility or to install new systems. Minor modifications may be included in the maintenance program. Projects generally costing \$100,000 or greater which are not included in either a renovation or modernization program may be funded and accomplished separately under this program. Air conditioning a school building not previously having an air conditioning system is an example of a modification project. The addition of classrooms to an existing facility could also be a modification project. Schools identified on the six-year modernization schedule are excluded from modification projects in so far as possible for the same period. This program is generally funded through the capital budget.

4. Modernization (30-plus years)

An evaluation of physical conditions and educational standards are reviewed along with long-term projections for schools in the 30-plus year old range. A ranking of facilities based on these factors is developed, with those schools most in need of educational and physical improvements assessed for estimated modernization costs. When previous capital projects at a school have impacted the scope of its anticipated modernization, these are identified. Based on life cycle cost analyses and unusual circumstances, it may be more cost effective to replace buildings. The Construction Department develops this schedule in coordination with the Department of Plant Maintenance and the Planning Office. The Superintendent will recommend and the Prince William County School Board will approve and request funds for modernization projects for the six years of the Capital Improvement Program. Public comment and testimony on the recommendations are provided through the Prince William County Public Schools annual capital budget and CIP process.

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FACILITIES DEVELOPMENT

Renovation/Modernization of Facilities (Continued)

III. REVIEW AND REPORTING

A. The Superintendent, through the annual capital budget process, shall review with the Prince William County School Board and the public which facility improvements have been accomplished through replacement, renovation or modernization projects. For schools identified as eligible for future modernization, an annual assessment will confirm or modify the previously adopted schedule based on physical condition, education standards, enrollment projections, available funds, outstanding planning issues, and other factors as appropriate.

B. Because schools identified for future modernization are excluded from other six-year renovation/replacement projects, modernization projects are expected to move forward in a systematic manner based on assessment procedures. When extenuating circumstances are identified, a project may be moved forward, given priority consideration, or receive other unusual capital remedies until such time as modernization can occur.

Legal Reference:

Constitution of Virginia, Article VIII, Education
Code of Virginia, Section 22.1-135 through 140, School Buildings
Code of Virginia, Section 22.1-253.13:2, Standards of Quality

Adopted: October 21, 1992

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Foundations and Basic Commitments**

The Prince William County School Board encourages close interaction between the school and the community in order to accomplish school objectives and contribute to the improvement of the community. Community needs shall be assessed periodically by school staff and used in the establishment and/or revision of up-to-date policies, goals, and objectives.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Public Information Program**

The Superintendent shall use all available interschool communication regarding community programs and scheduled activities or events which are believed to have educational or recreational value and shall keep the public informed of Prince William County Public Schools' programs, achievements, needs, and objectives. Appropriate personnel shall be available to confer with parents and interested citizens on any matter relating to the educational program. The news media shall be provided with timely and accurate information.

Adopted: June 10, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Directories and Publications

The Community Relations Office shall prepare on an annual basis directories and brochures for internal use by schools and central office staff. They shall also prepare publications that keep citizens informed of pertinent school facts.

Adopted: December 17, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Posting of Certain Statements in Public Schools

All principals shall post the statement, “In God We Trust, the National Motto, enacted by Congress in 1956” and the Bill of Rights of the Constitution of the United States prominently and in a conspicuous place in each of their schools for all students to read.

Legal References:

2003 Acts of Assembly, Chapters 891 and 895
36 U.S.C. § (1999)

Adopted: June 5, 2002
Revised: May 28, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Public Meetings**

Public meetings shall be held when deemed necessary in the interest of the school system. The Superintendent, Chairman of the Board, and/or other members of the Prince William County School Board shall attend. The chairman shall preside or may designate another School Board member or the Superintendent to preside.

Legal References:

Code of Virginia, Section 22.1-86. Meetings of people and local committees.

Code of Virginia, Section 2.1-72 - 22.1-87. Enumeration of powers and duties.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Public Participation in Board Meetings**

The Superintendent shall give advance notice of Prince William County School Board meetings through the news media and other appropriate means, giving the time and place of such meetings. All meetings of the Prince William County School Board are open to the public, except as provided by law. Any individual or group may appear and speak before the Prince William County School Board.

Legal References:

Code of Virginia, Section .1-343. Meetings to be public except as otherwise provided; minutes; information as to time and place.

Code of Virginia, Section 2.1-344. Executive or closed meetings.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Public Solicitations in the Schools**

The Prince William County School Board shall permit no campaigns in the schools for the collection of money without prior approval of the School Board.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Distribution of Materials in the Schools by Outside Sources

The Associate Superintendent for Instruction shall review all requests from persons or organizations outside of the school system to distribute pamphlets, notices, publications, or other communications.

The circulation or sale of materials or information in the schools, which endorse, or imply endorsement of, a commercial product or endeavor, is prohibited unless the material is deemed to enhance the educational program. The Associate Superintendent for Instruction shall make this decision.

The School Board prohibits the distribution of literature or material for partisan, sectarian, religious, or political purposes.

If principals have questions about the propriety of complying with a request, they shall confer with the Associate Superintendent for Instruction.

