
SECTION E: Support Services

EA	Support Services
EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBA	Buildings and Grounds Inspection
EBAA	Reporting of Hazards
EBAB	Possible Exposure to Viral Infections
EBB	Threat Assessment Teams
EBBA	First Aid/CPR Certified Personnel
EBBB	Personnel Training-Viral Infections
EBCB	Fire Drills
EBCB-R	Elevator Regulations
EBCD	School Closings
EC	Buildings and Grounds Management and Maintenance
ECA	Inventory and Reporting of Loss or Damage
ECAB	Vandalism
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation Services
EEA-R	Student Transportation Services
EEAB	School Bus Scheduling and Routing
EEAC	School Bus Safety Program
EEAD	Special Use of School Buses

SECTION E: Support Services

EF	Food Service Management
EFB	Free and Reduced Price Food Services
EFD	Food Sanitation Program
EGAA	Reproduction of Copyrighted Materials
EI	Insurance Management
ET	Educational Technology Foundations and Public School Foundations (Optional)

SUPPORT SERVICES

The non-instructional operations of the school division are an important component of the educational process and support the instructional program.

The Prince George School Board provides support services necessary for the efficient and cost-effective operation of its schools.

Adopted: June 13, 2005

Revised: July 13, 2009; August 12, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-79(3), 22.1-253.13:2.

Cross Refs.:	EBA	Buildings and Grounds Inspection
	EC	Buildings and Grounds Management and Maintenance

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SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLAN

Each school will develop a written school crisis, emergency management and medical emergency response plan as defined below. The School Board will annually review each school's plan and will provide copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official, and the emergency management official of the locality. The Department of Education and the Virginia Center for School and Campus Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates the Superintendent or Assistant Superintendent of Personnel/Finance/Operations as emergency manager.

Each school will annually conduct school safety audits as defined below. The results of such school safety audits will be made public within 90 days of completion. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or his designee. Each school will maintain a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and will make a copy of such report available for review upon written request.

Each school shall submit a copy of its school safety audit to the superintendent. The superintendent shall collate and submit all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center for School and Campus Safety and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits.

The superintendent will establish a school safety audit committee to include, if available, representatives of parents, teachers, local law-enforcement, emergency services agencies, local community services boards, and judicial and public safety personnel. The school safety audit committee will review the completed school safety audits and submit any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power,

water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both.

“School safety audit” means a written assessment of the safety conditions in each public school to (1) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (2) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses will include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board’s standards for student conduct.

Each school will maintain records of regular safety, health and fire inspections that have been conducted and certified by local health and fire departments. The frequency of such inspections will be determined by the local school board in consultation with the local health and fire departments. In addition, the school administration will:

1. equip all exit doors with panic hardware as required by the Uniform Statewide Building Code; and
2. conduct fire drills at least once a week during the first month of school and at least once each month for the remainder of the school term. No fire drills will be conducted during periods of mandatory testing required by the Board of Education. Evacuation routes for students shall be posted in each room. At least one simulated lockdown and crisis emergency evacuation activity should be conducted early in the school year.

Each school will have contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration will ensure that the school has:

1. written procedures to follow in emergencies such as fire, injury, illness, and violent or threatening behavior. The plan will be outlined in the student handbook and discussed with staff and students during the first week of each school year;
2. space for the proper care of students who become ill;
3. a written procedure for responding to violent, disruptive or illegal activities by students on school property or during a school sponsored activity; and
4. written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Adopted: June 13, 2005

Revised: August 14, 2006; July 9, 2007; July 13, 2009; August 13, 2013;
September 8, 2014 (administratively)

Legal Refs: Code of Virginia, 1950, as amended, §§ 2.2-3705.2, 22.1-279.8.

Acts 2006, c. 164.

