MEETING AGENDA

Prince George County School Board
6410 Courts Drive, Prince George, VA  23875

For further information call 733-2700

TYPE OF MEETING: Special Meeting
DATE: August 20, 2020
LOCATION: Prince George High School Commons
TIME: 6:00 P.M.  
5:30 P.M. (closed meeting)

I. CALL TO ORDER

II. ROLL CALL

III. MOTION TO GO INTO A CLOSED MEETING TO DISCUSS SPECIFIC PERSONNEL APPOINTMENT MATTERS (pursuant to Va. Code § 2.2-3711)

A. Personnel Matter - Section 2.2-3711.A.1
   1. Personnel Matter P08/20-21
   2. Personnel Matter P09/20-21
   3. Personnel Matter P10/20-21

IV. CERTIFICATION OF CLOSED MEETING AND ACTIONS

V. PLEDGE OF ALLEGIANCE

VI. SCHOOL BOARD INVOCATION
VII. APPROVAL OF AGENDA

VIII. PRESENTATIONS
   A. Prince George Alliance for Education Foundation
      • Davenport & Company
      • John Randolph Foundation

IX. ACTION ITEMS
   A. VSBA May Policy Revisions (Part 2) – Lisa Pennycuff
   B. School Crisis, Emergency Management, and Medical Emergency Response Plan – Lisa Pennycuff

X. DISCUSSION ITEMS
   A. Prince George Alliance Education Foundation (PGAEF) Draft By-Laws – Lisa Pennycuff

XI. ADJOURNMENT
CLOSED SESSION

Personnel Matter - Section 2.2-3711.A.1

P08/20-21
P09/20-21
P10/20-21
VIII. PRESENTATIONS

A. Prince George Alliance for Education Foundation
B. John Randolph Foundation

(NOT AVAILABLE AT TIME OF DISTRIBUTION)
DATE: August 20, 2020

PRESENTER: Lisa Pennycuff

TOPIC: VSBA May 2020 Policy Manual Revisions

RATIONALE: The school division has a contract for policy manual services with the Virginia School Boards Association. The staff attorney for VSBA reviews legislation adopted each year by the General Assembly as well as changes to federal law, and then makes changes to policy accordingly. An explanation of revisions is attached. Changes to the policies are designated by underlining new language and striking through deleted language.

VSBA encourages the School Board to review the attached revised policies. These policies were provided to the school board at its August 6, 2020 meeting for review.

RECOMMENDATION: Approval of the additional May 2020 Policy Manual Revisions as presented.
VSBA POLICY UPDATE-MAY 2020

Explanation of Revisions – Additional May 2020 Policy Updates

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TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers have the initial authority to remove students from class for disruptive behavior. "Disruptive behavior" means a violation of School Board policies or regulations issued by the superintendent governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal

In order for a teacher to remove a student from class for disruptive behavior
- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior
- interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a "Student Removal Form" (JFCA-E) with school administrators. The teacher will include any other documentation supporting the removal including, but not limited to, the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any incident report and Student Removal Form to the student and his or her parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within twenty-four hours of each incident. The teacher shall document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

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SCHOOL DIVISION NAME
Guidelines for Alternative Assignment and Instruction of Removed Students

The principal shall determine the appropriate placement of any student removed from class by a teacher. The principal may
- **recommend** assign the student for assignment to an alternative program
- assign the student to another class
- send the student to the principal’s office or study hall. If the principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student
- suspend the student or recommend the student for expulsion. If the principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy and in the case of students with disabilities, in accordance with federal law
- return the student to class in accordance with the procedures below

Procedure for the Student’s Return to Class

The principal shall determine, after consultation with the teacher, the duration of the student’s removal from class. The principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the principal’s decision to return a student to the class
- the teacher and principal shall discuss the teacher’s objection to returning the student to class and the principal’s reason for returning the student.
- the teacher, after meeting with the principal, may appeal the principal’s decision to the superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the principal and teacher or receiving their written comments, the decision of the superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher’s appeal. During the appeal process, the student shall not be returned to class and the principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and principal shall develop a plan to address future disruptive behavior.

Other Provisions

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.
This policy does not limit or restrict the ability of School Board employees to apply other policies, regulations or laws for maintaining order in the classroom.

Adopted:  

Legal Ref:  Code of Virginia, 1950, as amended, §§ 22.1-276.01, 22.1-276.2  

Cross Refs:  
  GCN  Evaluation of Professional Staff  
  JFC  Student Conduct  
  JGDA  Disciplining Students with Disabilities  
  JGDB  Discipline of Students with Disabilities for Infliction of Serious Bodily Injury  
  JGD/JGE  Student Suspension/Expulsion
WEAPONS IN SCHOOL

I. Generally

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school principal or the superintendent or superintendent’s designee is prohibited, and grounds for disciplinary action. The superintendent or superintendent’s designee is permitted to give authority to possess a firearm on school property only to persons expressly authorized by statute to possess a firearm on school property.