Legal References: Code of Virginia, 1950, Sections 22.1-70, 22.1-78, 22.1-79.3, 22.1-131, and 22.1-273 (B and D)

Adopted: May 18, 1988
Reviewed/Revised: June 25, 2003

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**School Visitors**

Parents and interested citizens are invited to the schools to observe the instructional program and related activities. Parents are especially encouraged to visit the schools on days scheduled for conferences with teachers, special school programs and projects, parent-teacher meetings, and "back to school" nights.

Principals shall establish procedures to ensure that no visitors engage in activities on Prince William County Public School property which are disruptive to the educational program; detrimental to health, safety, or Prince William County Public School property; or are in conflict with Prince William County School Board policies or administrative regulations. These procedures shall be posted and communicated to parents and visitors.

Adopted: October 21, 1981
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Community Use of School Facilities

The Prince William County School Board encourages the use of school buildings and grounds by the community for educational, recreational, civic, and cultural activities to the extent possible under the law. The Prince William County School Board believes that school facilities are an important resource in developing and sustaining lifelong learning, in promoting inter-governmental cooperation, and in encouraging citizen participation in community activities.

The Prince William County School Board believes that planning for all its major capital improvement projects should be developed in coordination with the major agencies in the community, insofar as it is practical and possible, to the mutual benefit of the agencies involved. Such planning should address the physical projects, the anticipated users, and the source of funding. The Prince William County School Board shall provide funding only for the development and operation of school facilities needed for its instructional program and related school activities.

The foremost priority for use of school facilities and grounds is assigned to Prince William County Public Schools' instructional programs, student activities, and activities of school-related groups. When space is available at times that do not interfere with these priorities school facilities may be reserved for use by the community on a scheduled basis.

Adult non-profit organizations may use school facilities for approved fund-raising events. Fund-raising activities such as raffles, guessing games, and other similar games of chance are allowed only when the organization has fulfilled all requirements of and is in compliance with state and local legislation and with Prince William County School Board regulations on the subject of games of chance. Gambling, in any form, is strictly prohibited.

All use of school facilities by school and community organizations/individuals shall be in compliance with the rules and regulations recommended by the Superintendent and approved by the Prince William County School Board.

Legal References:

Code of Virginia, Section 22.1-131. Boards May Permit Use of School Property; General Condition.

Code of development, Section 22.1-132. Board May Impose Certain Conditions on Use of Property.

Adopted: May 4, 1988
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Public Concerns**

A complaint involving a particular school shall be directed first to the principal, and then to the area Associate Superintendent. If the complaint cannot be resolved at that level, it shall be referred to the Superintendent. Other complaints should be directed to the appropriate Associate Superintendent.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Community Involvement

The Prince William County School Board believes community involvement in the school division is critical to the school division's success. Therefore, the School Board directs public involvement be a part of the communication and decision-making process for the School Board .

Adopted: September 3, 1997

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS

Family Involvement

Engaging families in the educational lives of their children is a critical link to achieving a high-quality education and a safe, disciplined learning environment for every student. The Prince William County School Board is committed to engaging all families through:

Communication between home and school that is regular, two-way, and meaningful. When families and schools communicate effectively, positive relationships develop, problems are more easily solved, and students make greater progress.

Parenting skills that are promoted and supported by the schools. School staff recognize parent roles and responsibilities, ask families what support they need, and work to find ways to meet those needs.

Student learning environments in which the role of the family in providing assistance is recognized as an integral part of student learning. Enlisting the involvement of the family provides schools with a valuable support system, creating a team that is working for the success of all students.

Volunteering on the part of family members, which is welcome in the school, as their support and assistance are sought. Volunteer work must be meaningful and valuable. Capitalizing on the expertise and skills of family members provides much-needed support to schools in their attempts to meet academic goals and student needs.

School decision-making and advocacy that includes families in decisions affecting students and families. Families and schools depend on shared decision-making systems to foster family trust, public confidence, and mutual support of each other's efforts in planning for and helping students succeed.

All schools will engage parents in order to create a school culture in which students, families, and schools work together in various ways to achieve the goals which they share.

Adopted: May 2, 2001

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Relations with Community Organizations**

The schools shall cooperate with all non-profit and non-partisan agencies in promoting the general public interest and the educational welfare of the students. Such agencies include social service, recreation, health, safety, fire, civil defense, and law enforcement.

The Prince William County School Board will cooperate with parent-teacher associations and similar organizations which seek to advance programs designed to improve educational opportunities for all children consistent with the Code of Virginia and regulations of the State Board of Education.

Adopted: June 18, 1974
Reviewed/Revised: June 16, 1993

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

COMMUNITY RELATIONS**Staff/Student Participation in Community Activities**

Requests for the participation of school groups in community activities shall not be granted unless the event will be an educational experience for participants or will contribute to the welfare of the participating group, school, or community.

Adopted: June 18, 1974

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA

STUDENTS

Participation of Noncustodial Parents in School Activities

The policy of the Prince William County School Board provides that noncustodial parents have the right to participate in various school activities. This policy facilitates and promotes the participation of parents in the education of their children.

Legal Reference:

Code of Virginia Section 22.1-279.5

Adopted: June 23, 1999

THE COUNTY SCHOOL BOARD
PRINCE WILLIAM COUNTY, VIRGINIA