8 VAC 20-131-260.

Cross Refs.:

CLA	Reporting Acts of Violence and Substance Abuse
EBAA	Reporting of Hazards
EBBA	First Aid/CPR Certified Personnel
EBCB	Safety Drills
EEAB	School Bus Scheduling and Routing
GBEB	Staff Weapons in School
JFC	Student Conduct
JFC-R	Standards of Student Conduct
JFCD	Weapons in School
JFCE	Gang Activity or Association
JHCD	Administering Medicines to Students
JHH	Suicide Prevention
KK	School Visitors

BUILDINGS AND GROUNDS INSPECTION

The School Board is responsible for the maintenance of the property of the school division. In order to fulfill this responsibility, the School Board will cause the schools to be inspected at reasonably frequent intervals. Inspections required by law will be performed as required by law.

Adopted: June 13, 2005

Revised: July 13, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-1165, 22.1-79(3).

8 VAC 20-131-260.

REPORTING OF HAZARDS

Any employee who discovers a dangerous condition should report the condition immediately to the employee's supervisor, the superintendent or the superintendent's designee.

The superintendent shall name a designee to evaluate and label toxicity of all art materials used in the division in accordance with criteria established by the Virginia Department of Education. All materials which meet the criteria as toxic shall be so labeled. Such materials are not used in kindergarten through grade 5.

Adopted: June 13, 2005
Revised: July 13, 2009; May 12, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1.

8 VAC 20-530-10 et seq.

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ACCIDENT PREVENTION, SAFETY PROCEDURES AND ACCIDENT REPORTS

Students shall be supervised at all reasonable times and all reasonable caution shall be taken that all equipment, facilities, and grounds are as free as possible from hazardous conditions. A primary consideration in all student activities and classes shall be the safety of students. The Code of Virginia with respect to student safety shall be implemented with great care.

Protective Eye Devices

Every student and teacher shall wear industrial quality eye protective devices at all times while participating in the following courses:

1. Vocational or individual arts shops including experiences with:
 - a. Hot molten metals
 - b. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials
 - d. Gas or electric arc welding
 - e. Repair of any vehicle
 - f. Caustic or explosive materials.

2. Chemical or combined chemical-physical laboratories including caustic or explosive chemicals or hot liquids or solids.

Staff Accidents

Any staff injury, regardless of its severity, should be reported and forms completed as soon as possible. Since many medical problems develop long after an accident, which may seem insignificant at the time, staff members are encouraged to report accidents to the building principal.

Student Accidents

Other than typical injuries (i.e. scraped knees), student accidents at school will be reported. Also, students who come to school with a notable injury should be documented. Forms for either school accident or noted injuries should be kept on file in the school office.

Adopted: June 13, 2005

Legal Refs: Code of Virginia, Section 22.1-275

POSSIBLE EXPOSURE TO VIRAL INFECTIONS

Upon notification by a School Board employee who believes he/she has been involved in a possible exposure-prone incident which may have exposed the employee to the blood or body fluids of a student, the superintendent shall contact the local health director who, upon immediate investigation of the incident, shall determine if a potentially harmful exposure has occurred and make recommendations based upon all information available to him/her, regarding how the employee can reduce any risks from such exposure.

The superintendent shall share these recommendations with the School Board employee.

The superintendent and the School Board employee shall not divulge any information provided by the local health director regarding the student involved except as described below. The information provided by the local health director shall be subject to any applicable confidentiality requirements set forth in Va. Code § 32.1-35.

Whenever any School Board employee is directly exposed to body fluids of any person in a manner which may, according to the current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the person whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. Such person shall also be deemed to have consented to the release of such test results to the School Board employee who was exposed. If the person whose blood specimen is sought for testing is a minor, the parent, guardian or person standing in loco parentis of such minor shall be notified prior to initiating such testing. In other than emergency situations, it shall be the responsibility of the School Board employee to inform the person of this provision prior to the contact that creates a risk of such exposure.

If the person whose blood specimen is sought for testing is a minor, and that minor refuses to provide such specimen, consent for obtaining such specimen shall be obtained from the parent, guardian, or person standing in loco parentis of such minor prior to initiating such testing. If the parent or guardian or person standing in loco parentis withholds such consent, or is not reasonably available, the person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person may petition the juvenile and domestic relations district court in the county or city where the minor resides or resided or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the minor to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy.

