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## **BUSINESS**

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### 3.01 Philosophy

School business administration is responsible for seeing that each dollar spent for education is spent effectively and that the greatest benefit is derived by the pupils. School business officials and the school board must be accountable for the funds spent to the end that a sound educational program is being provided. All persons involved in school business administration shall be fully cognizant of the fact that their jobs are supportive of the instructional program of the school division.

School business administration is becoming progressively more complex as more accountability is demanded by the school board and the public for the expenditure of the school dollar. The school board directs the superintendent to continually evaluate the school business procedures making the best possible use of sound business practices and such equipment as will stretch the school dollar.

Adopted April 20, 1978  
Revised/Adopted October 17, 1984

### 3.02 Fidelity Bonds

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

Adopted April 20, 1978  
Revised/Adopted October 17, 1984

### 3.03 School Stores

In extenuating circumstances a school may apply to the superintendent to operate a school store. The merchandise to be sold must be needed by the pupils to facilitate classroom instruction.

Adopted April 20, 1978  
Revised/Adopted October 17, 1984

## **BUSINESS**

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### 3.04 Gifts, Bequeaths, and Donations

Gifts of money or materials of substantial value may be accepted by a school or student activity only with the written approval of the principal.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.05 Sales Representatives

The School Board recognizes that sales representatives play an important role in the dissemination of educational and product information. However, the School board discourages any activity that might serve to distract administrators and teachers from their primary purpose of educating pupils. Therefore, only authorized representatives of firms approved for Richmond Public Schools payroll benefit deductions are permitted to visit school staff and only at such times approved by the principal. A listing of approved firms will be provided to principals (periodically) from the Finance Department.

It shall be the responsibility of the principal to use all just and legal means to prevent vendors from selling products during school hours.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted March 16, 1998

### 3.06 Travel and Miscellaneous Business Expenses

The school board authorizes the expenditure for and reimbursement of official and reasonable travel and miscellaneous business expenses to the extent permitted by established departmental budgets and administrative implementing procedures. It shall be the designated budget holder's responsibility to ensure that: (1) all expenses comply with Virginia School Laws and School Board Policy; (2) that such expenses are incurred in accordance with formal purchasing procedures; (3) and reimbursements for such expenses are within the limits of established budgets.

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

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

#### A. Business and Conference Travel

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

#### B. Cash Advances

Cash advances for travel expenses may be authorized from appropriated fund sources for employees, and to sponsors for student groups participating in overnight trips sponsored by the school board. Also, reasonable cash advances to sponsors from student activity funds may be authorized if warranted to support student groups traveling out of town.

#### C. Meals

1. Local - Reimbursement for local meals is not authorized for school employees, but may be purchased for non-employees when warranted by special circumstances (i.e., out-of-town guest, potential financial donor, vendor, etc.). Normally, the authorization to incur such expenses is reserved for the superintendent and associate/assistant superintendent levels.

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

2. Non-Local - Employees are authorized reimbursement for out-of-town meal expenses provided that expenses are within the limits established by the AIP.

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#### 3.06 Travel and Miscellaneous Business Expenses (continued)

##### D. Mileage Reimbursement

The mileage reimbursement rate for use of personally owned vehicles to conduct school business effective *October 4, 2005 is equal to the Internal Revenue Service (IRS) per mile reimbursement rate*. Distance allowances for local mileage will not exceed the round-trip mileage chart published in the department of finance procedures manual. Local travel for distances not published in the finance procedures manual will be reimbursed as claimed if determined reasonable by the director of finance or assistant superintendent for *finance and operations*. If distances claimed are determined unreasonable, they will be adjusted and paid accordingly. Non-local travel distances will be reimbursed as claimed if determined reasonable and they are within the authorized distances as published in the Federal Travel Directory.

##### E. Petty Cash Funds

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

##### F. School Owned Vehicles/Vehicle Accountability

1. The school board may own and maintain a number of automobiles for the use of employees where the nature of the position, the transportation requirements, and the economics warrant. The school board shall review and approve annually at its first meeting in October of each fiscal year the number and type of vehicles operated by the school system. The assignment of these vehicles shall be at the discretion of the superintendent.
2. School Board vehicles shall be used by employees solely to conduct the business of Richmond Public Schools. Personal use of a School Board vehicle is prohibited.
3. "School Board vehicle" means any vehicle owned by Richmond Public Schools, or any vehicle owned by the City of Richmond and assigned to Richmond Public Schools for its use.

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

4. Any employee who desires to use a School Board vehicle must complete and sign an “Authorization to Use School Board Vehicle” form and obtain the approval signature of his or her Department Director. The form shall include, among other pertinent information, the purpose of the employee’s use and the vehicle’s odometer reading both before and after the employee’s use.
5. School Board vehicles are provided for use within the corporate limits of the City of Richmond. Any employee who drives beyond the City’s corporate limits must have the prior written permission of the Assistant Superintendent for Finance and Operations. The employee shall also indicate his intention to drive outside the City limits and the intended destination on the “Authorization to Use School Board Vehicle” form.
6. Unless an employee is on an approved trip outside the Richmond metropolitan area, every School Board vehicle shall be returned to location where it is normally garaged no later than the close of business on the day that it is checked out. If an employee is on an approved trip outside the Richmond metropolitan area, he or she shall return the School Board vehicle to the location where it is normally garaged no later than 9:00 a.m. on the day following his or her return to the Richmond metropolitan area.
7. No School Board vehicle may be parked overnight at an employee’s home without the prior written permission of the Assistant Superintendent for Finance and Operations. Such permission shall state clearly the justification for driving the vehicle home. In the rare instance when an employee is permitted to take a School Board vehicle home, such employee may drive only to and from work and/or the work-related destination.
8. Non-School Board employees may be transported in School Board vehicles during normal business hours and in the official performance of the employee’s duties. Prior written approval of the Assistant Superintendent of Finance and Operations is required.
9. School Board vehicles shall be used by employees on a first come, first served basis.
10. Any employee requesting use of a School Board vehicle must possess a valid Virginia driver’s license.