Such weapons include, but are not limited to:
- any pistol, shotgun, stun weapon, revolver, or other firearm listed in Va. Code § 22.1-277.07, designed or intended to propel a projectile of any kind, including a rifle,
- unloaded firearms in closed containers,
- any air rifle or BB gun,
- toy guns and look-alike guns,
- any dirk, bowie knife, switchblade knife, ballistic knife, machete, knife or razor,
- slingshots,
- spring sticks,
- brass or metal knuckles, blackjacks,
- any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain,
- any disc, of whatever configuration, having at least two points or pointed blades, and which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart,
- explosives, and
- destructive devices as defined in Va. Code § 22.1-277.07, and
- other dangerous articles.

II. Expulsion for Possession of Firearms

A student who has possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1 or who has possessed a firearm or destructive device as defined in Va. Code § 22.1-277.07, or a firearm muffler or firearm silencer, or a pneumatic gun as defined in Va. Code § 15.2-915.4 on school property or at a school-sponsored activity may be expelled for at least one year in accordance with Policy JGD/JGE Student Suspension/Expulsion. The School Board may determine, based on the facts of a particular situation, that special circumstances exist and no disciplinary action or another disciplinary action or another term of expulsion is appropriate. The School Board may promulgate guidelines for determining what constitutes special circumstances. The School
Board authorizes\textsuperscript{1} the superintendent or the superintendent’s designee to conduct a preliminary review of such cases to determine whether a disciplinary action other than expulsion is appropriate. Disciplinary proceedings for violation of this policy will be initiated promptly. If it is determined by the superintendent or superintendent’s designee that a disciplinary action other than expulsion is appropriate, such disciplinary action is taken in accordance with Article 3 of Chapter 14 of Title 22.1 of the Code of Virginia.

III. Students with Disabilities

A. Students with disabilities are subject to this policy and may the provisions of Section 1 of this policy and may be disciplined to the same extent as a nondisabled student provided the manifestation review committee determines that the violation was not a manifestation of the student’s disability. The provisions of Policy JGDA Disciplining Students with Disabilities will be followed in addition to the regular disciplinary procedures.

B. Additional authority to remove a student with a disability from school for a weapons violation.

1. In addition to the authority granted in subsection A above, a student with a disability may also be removed without parent consent and assigned to an interim alternative education program by school personnel for not more than forty-five (45) school days when the student carries or possesses a weapon to or at school, on school premises, or to or at a school function under the jurisdiction of a state or local educational agency. This option is available regardless of whether a manifestation exists. The removal should not be in excess of any removal imposed on a student without a disability for the same offense.

2. For purposes of this forty-five (45) school day removal, the weapon must meet the following definition:

"a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length."

Adopted:

\footnotesize{FOOTNOTE IS FOR REFERENCE ONLY AND SHOULD BE DELETED FROM FINAL POLICY.}

\textsuperscript{1} School boards are permitted, but not required by law, to authorize the superintendent or superintendent’s designee, to conduct a preliminary review as described in the policy. A board that does not authorize the superintendent or superintendent’s designee to conduct such a review should not adopt this sentence and the following sentence.


8 VAC 20-81-10.

Cross Refs.: GBEB Staff Weapons in School
JGD/JGE Student Suspension/Expulsion
JFC Student Conduct
JGDA Disciplining Students with Disabilities
JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
I. DEFINITIONS

As used in this Policy,

"Aggravating circumstances" as defined by the Virginia Department of Education shall mean:

i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or

ii. That a student’s presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or

iii. That a student engaged in a serious offense that is:

   a) persistent (repeated similar behaviors are documented on the student’s disciplinary record), and

   b) unresponsive to targeted interventions as documented through an established intervention process.

"Alternative education program" shall include night school, adult education or another education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate.

"Destructive device" means (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device; (2) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known that will, or may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter that is homemade or was not made by a duly licensed weapon manufacturer, any fully automatic firearm, any sawed-off shotgun or sawed-off rifle as defined in Va. Code § 18.2-299 or any firearm prohibited from civilian ownership by federal law; and (3) any combination of parts either designed or intended for use in converting any device into any destructive device described herein and from which a destructive device may be readily assembled. “Destructive device” does not include any device that is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and that is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or other similar device, nor shall it include any antique firearm as defined in subsection G of Va. Code § 18.2-308.2:2.
“Disruptive behavior” means a violation of school board regulations governing student conduct policies or the Standards of Student Conduct issued by the superintendent pursuant to Policy JFC Student Conduct that interrupts or obstructs the learning environment.

“Exclusion” means a Virginia school board’s denial of school admission to a student who has been expelled or has been placed on a long-term suspension of more than thirty calendar days by another school board or a private school, either in Virginia or another state, or for whom admission has been withdrawn by a private school in Virginia or another state.

“Expulsion” means any disciplinary action imposed by a school board or a committee thereof, as provided in school board policy, whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the date of the expulsion.

“Firearm” means (1) any weapon, including a starter gun, that will, or is designed or may readily be converted to, expel single or multiple projectiles by the action of an explosion of a combustible material; (2) the frame or receiver of any such weapon; or (3) any unloaded firearm in a closed container. “Firearm” does not include any pneumatic gun as defined in this Policy.

“Long-term suspension” means any disciplinary action whereby a student is not permitted to attend school for more 11 to 45 school days.

“One year” means 365 calendar days as required in federal regulations.

“Pneumatic gun” means any implement, designed as a gun, that will expel a BB or a pellet by action of pneumatic pressure. “Pneumatic gun” includes a paintball gun that expels by action of pneumatic pressure plastic balls filled with paint for the purpose of marking the point of impact.