Whenever any person is directly exposed to the body fluids of a School Board employee in a manner that may, according to the then current guidelines of the Centers for Disease Control and Prevention, transmit human immunodeficiency virus or hepatitis B or C viruses, the School Board employee whose body fluids were involved in the exposure shall be deemed to have consented to testing for infection with human immunodeficiency virus or hepatitis B or C viruses. The School Board employee shall also be deemed to have consented to the release of such test results to the person.

Except if the person to be tested is a minor, if the person whose blood specimen is sought for testing refuses to provide such specimen, any person potentially exposed to the human immunodeficiency virus or hepatitis B or C viruses, or the employer of such person, may petition the general district court of the county or city in which the person whose specimen is sought resides or resided, or, in the case of a nonresident, the county or city where the School Board has its principal office, for an order requiring the person to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this section. At any hearing before the court, the person whose specimen is sought or his counsel may appear. The court shall be advised by the State Health Commissioner or his designee prior to entering any testing order. If a testing order is issued, both the petitioner and the person from whom the blood specimen is sought shall receive counseling and opportunity for face-to-face disclosure of any test results by a licensed practitioner or trained counselor.

Adopted: June 13, 2005

Revised: August 11, 2008; May 12, 2014; July 13, 2015

Legal Ref: Code of Virginia, 1950 as amended, §§ 22.1-271.3, 32.1-45.1.

Cross Refs:	EBBB	Personnel Training-Viral Infections
	GBE	Staff Health
	JHCC	Communicable Diseases
	JHCCA	Blood-Borne Contagious or Infectious Diseases

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BLOODBORNE PATHOGENS EXPOSURE INCIDENT REPORT

In accordance with the Code of Virginia, Prince George County School Board Policy EBAB and Crater Health District, school employees who have been exposed to blood or body fluids should immediately be referred to a physician for evaluation and follow-up.

The employee's supervisor or principal must report the incident by telephone to the Superintendent or designee and Health Services Coordinator at the time of the occurrence or at the time the incident is communicated by the employee, whichever occurs first.

This form must be completed and submitted to the principal **prior** to physician evaluation. Complete **all** items that apply. The completed form must accompany the employee to the physician's office. **All information is considered confidential.**

School _____ Principal _____

Address _____

School Nurse _____ Phone # _____

Date of Exposure _____ Time of Exposure _____ am/pm

Date Employee Notified School Official _____

Name of Student or Source Individual _____ Grade _____

Series Date of Birth _____

Hepatitis B Vaccine
 yes no

Phone # () _____

Name of Parent/Guardian _____

Date of Vaccine Series
#1 _____ #2 _____ #3 _____

Home Phone # _____ Work # _____

Date Parent/Guardian Notified _____

HIV Status
 Known Unknown

Employee Name _____

Hepatitis B Vaccine Series
 yes no

Date of Birth _____

Date of Vaccine Series

#1 _____ #2 _____ #3 _____

Phone # Home () _____ Work # _____

HIV Status

Occupation _____

Known Unknown

EXPOSURE AND FIRST AID INFORMATION

▪ **TYPE OF EXPOSURE**

- needle stick human bite open wound, cut, or abrasion
- splash draining lesion blood rash semen
- vaginal secretions other

If other, please describe

▪ **SITE OF EXPOSURE**

- mouth neck eye hands other

If other, please describe

▪ **LENGTH OF EXPOSURE**

- 0-5 minutes 6-10 minutes 11-30 minutes
- 31-45 minutes greater than 46 minutes

▪ **AMOUNT OF EXPOSURE**

- 5cc or less 6-10 cc 11-25cc 26-40 cc
- greater than 40 cc profuse bleeding

Brief description of the employee exposure incident _____

Was there a witness to the exposure incident? Yes No

If yes, list name, address, phone number of witness _____

▪ **IMMEDIATE FIRST AID TREATMENT OR CLEANING PROCEDURE**

Did school employee become exposed while performing first aid treatment, or attempting to clean up blood or body fluids? Yes No

If yes, please describe _____

Did school employee wear gloves while performing first aid treatment/cleaning?
 Yes No

Did school employee wear glasses or have eye protection while performing first aid treatment/cleaning? Yes No

Did school employee have visible cuts, abrasions, rashes, or lesions on hands or arms? Yes No

If yes, please describe _____

TO BE COMPLETED BY EVALUATING PHYSICIAN:

Name of Employee to be Evaluated:

Date of Evaluation/Consultation:

Did the employee have an exposure incident?