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

11. The Assistant Superintendent for Finance and Operations shall maintain the completed "Authorization to Use School Board Vehicle" forms and forward copies of such forms to the Superintendent for review on a monthly basis.
12. The Assistant Superintendent for Finance and Operations shall prepare and forward to the School Board on a quarterly basis a report on the extent and costs of each employee's use of School Board vehicles. The quarterly reports shall be reviewed by the Superintendent and the School Board.
13. The Department Director shall deny any proposed use of a School Board vehicle that is in violation of this policy. Employees who violate this policy shall be subject to discipline, up to and including termination. In addition to any discipline imposed, the employee shall be required to reimburse the school division for such improper use by paying mileage at the rate of [\$.30] per mile.

#### G. School-Sponsored Credit Cards

The use of school-sponsored credit cards is authorized for official school business only. The school board shall review and approve both the establishment of all credit card accounts (bank, gas, telephone, etc.) and their maximum credit limits annually at its first meeting in October of each fiscal year. Approval will be based upon recommendation by the superintendent of schools and the assistant superintendent for business services. In lieu of using credit cards for business and conference travel, the school board may establish credit accounts with travel agencies for the purpose of providing transportation and lodging for persons traveling on official school business.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted June 26, 1991

Revised/Adopted April 7, 2003

## ADDENDUM

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

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

#### ADDENDUM (Continued)

#### A. Business and Conference Travel

##### 1. Authorization

Employees must obtain prior written authorization from their supervisor and/or associate/assistant superintendent to attend any conference or to conduct out-of-town travel. The Richmond Public Schools Permission-to-Attend form will be utilized to obtain such authorization and will be required as supporting documentation for reimbursement of, or direct payment of, any related expenses. The superintendent will give prior written notice to the school board of his planned out-of-town business travel.

##### 2. Reimbursement

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

#### B. Cash Advances

##### 1. Limits

Cash advances for meals and miscellaneous travel expenses are limited to 100% of the reasonable estimated expenses. Advances for travel, lodging and conference registration expenses may be made at the 100% level. It is imperative that receipts are returned for the above.

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3.06 Travel and Miscellaneous Business Expenses (continued)

### ADDENDUM (Continued)

#### 2. Settlement Procedures

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

#### C. Meals

##### 1. Maximum Limits

The maximum meal allowance is \$25.00 per meal, per person. The daily total allowance per person is \$50.00. Maximum gratuity allowance is 15%, which is in addition to the \$50.00 maximum. Alcoholic beverages are not authorized for reimbursement. Employees traveling to high-cost cities whose daily expenses exceed the maximum limit will submit receipts with their reimbursement claim. These receipts will be reviewed for reasonableness and reimbursements made as appropriate.

##### 2. Required Documentation

Receipts are not required for reimbursement of meal expenses unless they exceed the maximum daily total. The purpose of the meal and the name/s of the person/s for whom the meal was purchased must be printed on the back of the receipt.

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

#### ADDENDUM (continued)

#### D. Mileage Reimbursement

##### 1. Reimbursement Rate

The mileage reimbursement rate for use of personally owned vehicles to conduct school business effective ***October 4, 2005 is equal to the Internal Revenue***

***Service (IRS) per mile reimbursement rate.*** Distance allowances for local mileage will not exceed the round-trip mileage chart published in the department of finance procedures manual. Local travel for distances not published in the finance procedures manual will be reimbursed as claimed if determined reasonable by the director of finance or assistant superintendent for ***finance and operations***. If distances claimed are determined unreasonable, they will be adjusted and paid accordingly. Non-local travel distances will be reimbursed as claimed if determined reasonable and they are within the authorized distances as published in the Federal Travel Directory.

***IRS rate 40.5 cents per mile***

***IRS temporarily increased September 2005- January 2006 to 48.5 cents per mile and will review after the first of the year.***

***This bylaw was last revised April 7, 2003***

##### 2. Reimbursement Procedure

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

#### E. Petty Cash Funds

##### 1. Authorization

Any school or department requiring the establishment of a petty cash fund shall submit a written request with justification through the assistant superintendent for business services to the superintendent.

Upon concurrence of the superintendent, a recommendation will be submitted to the school board requesting establishment of such fund. The petty cash funds currently authorized are:

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3.06 Travel and Miscellaneous Business Expenses (continued)

ADDENDUM  
(continued)

E. Petty Cash Funds (continued)

1. Authorization (continued)

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

2. Uses

Petty cash funds are intended to pay for small miscellaneous expenses of less than \$50.00. The petty cash fund may not be used for any item that is available from the warehouse. Cash receipts are required for every reimbursement. Budget holders must ensure that prices paid are reasonable and that their budget balance is sufficient to cover expenses.