“School Board Disciplinary Committee or Disciplinary Committee” means a committee composed of at least three members of the Prince George School Board.

“School property” means any real property owned or leased by the School Board or any vehicle owned or leased by the School Board or operated by or on behalf of the School Board.

“Short-term suspension” means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.

In Sections III, IV, VI, and VIII of this Policy, “Superintendent’s superintendents’s designee” means a 1) trained hearing officer or 2) professional employee in the administrative offices of the school division who reports directly to the superintendent and who is not a school-based instructional or administrative employee.
II. SUSPENSIONS AND EXPULSIONS OF STUDENTS GENERALLY

Pupils may be suspended or expelled from attendance at school for sufficient cause; however, in no case may sufficient cause for suspension include only instances of truancy.

Except as provided in subsection C of Va. Code § 22.1-277 or Va. Code §§ 22.1-277.07 or 22.1-277.08, no student in preschool through grade three is suspended for more than three school days or expelled from attendance at school, unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the School Board or the superintendent or superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled from school attendance.

The authority of teachers to remove students from their classes in certain instances of disruptive behavior shall not be interpreted to affect the operation of this Policy.

The superintendent is responsible for creating procedures to ensure that suspended students are able to access and complete graded work during and after the suspension.

III. SHORT-TERM SUSPENSIONS

A pupil may be suspended for not more than ten school days by either the school, any assistant principal, or, in their absence, a designee any teacher. The principal, assistant principal, or in their absence, a designee or teacher may suspend the pupil after giving the pupil oral or written notice of the charges against him and, if he denies them, an explanation of the facts as known to school personnel and an opportunity to present his version of what occurred. In the case of any pupil whose presence poses a continuing danger to persons or property, or whose presence is an ongoing threat of disruption, the pupil may be removed from school immediately and the notice, explanation of facts and opportunity to present his version shall be given as soon as is practical thereafter.

Upon suspension of any pupil, the principal, assistant principal or principal's designee teacher responsible for such suspension reports the facts of the case in writing to the superintendent or superintendent’s designee and the parent of the pupil suspended. The superintendent or superintendent's designee reviews forthwith the action taken by the principal, assistant principal or principal's designee teacher upon a petition for such review by any party in interest and confirms or disapproves such action based on an examination of the record of the pupil's behavior.

The decision of the superintendent or superintendent's designee SELECT ONE may be appealed to the School Board Disciplinary Committee OR is final and may not be appealed.

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SCHOOL DIVISION NAME
Any oral or written notice to the parent of a student who is suspended from school attendance for not more than ten days includes notification of the length of the suspension, information regarding the availability of community-based educational programs, alternative education programs or other educational options and of the student’s right to return to regular school attendance upon the expiration of the suspension. The costs of any community-based educational program, or alternative education program or educational option, which is not a part of the educational program offered by the school division, are borne by the parent of the student.

IV. LONG-TERM SUSPENSION

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and his the pupil’s parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee for matters related to drugs, alcohol, weapons, and physical contact with staff. The Disciplinary Committee may confirm or disapprove the suspension. If the Disciplinary Committee’s decision is not unanimous, the pupil or his the pupil’s parent may appeal the Disciplinary Committee’s decision to the full School Board. Such appeal shall be decided by the School Board within thirty days.

A pupil may be suspended from attendance at school for 11 to 45 school days after written notice is provided to the pupil and the pupil’s parent of the proposed action and the reasons therefor and of the right to a hearing before the superintendent or superintendent’s designee for all other matters than those seen by the School Board Discipline Committee. The decision of the superintendent or superintendent’s designee may be appealed to the full School Board. Such appeal will be decided by the School Board within thirty days.

The written notice of a suspension for 11 to 45 school days includes notification of the length of the suspension and provides information concerning the availability of community-based educational, alternative education or intervention programs. Such notice also states that the student is eligible to return to regular school attendance upon the expiration of the suspension or to attend an appropriate alternative education program approved by the School Board during or upon the expiration of the suspension. The costs of any community-based educational, alternative education, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his suspension is borne by the parent of the student.

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ 22.1-277.07 or 22.1-277.08 or involves serious bodily injury or (ii) a committee of the School Board or the division superintendent or superintendent’s designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.
Nothing herein shall be construed to prohibit the School Board from permitting or requiring students suspended pursuant to this section to attend an alternative education program provided by the School Board for the term of such suspension.

V. EXPULSION

A. Generally

Pupils may be expelled from attendance at school after written notice to the pupil and his the pupil's parent of the proposed action and the reasons therefor and of the right to a hearing before the School Board Disciplinary Committee in accordance with the regulations of the School Board Committee.

The School Board Disciplinary Committee may confirm or disapprove the expulsion of a student. If the Committee's decision is not unanimous, the pupil or his the pupil's parent may appeal the Committee's decision to the full School Board. Such appeal is decided by the School Board within 30 days.

The Committee confirms or disapproves of proposed expulsions regardless of whether the pupil has exercised the right to a hearing.

The written notice given to the pupil and his the pupil's parent includes notification of the length of the expulsion and provides information concerning the availability of community-based educational, training, and intervention programs. The notice states whether or not the student is eligible to return to regular school attendance, or to attend an appropriate alternative education program approved by the School Board, or an adult education program offered by the school division, during or upon the expiration of the expulsion, and the terms or conditions of such readmission. The costs of any community-based educational, training, or intervention program that is not a part of the educational program offered by the school division that the student may attend during his the expulsion is borne by the parent of the student.

Nothing in this Policy section shall be construed to prohibit the School Board from permitting or requiring students expelled pursuant to this Policy to attend an alternative education program provided by the School Board for the term of such expulsion.

If the School Board determines that the student is ineligible to return to regular school attendance or to attend during the expulsion an alternative education program or an adult education program in the school division, the written notice also advises the parent of such student that the student may petition the School Board for readmission to be effective one calendar year from the date of his the expulsion, and of the conditions, if any, under which readmission may be granted.
The School Board establishes, by regulation, a schedule pursuant to which such students may apply and reapply for readmission to school in accordance with the following schedule:

In an effort to ensure that the initial petition for readmission will be reviewed by the School Board Disciplinary Committee or the superintendent, and, if granted, enable the student to resume school attendance one calendar year from the date of the expulsion. The student may submit the petition for readmission one month before the one year anniversary of the date of expulsion, in order to receive a decision that, if permitted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the School Board Disciplinary Committee or the superintendent denies such petition, the student may petition the School Board for review of such denial.

Such schedule is designed to ensure that any initial petition for readmission will be reviewed by the Disciplinary Committee or the superintendent, and, if granted, would enable the student to resume school attendance one calendar year from the date of the expulsion. If the superintendent or the Disciplinary Committee denies such petition, the student may petition the School Board for review of such denial.

B. Conduct Giving Rise to Expulsion

Recommendations for expulsions for actions other than those specified below are based on consideration of the following factors:

- the nature and seriousness of the conduct;
- the degree of danger to the school community;
- the student’s disciplinary history, including the seriousness and number of previous infractions;
- the appropriateness and availability of an alternative education placement or program;
- the student’s age and grade level;
- the results of any mental health, substance abuse or special education assessments;
- the student’s attendance and academic records; and
- other appropriate matters.

No decision to expel a student shall be reversed on the grounds that such factors were not considered. Nothing in this subsection precludes the School Board from considering any of the factors listed above as “special circumstances” for purposes of expulsions discussed in the following subsections.

Firearms

The School Board shall expel from school attendance for a period of not less than one year any student whom the School Board has determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Va. Code § 18.2-308.1, or
to have possessed a firearm or destructive device as defined in this Policy, a firearm muffler
or firearm silencer, or a pneumatic gun as defined in this Policy on school property or at a
school-sponsored activity. A school administrator, pursuant to School Board policy,
administrator or the School Board may, however, determine, based on the facts of a
particular situation, that special circumstances exist and no disciplinary action or another
disciplinary action or another term of expulsion is appropriate. The School Board may
promulgate guidelines for determining what constitutes special circumstances. In addition, the
School Board may, by regulation, authorize authorizes the superintendent or superintendent’s
designee to conduct a preliminary review of such cases to determine whether a disciplinary
action other than expulsion is appropriate. Nothing in this Policy section shall be construed to
require a student’s expulsion regardless of the facts of the particular situation.

The exemptions set out in Va. Code § 18.2-308 regarding concealed weapons apply,
mutatis mutandis, to the provisions of this Policy. The provisions of this Policy section do not
apply to persons students who possess such firearm or firearms or pneumatic guns as a part
of the curriculum or other programs sponsored by the schools in the school division or any
organization permitted by the school to use its premises or to any law enforcement officer
while engaged in his duties as such, school premises.

Drug Offenses

The School Board or discipline committee shall expel from school attendance any
student whom the School Board or discipline committee has determined to have brought a
controlled substance, imitation controlled substance or marijuana as defined in Va. Code §
18.2-247 onto school property or to a school-sponsored activity. The School Board may,
however, determine, based on the facts of the particular case, that special circumstances
exist and another disciplinary action is appropriate. In addition, the School Board may, by
regulation, authorize authorizes the superintendent or the superintendent’s designee to
conduct a preliminary review of such cases to determine whether a disciplinary action other
than expulsion is appropriate. Nothing in this Policy section shall be construed to require a
student’s expulsion regardless of the facts of the particular situation.

C. Procedure for School Board Disciplinary Committee Hearing

The procedure for the Disciplinary Committee hearing is as follows:

- The Disciplinary Committee determines the propriety of attendance at the
  hearing of persons not having a direct interest in the hearing. The hearing is
  private unless otherwise specified by the Disciplinary Committee.
- The Disciplinary Committee may ask for opening statements from the principal
  or his principal’s representative and the student or his student’s parent(s) (or
  their representative) and, at the discretion of the Disciplinary Committee, may
  allow closing statements.
- The parties then present their evidence. Because the principal has the ultimate
  burden of proof, he presents his evidence first. Witnesses may be questioned
by the Disciplinary Committee members and by the parties (or their representative). The Disciplinary Committee may, at its discretion, vary this procedure, but it shall afford full opportunity to both parties for presentation of any material or relevant evidence and shall afford the parties the right of cross-examination provided, however, that the Disciplinary Committee may take the testimony of student witnesses outside the presence of the student, his the student's parent(s) and their representative if the Disciplinary Committee determines, in its discretion, that such action is necessary to protect the student witness.