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

#### ADDENDUM (continued)

##### F. School Owned Vehicles

School owned vehicles may be assigned by the superintendent via memorandum when warranted. These vehicles shall be for official use only. If an employee is also authorized to drive such vehicle home, the value of this benefit shall be reported to IRS (for tax purposes per IRS regulations). Transportation will provide an updated listing to Finance of individuals who are assigned a vehicle and authorized to/from home use. The supervisor of payroll on a quarterly basis will post this value to that individual's paycheck. It is the employee's responsibility to submit a quarterly report to the supervisor of payroll indicating the days that the vehicle was not driven home.

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

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

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3.06 Travel and Miscellaneous Business Expenses (continued)

### ADDENDUM (continued)

#### G. School Board Sponsored Credit Cards

##### 1. Establishment of Credit Card Accounts

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

Any budget holder whose duties require that he/she has a school board-sponsored credit card on a continuous basis may submit a request for such card, with justification, to the superintendent. If the superintendent concurs, a recommendation will be submitted through the superintendent to the school board requesting approval.

In lieu of using credit cards for business and conference travel, the school board may establish credit accounts with travel agencies for the purpose of providing transportation and lodging for persons traveling on official school business.

##### 2. Payment Process for School Credit Cards

Credit card statements will be mailed directly to cardholders. Cardholders are responsible for:

- a. Attaching receipts for every charge to the statement
- b. Attaching supporting documentation/justification when necessary (see note below)\*\*
- c. Certifying that all expenditures are official school business
- d. Preparing departmental invoice and indicating the correct fund cite number/s to be charged
- e. Submitting the departmental invoice with all supporting documentation to Finance five working days prior to the due date

\*\*The required supporting documentation/justification noted on item (b) above will be as follows:

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### 3.06 Travel and Miscellaneous Business Expenses (continued)

#### ADDENDUM (continued)

#### G. School Board Sponsored Credit Cards (continued)

##### 2. Payment Process for School Credit Cards (continued)

##### b. 1. Conference Travel

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

##### b. 2. Meals

Meal expenses are limited to \$25.00 per individual per meal; however, individual's daily totals are not to exceed \$50.00. Alcoholic beverages shall not be purchased with school funds. Receipts for meals must have the person/s name/s printed on the back of the receipt, along with where they are from (i.e., school district for vendor) and the purpose of the meal. Maximum gratuity allowance authorized is 15%, which is in addition to the \$50.00 daily maximum.

##### b. 3. Other Expenditures/Purchases

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

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3.06 Travel and Miscellaneous Business Expenses (continued)

### ADDENDUM (continued)

#### 3. Personal Use Prohibited

The personal use of school board credit cards is prohibited. If an individual conducts out-of-town travel with his/her spouse, all expenses related to the spouse should be paid directly with personal funds. This means that the individual must request the hotel to identify the difference (if any) in the single and double room occupancy rates and this difference must be paid by the individual and not charged on the school board credit card. Separate bills should be requested for all meals. If the eating establishment will not bill separately, the cash register receipt must also be attached to the bank card receipt. The cash register receipt must be annotated to identify items consumed by the employee and those consumed by the spouse. A check made payable to Richmond Public Schools for the total of the spouse's food (including tax and share of tip) must be submitted to Finance upon completion of travel.

Individuals failing to immediately submit a check to Finance for unavoidable personal use will have that amount plus a non-refundable 10% overhead and processing collection fee withheld from their paychecks. The 10% collection fee is in addition to the 1.5% (18% per annum) charged by the bank. If interest is assessed by the banking institution, it will be charged to the employee.

#### 4. Other Prohibited Credit Card Charges

- a. Cash Advances - Cash advances on school board credit cards for purposes other than those specifically mentioned in Section 3.06 B. 1. are not authorized.

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3.06      Travel and Miscellaneous Business Expenses (continued)

ADDENDUM  
(continued)

- b. Long Distance and Local Telephone Calls - Telephone calls are not authorized and shall not be charged to the school board credit card; instead, they shall be deducted from the hotel bill and paid for with personal funds. If a call is official, a separate memorandum shall be submitted to Finance with the monthly statement for payment. This memorandum shall identify who was called and the purpose of the call. The memorandum must be signed by both the traveling school employee and his/her supervisor. Exception: School board members, school board staff, and the superintendent's cabinet may have a maximum of \$10.00 credit per day for personal long-distance telephone calls.

Adopted June 26, 1991  
Revised/Adopted September 20, 1994  
Revised/Adopted September 24, 1996  
Revised/Adopted March 17, 2003  
Revised/Adopted May 19, 2003

3.07      Petty Cash Funds

Upon recommendation of the superintendent, the board may establish appropriate petty cash funds.

Legal Reference:

Code of Virginia, Section 22.1-123. Petty cash funds; payment of claims from petty cash.

Adopted April 20, 1978  
Revised/Adopted October 17, 1984

## **BUSINESS**

Section 3.08

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### 3.08        Recordkeeping

The director of finance shall keep such financial records as may be necessary for accurate and complete analysis of the cost of any part of the school program.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.09        Inventory

The clerk of the school board shall make an annual inventory of school property for the purposes of fire insurance, program accountability, and purchasing.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.10        Budget: Generally

The annual school budget shall be viewed as a guide to discretionary spending. Such budget shall be an estimate of receipts and expenditures of the school division and shall contain a description of the educational program to be provided.

The school board has final authority in determining what is included and what is excluded in the annual budget; however, the school board is advised by professional staff of the financial needs of the school division to achieve the programs approved by the board.

In order for the annual budget to have the fullest support of the staff and board members, it is imperative that a procedure be established which will take the budget-making process to the people who will be using the requested materials and services.

Legal Reference:

Code of Virginia, Section 22.1-92. Estimate of moneys needed, public notice of school board hearing on school budget, notice of costs to be distributed.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted September 20, 1994

## BUSINESS

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### 3.11 Budget: Presentation to School Board

The superintendent's budget for the following school year shall be presented to the board by January 20.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted November 17, 2003

### 3.12 Budget Transfers

1. School board approval is required on any request for budget transfers in excess of \$10,000 between division areas or to or from Personnel Services and Benefits.
2. Approval by the superintendent is required on any request for budget transfers up to \$10,000 between division areas or to or from Personnel Services and Benefits.
3. Approval by the superintendent is required for budget transfers in excess of \$10,000 in the same division areas other than to and from Personnel Services and Benefits.
4. Assistant superintendent approval only is required for budget transfers up to \$10,000 in the same division area other than to and from Personnel Services and Benefits.
5. All budget transfers, including transfers for less than \$10,000, shall be presented to the school board's Budget Committee for forwarding to the school board.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted June 20, 1989

## **BUSINESS**

### Section 3.13

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#### 3.13 Income: Tuition Fees

It shall be the duty of the responsible person in the superintendent's office, by the second meeting of the board in January of each year, to ascertain the per capita cost of operation for the preceding session on the elementary level and the secondary level, which shall be reported to the superintendent.

The superintendent shall recommend to the school board the tuition fees to be charged non-resident pupils based on the per capita costs and the actual, additional costs of any special education or gifted and talented program, where applicable. The school board shall then fix and determine the amount of tuition fees to be charged.

Students for whom English is a second language who entered school in Virginia for the first time after reaching their twelfth birthday and who have not reached twenty-two years of age on or before August 1 of the school year may be admitted to programs by the superintendent or the superintendent's designee in accordance with applicable law.

Subject to the approval of the superintendent or his or her designee, parents or guardians of dependent children who are full-time employees of Richmond Public Schools and who are not residents of the City of Richmond may enroll their children in Richmond Public Schools on a tuition waived basis, subject to the availability of space, as determined after Richmond Public Schools has met all local, state and federal requirements regarding the enrollment of resident children, including fully exhausting all open enrollment options. This shall not be deemed to include alternative public school programs for which Richmond Public Schools is assessed per pupil tuition. Any children of an employee attending a Richmond Public Schools facility through placement made prior to the January 4, 2010 revision of this policy may continue in that placement through the terminal grade offered at that school.

#### Legal Reference:

Code of Virginia, Section 22.1-5. Regulations concerning admission of certain persons to schools; tuition charges.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

Revised/Adopted December 17, 1990

Revised/Adopted September 20, 1994

Revised/Adopted September 20, 1995

Revised/Adopted June 21, 1999

Revised/Adopted September 20, 1999

Revised/Adopted January 4, 2010

## BUSINESS

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### 3.14 Income: Admission Charges

Schools may make reasonable charges for athletic contests, after-school motion pictures and plays, and other programs outside of school hours. Taxes on admissions to such contests, motion pictures, plays, or other programs shall be paid according to federal, state, and city laws.

The proceeds from such activities shall go into the Student Activity Fund and be used for the benefit of pupils of that school.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.15 Student Activity Funds

Student activity funds shall be used to finance a program within the school of student activities augmenting, but not replacing, the activities provided by the board. Funds derived from the student body as a whole must be expended in a manner that will benefit the student body as a whole.

As far as possible, student activity funds must be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.

Student body business shall be operated in such a way as to offer minimum competition to commercial concerns while still benefiting the student body as a whole.

Activity funds shall be kept in accordance with regulations issued by the State Board of Education and the office of the superintendent.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

## **BUSINESS**

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### 3.16 Expenditure of Funds

The adoption of the capital and operating budgets by the school board carries with it the authority of the administration to make such expenditures within the limits of the budget.

A report of the status of each budget item shall be presented to the board for its information at the regular monthly meeting.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.17 Financial Applications

Applications for funds or reimbursement requests to grantors must be coordinated through the central finance office and signed by the director of finance of Richmond Public Schools prior to submission.

Adopted October 17, 1984

### 3.18 Outside Auditors

An audit of general and federal funds shall be made by an outside auditing firm, as prescribed by the charter of the City of Richmond.

#### Legal Reference:

The Charter of the City of Richmond, Virginia, Section 8.10. Independent audit.

Adopted April 20, 1978

Revised/Adopted October 17, 1984

### 3.19 Internal Auditors

Internal Auditing shall assess the various functions and control systems in the school division and advise the superintendent and the audit committee concerning their

condition. The Internal Audit Charter identifies the purpose, authority, and responsibility of the Internal Audit Services.

In addition, student activity funds and special accounts shall be audited annually, as directed by the school board.

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### 3.19 Internal Auditors (continued)

Internal Audit Services personnel report to the Chief Auditor, who reports functionally to the Audit Committee of the School Board and administratively to the Chairman of the Audit Committee.