- The parties shall produce such additional evidence as the Disciplinary Committee may deem necessary. The Disciplinary Committee is the judge of the relevancy and materiality of the evidence.
- Exhibits offered by the parties may be received in evidence by the Disciplinary Committee and, when so received, are marked and made part of the record.
- The Disciplinary Committee may, by majority vote, uphold, reject or alter the recommendations.
- The Disciplinary Committee transmits its decision, including the reasons therefor, to the student, his the student's parent(s), the principal and superintendent.

Following the decision of the Disciplinary Committee or upon expiration of the appeal period, the student’s parent(s) or guardian is provided with written notice which includes the following:

- the terms or conditions of re-admission, if any;
- the duration of expulsion;
- a statement declaring whether the student is eligible to return to school or attend an appropriate alternative education program approved by the School Board or an adult education program offered by the division during or after the expulsion. If neither option applies, a statement that the student may petition the School Board for readmission after one calendar year from the date of his expulsion; and
- the availability of community-based educational, training and intervention programs.

The student or his student's parent(s) may appeal the Disciplinary Committee’s decision to the full School Board only if the decision of the Disciplinary Committee is not unanimous. Otherwise the decision of the Disciplinary Committee is final.

The appeal to the full School Board must be in writing and must be filed with the superintendent within five (5) calendar days of the Committee’s decision. Failure to file a written appeal within the specified time constitutes a waiver of the right to an appeal. The full School Board decides the appeal upon the record of the case within thirty (30) calendar days of the request for an appeal and communicates its decision in writing to the student and his
the student’s parent, guardian or other person having control or charge of the student. Such written notice includes any changes in: (1) the duration of the suspension or expulsion; (2) the availability of community-based educational, training, and intervention programs; and/or (3) eligibility to return to school or attend an alternative education program. No statements, witnesses or evidence may be presented at this appeal unless specifically requested by the Chairman Chair of the Board.

VI. ALTERNATIVE EDUCATION PROGRAM

The School Board may require any student who has been

(4) • charged with an offense relating to the laws of Virginia, or with a violation of School Board policies, on weapons, alcohol, or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
(2) • found guilty or not innocent of an offense relating to Virginia’s laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent pursuant to Va. Code § 16.1-260.G;
(3) • found to have committed a serious offense or repeated offenses in violation of School Board policies;
(4) • suspended pursuant to Va. Code § 22.1-277.05; or
(5) • expelled pursuant to Va. Code § 22.1-277.06, 22.1-277.07, or 22.1-277.08 or subsection C of Va. Code § 22.1-277,
to attend an alternative education program. The School Board may require such student to attend such programs regardless of where the crime occurred.
The School Board may require such student to attend such programs regardless of where the conduct occurred.

The School Board may require any student who has been found to have been in possession of, or under the influence of, drugs or alcohol on a school bus, on school property, or at a school-sponsored activity in violation of School Board policies, to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student’s parent, to participate in a treatment program.

The School Board authorizes the superintendent or superintendent’s designee to require students to attend an alternative education program consistent with the provisions of this section after (i) written notice to the student and the student’s parent that the student will be required to attend an alternative education program and (ii) notice of the opportunity for the student or the student’s parent to participate in a hearing to be conducted by the superintendent or the superintendent’s designee regarding such placement. If the student or parent wants to participate in a hearing regarding the placement, the student or parent must notify the superintendent or superintendent’s designee within five (5) days of receiving the written notice of the student’s assignment to the alternative education program. The decision of the superintendent or superintendent’s designee regarding such alternative education
placement is final unless altered by the Board upon written petition by the student or student’s parent for a review of the record by the School Board. Such petition must be received by the superintendent or superintendent’s designee within five (5) days after receiving written notice of the decision after the hearing.

A principal or principal’s designee may impose a short-term suspension, pursuant to Va. Code § 22.1-277.04, upon a student who has been charged with an offense involving intentional injury enumerated in Va. Code § 16.1-260.G, to another student in the same school pending a decision as to whether to require that such student attend an alternative education program.

As used herein; in this section, “charged” means that a petition or warrant has been filed or is pending against a pupil.

VII. REPORTING

A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports are made to the superintendent and to the principal or principal’s designee on all incidents involving

1. the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property or at a school-sponsored activity;
2. the assault and battery which results in a bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, abduction of any person as described in Va. Code § 18.2-47 or Va. Code § 18.2-48, or stalking of any person as described by Va. Code § 18.2-60.3, on a school bus, on school property or at a school-sponsored activity;
3. any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance, or an anabolic steroid on a school bus, on school property or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
4. any threats against school personnel while on a school bus, on school property or at a school-sponsored activity;
5. the illegal carrying of a firearm as defined in Va. Code § 22.1-277.07 onto school property;
6. any illegal conduct involving firebombs, explosive materials or devices or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs, as described in Va. Code § 18.2-87.1, on a school bus, on school property or at a school sponsored activity;
7. any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
8. the arrest of any student for an incident occurring on a school bus, on school property or at a school-sponsored activity, including the charge therefor and
9. any illegal possession of weapons, alcohol, drugs or tobacco products.
B. The superintendent and the principal or principal's designee may receive reports made by local law enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act, Va. Code § 54.1-3400 et seq., and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in the clauses (1) through (8) of subsection VII.A. of this Policy, and whether the student is released to the custody of the student’s parent or, if 18 years of age or more, is released on bond. A superintendent who receives notification that a juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260 reports such information to the principal of the school in which the juvenile is enrolled.