Adopted April 20, 1978  
Revised/Adopted October 17, 1984  
Revised/Adopted June 17, 1991  
Revised/Adopted February 20, 1996  
Revised/Adopted June 2, 2008  
Revised/Adopted August 17, 2009

### **3.19 Internal Auditors**

Internal Auditing shall assess the various functions and control systems in the school division and advise the superintendent and the audit committee concerning their condition. The Internal Audit Charter identifies the purpose, authority, and responsibility of the Internal Audit Services.

In addition, student activity funds and special accounts shall be audited annually, as directed by the school board.

Internal Audit Services personnel report to the Chief Auditor, who is supervised and evaluated by the School Board. The Chief Auditor shall give to the School Board and Audit Committee status reports and other reports as requested. The Audit Committee is advisory only and shall report its findings and recommendations to the School Board as promptly as practical.

Adopted April 20, 1978  
Revised/Adopted October 17, 1984  
Revised/Adopted June 17, 1991  
Revised/Adopted February 20, 1996  
Revised/Adopted June 2, 2008  
Revised/Adopted August 17, 2009

## INTERNAL AUDIT CHARTER

This charter identifies the purpose, authority, and responsibility of Internal Audit Services.

### Purpose:

Internal Auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### Professional Standards:

The internal audit staff will govern themselves by adherence to The Institute of Internal Auditors' *Code of Ethics* and the *Institute's International Standards for the Professional Practice of Internal Auditing*. These Standards will be used in conjunction with the Government Auditing Standards (generally accepted government auditing standards) issued by the Comptroller General of the United States. In addition, Internal Audit will adhere to Richmond Public Schools policies and procedures.

### Role and Organization:

Internal Audit Services established by the School Board, City of Richmond and functions in accordance with the bylaws and policies of the School Board. The Chief Auditor is supervised and evaluated by the School Board. The Chief Auditor shall give to the School Board and Audit Committee status reports and other reports as requested. The Audit Committee is advisory only and shall report its findings and recommendations to the School Board as promptly as practical. These reporting relationships ensure departmental independence, promote comprehensive audit coverage, and assure adequate consideration of audit recommendations.

The Chief Auditor shall, at a minimum, meet with the audit committee on a quarterly basis to discuss audit issues, reports, and plans.

### Authority:

In performance of their duties, the internal audit staff will be granted full and complete access to any of the school division's records (either manual or electronic), properties, and personnel as may be required, but with equivalent accountability for safekeeping and confidentiality. In addition, the Chief Auditor and audit staff shall have full and free access to the audit committee.

The Chief Auditor and audit staff shall allocate resources, set frequencies, select subjects, determine scopes of work, and apply the techniques required to accomplish audit objectives.

## **INTERNAL AUDIT CHARTER (Continued)**

### **Objectivity:**

Internal auditors have no direct responsibility or any authority over any of the activities or operations that they review. The performance of these reviews does not relieve management of any assigned responsibilities.

Objectivity is essential to the audit staff in the proper fulfillment of their duties. They should not develop and install procedures, prepare records, engage in activities, which would normally be reviewed by internal auditors.

### **Responsibilities:**

The Chief Auditor and audit staff are responsible for assessing the various functions and control systems in the school division and for advising management concerning their condition. The fulfillment of this accountability is not confined to but includes:

Develop a flexible annual audit plan using appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the audit committee for review and approval.

Implement the annual audit plan, as approved or as amended, including, and as appropriate, any special tasks or projects requested by management and approved by the audit committee.

Maintain a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of this Charter.

Appraise the effectiveness and application of administrative and financial controls and reliability of data that is developed within the school division.

Evaluate employee's compliance with school board plans, policies and procedures and compliance with governmental laws and regulations.

Ascertain the adequacy of controls for safeguarding assets, and when appropriate, verifying the existence of assets.

Review and appraise the economy and efficiency with which the school division resources are employed and make appropriate recommendations to management.

Review operations or programs to ascertain whether results are consistent with established objectives and goals and whether the operations or programs are being carried out as planned.

## **INTERNAL AUDIT CHARTER (Continued)**

Coordinate audit planning and scheduling activities with Richmond Public Schools management.

Perform consulting services, beyond internal auditing's assurance services, to assist management in meeting its objectives. Examples may include facilitation, process design, training, and advisory services

Assist in the investigation of significant suspected fraudulent activities within the organization and notify management and the audit committee of the results.

Establish a quality assurance program by which the CAE assures the operation of internal auditing activities.

Issue periodic reports to the audit committee and management summarizing results of audit activities.

Consider the scope of work of the external auditors, as appropriate, for the purpose of providing optimal audit coverage to the organization at a reasonable overall cost.

### **Reporting Accountabilities:**

A draft report will be prepared and issued by the Chief Auditor to the administrator of the activity or department reviewed and the superintendent. The administrator will review the draft report and submit a written response to the Chief Auditor in a timely manner. The response to the audit findings and recommendations will indicate the administrator's concurrence or non-concurrence and the basis for the latter. In addition, the response will indicate what actions are planned in regard to the specific findings and recommendations in the audit report. An action plan with a timetable with anticipated completion dates will be included.

The Chief Auditor will issue a final audit report including management's response to the school board and send a copy to the superintendent.

Internal Audit shall be responsible for appropriate follow-up on audit findings and recommendations. All significant findings will remain in an open issues file until cleared by the Chief Auditor.

Adopted June 26, 1991

Revised/Adopted February 20, 1996

Revised/Adopted June 2, 2008

Revised/Adopted August 17, 2009

## BUSINESS

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### 3.20 Purchasing Policies

The mission of the Purchasing Office is to establish and carry out centralized purchasing procedures designed to acquire high quality, appropriate goods and services at a reasonable cost and in a timely manner for the schools and departments which it serves. All procurement procedures shall be conducted in a fair and impartial manner to avoid even the appearance of impropriety. Specifications shall be developed to reflect the procurement needs of the school board rather than to favor one vendor over another.

The Purchasing Office shall adhere to the legal requirements established by the General Assembly through the Virginia Public Procurement Act.

Adopted March 20, 1985

### 3.21 Small Purchase Procedures

#### A. Generally

The Virginia Public Procurement Act permits public bodies to establish written, small purchase procedures which do not require competitive sealed bids or competitive negotiation for single or term contracts. In all instances, the small purchase procedures shall provide for competition wherever practicable.

#### B. Professional Services

The purchasing office may negotiate directly with one firm for a single or term contract for professional services when the aggregate cost of all phases of the contract is not expected to exceed \$15,000.

#### C. Non-Professional Services

The purchasing office may negotiate directly with one firm for a single or term contract for non-professional services when the aggregate cost of all phases of the contract is not expected to exceed \$20,000. When the aggregate cost is expected to exceed \$15,000, the purchasing office shall solicit informally written bids from a least four (4) bidders or offerors.

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### 3.21 Small Purchase Procedures (continued)

#### D. Goods, Equipment and Supplies

Competitive sealed bidding may be used for small purchases of goods, equipment or supplies whenever, in the discretion of the buyer, that process is in the best interest of the Richmond Public Schools. Unsealed, written bids shall be solicited from at least four (4) bidders or offerors for purchases between \$20,000 and \$50,000. Unsealed, written bids shall be solicited from at least three (3) bidders or offerors when feasible for purchases between \$10,000 and \$20,000. For all purchases for which the estimated cost is between \$5,000 and \$10,000, the purchasing office may obtain bids by telephone or in writing. Any such solicitations shall include businesses selected from a list made available by the City of Richmond Office of Minority Business Affairs whenever practical. Purchases under \$5,000 may be awarded to firms directly.

#### Legal Reference:

Code of Virginia, Section 2.2-4300. Short title; purpose; declaration of intent.  
Code of Virginia, Section 2.2-4303(G)-(H). Methods of procurement.

Adopted March 20, 1985  
Revised/Adopted September 5, 1989  
Revised/Adopted December 17, 1990  
Revised/Adopted June 17, 1996  
Revised/Adopted June 19, 2000  
Revised/Adopted May 5, 2003

## BUSINESS

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### 3.22 School Activity Fund Purchases

A. Schools may enter into single term contracts not to exceed \$30,000 for caps and gowns, photographs, class rings, yearbooks and graduation announcements that will be available for purchase or rental by students, parents, faculty or other persons using nonpublic money through the use of competitive negotiation, however, such purchases shall provide for competition whenever practical.

B. Requirements for other goods and services other than those stated in Section A above which exceed \$500 must be entered on-line via an unapproved purchase order into the CIMS system. Goods and services which do not exceed \$500 may be ordered directly.

#### Legal Reference:

Code of Virginia § 22-4303 (G)-(H). Methods of Procurement.

Adopted March 20, 1985

Revised/Adopted December 17, 1990

Revised/Adopted March 1, 1999

Revised May 5, 2003

### 3.23 Approval of Exceptions to Requirements for Competitive Procurement

The Virginia Public Procurement Act specifies circumstances when it is permissible to deviate from the normal competitive procurement process. Exceptions shall be approved in writing by the Assistant Superintendent for Finance and Operations and approved by the School Board.

Adopted March 20, 1985

Revised/Adopted March 1, 1999

Revised/Adopted May 5, 2003

### 3.24 Authority to Sign Contracts

Authority to sign contracts for purchases under \$15,000 shall be given to the Manager of Logistics or his designee(s). Contracts in excess of \$15,000 shall be signed by the Assistant Superintendent for Finance and Operations or his designee.

Adopted March 20, 1985

Revised/Adopted March 16, 1998

Revised/Adopted March 1, 1999

Revised/Adopted May 5, 2003

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### 3.25 Appeals

Protests of awards for decisions to award must be submitted in writing to the assistant superintendent for operations who shall issue a final decision stating the reasons for the action taken.

Adopted March 20, 1985

Adopted March 1, 1999

### 3.26 Minority-Owned Business Utilization Plan

Based upon the findings of a disparity study conducted by National Economical Research Associates, Inc., dated, July 18, 1991, which concluded that minority-owned business enterprises have not enjoyed full and equal opportunity to participate in one or more procurement areas, Richmond Public Schools, in awarding contracts to its contractors and suppliers, shall strive to obtain a minimum twenty percent (20%) of the annual aggregate expenditure of contracts and services from minority-owned business enterprises. Such contracts and services shall include, but are not limited to contracts for the sale and furnishing of supplies, materials and equipment, for providing contractual services, and for writing and furnishing policies of insurance and surety bonds in which Richmond Public Schools is the principal insured or party for whom such bond is written and for which policy of insurance or bond the premium charged is billed to Richmond Public Schools.

Minority means a minority that has been subjected to legally mandated racial segregation in the city of Richmond.