C. The principal or principal’s designee submits a report of all incidents required to be reported pursuant to subsection VII.A.(1-8) of this Policy to the superintendent. The superintendent annually reports all such incidents to the Department of Education.

In submitting reports of such incidents, principals and superintendents accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection VII.B. of this Policy.

D. The principal or principal’s designee also notifies the parent of any student involved in an incident required by this subsection to be reported, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice relates to only the relevant student’s involvement and does not include information concerning other students.

E. Whenever any student commits any reportable incident as set forth in this subsection, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or superintendent’s designee.

F. Except as may otherwise be required by federal law, regulation, or jurisprudence, a principal immediately reports to the local law-enforcement agency any act enumerated in clauses (2) through (7) of subsection VII.A. of this Policy that may constitute a criminal felony offense and may report to the local law enforcement agency any incident described in clause (1) of subsection VII.A. of this Policy.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal also immediately reports any act enumerated in clauses (2) through (5) of subsection VII.A of this Policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal reports that whether the incident has been reported to local law enforcement as required by law pursuant to this subsection and if the incident is so reported, that the parents may contact local law enforcement for further information, if they so desire.
G. For purposes of this section, “parent” or “parents” means any parent, guardian or other person having control or charge of a child.

VIII. RE-ADMISSION OF SUSPENDED AND/OR EXPELLED STUDENTS

Any student who has been suspended from a school of this division is not eligible to attend any other school within the division until eligible to return to his or her the student’s regular school.

Any student who has been expelled or suspended for more than thirty days from attendance at school by a school board or a private school in this Commonwealth or in another state or for whom admission has been withdrawn by a private school in this Commonwealth or in another state may be excluded from attendance in the Prince George County Schools, in accordance with Policy JEC School Admission. In the case of a suspension of more than thirty days, the term of the exclusion may not exceed the duration of such suspension.

In excluding any such expelled student from school attendance, the Prince George County School Board may accept or waive any or all of any conditions for readmission imposed upon such student by the expelling school board pursuant to Va. Code § 22.1-277.06. The School Board shall not impose additional conditions for readmission to school.

No suspended student is admitted to the regular school program until such student and his the student’s parent have met with school officials to discuss improvement of the student’s behavior, unless the school principal or principal’s designee determines that re-admission, without parent conference, is appropriate for the student.

If the parent fails to comply with this Policy or Policy JEC School Admission, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior.

Upon the expiration of the exclusion period for an expulsion or a withdrawal of admission, which period shall be established by the School Board, committee thereof, Board Disciplinary Committee or superintendent or superintendent’s designee, as the case may be at the relevant hearing, the student may re-petition the School Board for admission. If the petition for admission is rejected, the School Board shall identify the length of the continuing exclusion period and the subsequent date upon which such student may re-petition the School Board for admission.

The School Board or committee thereof may permit students excluded pursuant to this subsection to attend an alternative education program provided by the School Board for the term of such exclusion.
IX. DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities are disciplined in accordance with Policy JGDA Disciplining Students with Disabilities.

Adopted:


8 VAC 20-560-10.

Cross Refs.: BCEA Disciplinary Committee
IGBH Alternative School Programs
JEC School Admission
JFC Student Conduct
JFC-R Standards of Student Conduct
JFCD Weapons in School
JGDA Disciplining Students with Disabilities
JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
KG Community Use of School Facilities
ADMINISTERING MEDICATION TO STUDENTS

The administration of medication to a student during school hours shall be provided for the purpose of providing essential medications necessary in order for the student to attend school or benefit from his/her educational program.

Prince George County Public School qualified personnel may administer medication to students only pursuant to written authorization as follows. All medication (with the exception of acetaminophen, ibuprofen and naproxen) shall require written authorization of student’s licensed prescriber (physician, nurse practitioner, or physician assistant) and parent or guardian. Acetaminophen, ibuprofen and naproxen shall require only written authorization of student’s parent or guardian, unless any of the following situations exist, at which time licensed prescriber’s authorization is required:

- student requires medication for more than three consecutive school days;
- dosage exceeds recommended amount for age and/or weight;
- medication is contraindicated according to student’s health condition and/or other medication being taken;
- personnel administering medication, at his/her discretion, determines that the medication should not be administered.

For purposes of this policy, “medication” shall be defined as all medications including over-the-counter nonprescription medications except sunscreen, vitamins, herbal products, dietary supplements, CBD/THC – A Oil, and those prescribed by a physician.

All medication must be delivered to the principal, school nurse or school division designee by the parent or guardian of the student. Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-the-counter medication must be in the original, unopened container, labeled with student’s name.

With the exception of insulin, asthma medication and/or auto-injectable epinephrine, (as discussed below) the possession, sharing, borrowing, distributing, manufacturing or selling of any medication is prohibited for students.

Diabetes Self-Care

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the physician/prescriber, is permitted to carry with him/her and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, and insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and be able to self-check his/her own blood glucose levels on school buses, on school property, and at school-sponsored activities.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
A local school board employee who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. For the purposes of this subsection, "employee" has the same meaning as in subsection E of § 22.1-274. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this section shall require any employee to assist with the insertion or reinsertion of the pump or any of its parts."