Good faith minority participation efforts means the sum total of efforts by a particular business to provide equitable participation of minority employees and subcontractors. For past efforts, the sum total shall be comprised of the record of minority participation over the past five years either through employment, retention, and promotion; or through subcontracting or joint ventures in the private sector; or through a combination thereof. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of minority employees and subcontractors.

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### 3.26 Minority-Owned Business Utilization Plan (continued)

The Administration shall promulgate regulations implementing this policy.

#### Reference:

“Availability and Utilization of Minority Business Enterprises at the City of Richmond, Virginia; Richmond School Board; and Richmond Redevelopment and Housing Authority,” conducted by National Economical Research Associates, Inc., July 18, 1991.

Adopted March 20, 1985

Revised/Adopted January 6, 1997

### 3.27 Minority Participation in Construction Projects

#### A. Minority Participation

It shall be the official policy of Richmond Public Schools to increase the number of minorities who participate meaningfully in all of its construction contracts. To this end, Richmond Public Schools shall use good faith efforts and shall encourage good faith efforts by all parties who engage in construction contracting with Richmond Public Schools to the following ends:

(1) To stimulate the creation and development of minority contractors and subcontractors, and to advance in reasonable and responsible ways, and deliberately and consistently over the long term, their entrance into and participation in the construction industry.

(2) To advance in reasonable and responsible ways, and deliberately and consistently over the long term, the participation of minority individuals at higher skill and responsibility levels within non-minority firms engaged in construction contracting and subcontracting.

(3) To encourage voluntary efforts by the construction industry to increase the participation of minority individuals and businesses in the industry.

All actions taken by Richmond Public Schools in construction contract procurement shall be consistent with this policy.

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### 3.27 Minority Participation in Construction Projects (continued)

#### B. Official Goals in Minority Construction Contracting

It shall be the official goal of Richmond Public Schools to increase the dollar value of all of its construction contracts awarded to minority contractors and subcontractors to the highest level that is reasonably achievable for any particular field of contracting. It shall also be the goal of Richmond Public Schools to have fifty percent (50%) minority employment by all construction firms contracting with Richmond Public Schools. This employment goal shall apply specifically to executive and managerial positions and shall not be satisfied by minority employment solely at the lowest skill and pay levels.

It is acknowledged that the availability of minority contractors and subcontractors may be lower in some construction trades than in others, and that such non-availability may impact on the degree to which contractors can reasonably comply with this policy. Therefore, current availability of minority contractors and subcontractors, in addition to other factors, shall be taken into consideration by the School Board and the Administration in the implementation and enforcement of this policy.

#### C. Definitions

Minority, in the context of construction contracts, means a minority that has been subjected to legally mandated racial segregation in the City of Richmond.

Good faith minority participation efforts means the sum total of efforts by a particular business to provide equitable participation of minority employees and subcontractors. For past efforts, the sum total shall be comprised of the record of minority participation over the past five years either through employment, retention, and promotion; or through subcontracting or joint ventures in the private sector; or through a combination thereof. For future efforts, it shall be comprised of such efforts, which are proposed to allow equitable participation of minority employees and subcontractors.

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### Section 3.27

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#### 3.27 Minority Participation in Construction Projects (continued)

##### D. Prequalification of Bidders

The Assistant Superintendent for Finance and Operations is authorized to prequalify bidders prior to any solicitation of bids, whether for goods, services, insurance or construction, by requiring prospective bidders to submit such information as the Assistant Superintendent for Finance and Operations shall deem appropriate, including but not limited to samples, financial reports, and references. For construction contracts, good faith minority participation efforts previously made and those efforts proposed to be made by the prospective bidders shall be additional information required to prequalify. The prospective bidders past efforts shall comprise ten percent (10%) of the total prequalification score and proposed efforts shall comprise twenty percent (20%) of the total qualification score.

##### E. Debarment of Construction Contractors for Improper Activities

Any construction contractor or bidder, or any principal thereof or person associated therewith, found to have engaged in substantial and intentional misrepresentation concerning either good faith minority participation efforts or minority ownership status shall be debarred from any Richmond Public Schools contracting for a period of two (2) years. This debarment shall also extend to any successor firm substantially controlled or managed, whether directly or indirectly, by any debarred individual. This determination shall be made by the Assistant Superintendent for Finance and Operations or his/her designee. Any debarment shall be reported in writing to the school board.

##### F. Report of Minority Participation in Construction Contracts

The Assistant Superintendent for Finance Operations shall at the conclusion of each fiscal year report to the school board on (1) the number and proportion of minority construction contractors and subcontractors located in the Richmond standard metropolitan statistical area; and (2) the level of minority participation in construction contracts that have been awarded by Richmond Public Schools during that fiscal year, both as prime contractors and as to subcontractors.

## BUSINESS

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### 3.27 Minority Participation in Construction Projects (continued)

#### G. Renewal of Existing Construction Contracts

No construction contract shall be renewed unless the contractor has first reported to the Assistant Superintendent for Finance and Operations or his/her designee on the good faith minority participation efforts which have been made during the contract period, and the Assistant Superintendent for Finance and Operations or his/her designee verifies that the reported efforts have in fact been made and are reasonable under the circumstances.

#### H. Construction Contracting, Bonding and Insurance

If any person is found by the Assistant Superintendent for Finance and Operations or his/her designee to have engaged in discrimination on the basis of race in the granting of construction bonds or insurance to persons who contract with or desire to contract with Richmond Public Schools, or to persons who receive subcontracts or desire to receive a subcontract in connection with a Richmond Public Schools contract, the person shall be deemed unqualified to submit a bond or insurance for a Richmond Public Schools construction contract unless and until the Assistant Superintendent for Finance and Operations or his/her designee that the discrimination has been purged and the adequate assurances have been made that it will not recur. Any determination by the Assistant Superintendent for Finance and Operations of a violation of this subsection shall be reported in writing to the school board.

#### I. Implementation

The administration shall promulgate regulations implementing this policy.

#### J. Effective Dates of Policy

This policy shall be in full force and effect upon adoption, and shall expire and terminate two (2) years from the date of its most recent revision/adoption, subject to the school board's decision regarding renewal of the policy of adoption.

Six (6) months prior to the expiration of this policy, the administration shall report to the school board whether there is a continuing need for the implementation of the policy.

## BUSINESS

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3.27 Minority Participation in Construction Projects (continued)

Reference:

“Availability and Utilization of Minority Business Enterprises at the City of Richmond, Virginia; Richmond School Board; and Richmond Redevelopment and Housing Authority,” conducted by National Economical Research Associates, Inc., July 18, 1991.

Adopted January 6, 1997

Revised/Adopted March 15, 1999

Revised/Adopted September 16, 2002

Revised/Adopted June 2, 2003

Section 3.28

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3.28 Use of School Board Vehicles by School Board Members

A. It is the policy of Richmond Public Schools that school board vehicles shall be used by members of the school board only to conduct school board business and not for the member’s personal benefit or convenience.

B. “School Board vehicle” means any vehicle owned by Richmond Public Schools, or any vehicles owned by the City of Richmond and assigned to the school board for its use.

C. Any school board member who desires to use a school board vehicles must complete an “Authorization to Use School Board Vehicle” form and obtain the approval signature from the Clerk of the School Board. The form shall include, among other pertinent information, the purpose of the member’s use and the vehicle’s odometer reading both before and after the member’s use. The form must be signed by the member requesting use of the vehicle.

D. The Chairman, or in his absence, the Vice Chairman, shall deny any proposed use in violation of this policy.

E. School Board vehicles shall be used by board members on a first come, first served basis.

F. Any board member requesting use of a school board vehicle must possess a valid Virginia driver’s license.

## BUSINESS

Section 3.28

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### 3.28 Use of School Board Vehicles by School Board Members (continued)

G. Non school board employees may ride in school board vehicles only when their presence in the vehicle is related to school board business.

H. Unless the member is on an approved trip outside the Richmond metropolitan area, all school board vehicles shall be returned to the City Hall parking deck on the same day no later than 4:00 p.m. on the day that it is checked out. No school board vehicle may be parked overnight at the member's house. If a member is on an approved trip outside the Richmond metropolitan area, he or she shall return the school board vehicle to the parking deck no later than 9:00 a.m. on the day following his or her return to the Richmond metropolitan area.

I. The school board Clerk shall maintain the Completed Authorization forms and forward copies of such forms to the school board and the assistant superintendent for operations on a monthly basis.

J. The assistant superintendent for operations shall prepare and forward to the school board on a quarterly basis a report on the extent and costs of each school board member's use of school board vehicles. The quarterly reports shall be reviewed by the school board and superintendent.

K. If it is determined by the chairman, or, in the absence of the chairman, the vice chairman, with the concurrence of the superintendent, that a member has used a school board vehicle in violation of this policy, the chairman or vice chairman may, upon 24 hours written notice, authorize the Office of Safety and Security to repossess a school board vehicle. The member will have forfeited his right to use the school board vehicle in the future and will be required to reimburse the school division for such improper use by paying mileage at the rate of 27 ½ cents per mile.

Adopted October 18, 1999

## BUSINESS

Section 3.29

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### 3.29 Drug-Free Workplace Contract Provisions

Every contract with Richmond Public Schools over \$10,000 shall include the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For purposes of this policy, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### Legal Reference:

Code of Virginia, Section 11-51.1. Drug-free workplace to be maintained by contractor; required contract provisions.

Adopted June 19, 2000

## BUSINESS

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### 3.30 Receipt of Payment Via Debit or Credit Cards

The School Board shall receive payment for goods and services by credit or debit cards. The School Board shall, in addition to any penalties and interest, add to such credit or debit card payments a sum as a service charge for the acceptance of such method of payment. The Administration shall promulgate regulations consistent with the policy.

#### Legal Reference:

Code of Virginia, Section 22.1-116.1. Receipt of payment by credit cards.

Adopted June 17, 2002

### 3.31 Background Checks of Contract Employees

As a condition of awarding a contract to agencies, businesses and individuals for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board shall require the contractor to certify that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

Any agency, business, or individual making a materially false statement regarding any such offense shall be guilty of a Class 1 misdemeanor and, upon conviction, the fact of such conviction shall be grounds for the revocation of the contract to provide such services and, when relevant, the revocation of any license required to provide such services. Richmond Public Schools shall not be liable for materially false statements regarding the certifications required under this policy.

This policy shall not apply to a contractor or his employees providing services to Richmond Public Schools in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Adopted June 18, 2007

#### Legal Reference

Code of Virginia, Section § 3. Data on convictions for certain crimes and child abuse and neglect required; penalty.