**CBD/THC-A OIL**

To those students whose practitioners have prescribed CBD and/or THC-A oils for treatment of, or to alleviate the symptoms of, a condition or disease parent/guardian must have the “Student Medical Form for Administration of CBD/THC-A Oil” completed by both the practitioner recommending the use of the oil and the pharmacist dispensing the oil at the pharmaceutical processor. In addition to the completed *Student Medical Form for Administration of CBD/THC-A Oil*, parents must provide a copy of the unexpired registration card issued to the student by the Virginia Board of Pharmacy and signed parental permission consent form to administer pharmaceutically CBD or THC-A oil to their child while at school.

**Self-Administration of Medication**

Self-administration of any medication with the exception of insulin, asthma medication and/or auto-injectable epinephrine (as discussed below) is prohibited for students.

Students with a diagnosis of diabetes, asthma, and/or anaphylaxis are permitted to possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer insulin, asthma medication, and/or auto-injectable epinephrine when the following conditions are met:

- Written parental consent that the student may self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine is on file with the school.

- Written notice from the student’s health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of diabetes, asthma and/or anaphylaxis, and approving self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its
use; and attesting to the student’s demonstrated ability to safely and effectively self-administer the medication.

- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.

- There is a consultation with the student’s parent before any limitations or restrictions are imposed on a student’s possession and self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine, and before the permission to possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine at any point during the school year is revoked.

- Self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedures Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.

- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. Permission granted to a student to possess and self-administer insulin must be renewed annually at the beginning of each school year. However, a student’s right to possess and self-administer insulin, inhaled asthma medication and/or auto-injectable epinephrine may be limited or revoked after appropriate school personnel consult with the student’s parents.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, a school nurse or any School Board employee who is authorized and trained in the administration of epinephrine may possess epinephrine and may administer it to any student believed to be having an anaphylactic reaction.

Each school shall provide at least two (2) doses each of 0.15mg and 0.3mg of auto-injectable epinephrine (called “stock epinephrine”) to be administered to any student believed to be having an anaphylactic reaction on school premises, during the academic day.

Stock epinephrine does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). Stock epinephrine is intended for use on school premises and shall not be carried offsite. It is expected that parents of students with known
life threatening allergies and/or anaphylaxis provide the school with written instructions from the students’ health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. Stock epinephrine is not intended to replace student specific orders or parent provided individual medications.

Civil Immunity

School principals and other employees of school boards who supervise the self administration of inhaled asthma medication or auto-injectable epinephrine by a student will be immune from liability for any civil damages for acts or omissions resulting from the supervision of self-administration of inhaled asthma medication or auto-injectable epinephrine, when such function is performed in good faith, without compensation, and in the absence of gross negligence or willful misconduct. School principals and other employees of school boards will be immune from liability for any civil damages for any injuries or deaths resulting from the misuse of such auto-injectable epinephrine.

A school nurse or an employee of a school board, authorized by a prescriber and trained in the administration of epinephrine, who provides, administers, or assists in the administration of epinephrine to a student believed in good faith to be having an anaphylactic reaction, or is the prescriber of the epinephrine, shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment.

An employee of a school board, authorized by a prescriber and trained in the administration of insulin and glucagon, who, upon the written request of the parents as defined in § 22.1-1, assists with the administration of insulin or administers glucagon to a student diagnosed as having diabetes who requires insulin injections during the school day or for whom glucagon has been prescribed for the emergency treatment of hypoglycemia shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such treatment if the insulin is administered according to the child’s medication schedule or such employee has reason to believe that the individual receiving the glucagon is suffering or is about to suffer life-threatening hypoglycemia. Whenever any employee of a school board is covered by the immunity granted herein, the school board employing him shall not be liable for any civil damages for ordinary negligence in acts or omissions resulting from the rendering of such insulin or glucagon treatment.

Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Adopted:       June 13, 2005
Revised:       August 8, 2005; July 9, 2007; July 13, 2009 (administratively); August 8, 2011; August 13, 2012 (administratively); August 11, 2014; June 29, 2017

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Legal Ref.: Code of Virginia, as amended, sections 22.1-78, 22.1-274.2, 54.1-2957.02, 8.01-225, 8.01-226.5:1, 54.1-3401

Cross Ref.: EBBA First Aid/CPR Certified Personnel
JFC-R Standards of Student Conduct
JHCD-R Anaphylaxis Policy - Recognition and Treatment of Anaphylaxis (Severe Allergic Reaction) in the School Setting
JHCE Recommendation of Medication by School Personnel

Additional References:


MEDICATION

1. Medication will be administered to students by qualified school personnel. Qualified school personnel shall be defined as nurses currently licensed in the State of Virginia and school employees (designated by the principal) who receive medication administration training by a registered professional nurse.

2. Before any medication may be administered to any student during school hours, written authorization shall be required as follows, with the exception of No. 3 below.
   - All medication (with the exception of acetaminophen, ibuprofen and naproxen) shall require written authorization of student’s licensed prescriber (physician, nurse practitioner, or physician assistant) and parent or guardian.
   - Acetaminophen, ibuprofen and naproxen shall require only written authorization of student’s parent or guardian, unless any of the following situations exist, at which time licensed prescriber’s authorization is required:
     o student requires medication for more than three consecutive school days;
     o dosage exceeds recommended amount for age and/or weight;
     o medication is contraindicated according to student’s health condition and/or other medication being taken;
     o personnel administering medication, at his/her discretion, determines that the medication should not be administered.

3. Auto-injectable epinephrine (called “stock epinephrine”) shall be provided in each school, to be administered by any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.
   - Stock epinephrine does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). Stock epinephrine is intended for use on school premises and shall not be carried offsite.
   - It is expected that parents of students with known life threatening allergies and/or anaphylaxis provide the school with written instructions from the students’ health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis.
   - Stock epinephrine is not intended to replace student specific orders or parent provided individual medications.

4. All medication to be administered at school, with the exception of No. 3 above, requires written medication authorization be renewed annually each school year.

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
5. “Medication” shall be defined as all medications including over-the-counter nonprescription medications except sunscreen, vitamins, herbal products, dietary supplements, CBD/THC-A Oil and those prescribed by a physician.

6. Parent or guardian must bring medication into school. All medication brought to school must be delivered to the office or clinic immediately. Medication cannot be transported on buses or by students.

7. With the exception of insulin, asthma medication and/or auto-injectable epinephrine, (as discussed below in No. 15) the possession, self-administration, sharing, borrowing, distributing, manufacturing or selling of any medication is prohibited for students.

8. Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-the-counter medication must be in the original, unopened container, labeled with student’s name.

9. Medication shall not be received or accepted by school personnel without the accompanying written medication authorization of parent or guardian and/or licensed prescriber, as according to No. 2 above.

10. It is recommended that the first dose of a new medication be given at home.

11. Any changes in an original medication authorization require a new written authorization and corresponding change in the prescription label.

12. Antibiotics prescribed 3 times a day will not be given at school. These can be administered at home before school, after school and at bedtime. Where antibiotics are prescribed 4 times a day, one dose will be given at lunch time.

13. Medication that is to be given in the morning should be administered at home prior to arrival to school, if at all possible.

14. Parent or guardian may give medication to their child during the school day if they so desire. Parent or guardian should check in at the school office first when coming into the school for this purpose.

15. Students with a diagnosis of diabetes, asthma and/or anaphylaxis (severe allergic reaction) may possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine during the school day, at school-sponsored activities, and while on the bus or other school property provided the following conditions are met:

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
The student must have written consent from a parent; written notice from a licensed prescriber that identifies the name, dosage and frequency of medication and circumstances which warrant such medication to be self-administered; physician confirmation that student demonstrates ability to safely and effectively self-administer medication; and an individualized health care plan including emergency procedures for any life-threatening conditions. The permission to possess and self-administer inhaled asthma medications and/or auto-injectable epinephrine shall be effective for one year, defined as 365 calendar days, and must be renewed annually. Permission granted to a student to possess and self-administer insulin must be renewed annually at the beginning of each school year. Parent or guardian will be notified by a school official before any limitations or restrictions are imposed upon a student’s possession and self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine.

16. Parent or guardian is responsible for supplying medications and any equipment required to administer medications or provide special medical care, such as, but not limited to lancets, needles, and syringes; glucometer; testing strips; supplemental snacks; and nebulizer tubing and mouthpiece.

17. Medication will be stored in a locked cabinet or secured area, not accessible to students.

18. Expired medication will not be administered to students. Parent or guardian is responsible to replace expired medication immediately. Expired medication that has not been picked up by parent or guardian within 2 (two) weeks of notification will be discarded.

19. Discontinued medication that has not been picked up by parent or guardian within 2 (two) weeks will be discarded.

20. Left over medication that has not been picked up by parent or guardian at the end of the school year will be discarded.

21. School personnel will dispose of medication according to the U. S. Food and Drug Administration guidelines for drug disposal.

Adopted: June 13, 2005
Revised: July 9, 2007; July 13, 2009; August 13, 2012 (administratively); August 12, 2013

PRINCE GEORGE COUNTY PUBLIC SCHOOLS
TOPIC: Approval of School Crisis, Emergency Management, and Medical Emergency Response Plan and School Safety Audit

RATIONALE: During the 2007 Session of the General Assembly, amendments were made to Va. Code § 22.1-279.8 that requires all local school boards to annually review the written school crisis, emergency management, and medical emergency response plans of each school it supervises. After review by the School Board, the Superintendent must certify completion of the review to the Virginia Center for School Safety (VCSS) no later than August 31 of each year.

A Crisis Management Team was formed within the school division in 2017 and a standard template was created for all schools (elementary and secondary) to follow the same guidelines. Attached is a copy of the L.L. Beazley Elementary School plan. Except for staff changes and individual school locations for command posts, on-site regular/alternate loading/unloading bus areas and off-site emergency staging areas, all elementary and secondary guidelines shall be the same template.

Certification of School Board approval is due by August 31, 2020.

RECOMMENDATION: Approve the division’s School Crisis, Emergency Management, and Medical Emergency Response Plan and School Safety Audit as presented.
X. DISCUSSION ITEM

A. Prince George Alliance Education Foundation (PGAEF)
   Draft By-Laws – Lisa Pennycuff

(NOT AVAILABLE AT TIME OF DISTRIBUTION)