Is hepatitis B vaccine indicated for employee?

If yes, has the employee received such vaccine as a result of your recommendation?

Date vaccine administered:

Does source individual's blood need to be tested?

If yes, please specify laboratory tests:

Additional comments:

I, _____ (name of physician or nurse practitioner) am licensed by the Board of Medicine and therefore am qualified to evaluate employee _____ (name of employee) for an exposure incident. I have informed the employee of the results of the medical evaluation. The employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment. Any applicable laboratory tests will be conducted by an accredited laboratory.

Physician Name:

Practice Name:

Address:

Phone Number:

Physician Signature: _____ Date: _____

**RETURN THIS FORM
WITHIN 15 DAYS OF COMPLETION OF THE EVALUATION TO:**

**Prince George County School Board
Department of Human Resources
6410 Courts Drive
Prince George, VA 23875
Phone (804) 733-2700**

Adopted: June 13, 2005
Revised: August 11, 2008

THREAT ASSESSMENT TEAMS

The superintendent will establish a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams will assess and intervene with individuals whose behavior may pose a threat to the safety of school staff or students consistent with the model policies developed by the Virginia Center for School and Campus Safety including procedures for referrals to community services boards or health care providers for evaluation or treatment when appropriate.

Each team will include persons with expertise in counseling, instruction, school administration and law enforcement. Each team will

- provide guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identify members of the school community to whom threatening behavior should be reported; and
- implement policies adopted by the School Board.

A principal who has received information that a juvenile is a suspect in or has been charged with certain violations of law pursuant to Va. Code § 16.1-301 may provide such information to a threat assessment team. No member of a threat assessment team may disclose any such information or use such information for any purpose other than evaluating threats to students and school personnel.

Upon a preliminary determination that a student poses a threat of violence or physical harm to self or others, a threat assessment team shall immediately report its determination to the superintendent or superintendent's designee. The superintendent or superintendent's designee shall immediately attempt to notify the student's parent or legal guardian. Nothing in this policy precludes school division personnel from acting immediately to address an imminent threat.

Upon a preliminary determination by the threat assessment team that an individual poses a threat of violence to self or others or exhibits significantly disruptive behavior or need for assistance, a threat assessment team may obtain criminal history record information, as provided in Va. Code §§ [19.2-389](#) and [19.2-389.1](#), and health records, as provided in Va. Code § [32.1-127.1:03](#). No member of a threat assessment team shall redisclose any criminal history record information or health information obtained pursuant to this policy or otherwise use any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team will report quantitative data on its activities according to guidance developed by the Department of Criminal Justice Services.

The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a committee is established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

Adopted: August 13, 2012
Revised: August 11, 2014; July 11, 2016

Legal Refs.: Code of Virginia, 1950, as amended, §§ 16.1-301, 22.1-79.4.

Cross Refs.:	CLA	Reporting Acts of Violence and Substance Abuse
	EB	School Crisis, Emergency Management and Medical Emergency Response Plan
	JFC	Student Conduct
	JFCD	Weapons in School
	JFC-R	Standards of Student Conduct
	JFCI	Substance Abuse-Student Assistance Program
	JGD/JGE	Student Suspension/Expulsion
	JDGA	Disciplining Students with Disabilities
	JFCE	Gang Activity or Association
	JFCC	Student Conduct on School Buses
	JHH	Suicide Prevention
	JM	Restraint and Seclusion of Students
	JO	Student Records
	KNAJ	Relations with Law Enforcement Authorities

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EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

In school buildings with an instructional and administrative staff of ten or more, there shall be at least three employees who have current certification or training in emergency first aid, cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED). If one or more students diagnosed as having diabetes attend such school, there shall be at least two employees who have been trained in the administration of insulin and glucagon.

In school buildings with an instructional and administrative staff of fewer than ten, there shall be at least two employees who have current certification or training in emergency first aid, CPR and the use of an AED. If one or more students diagnosed as having diabetes attend such school, there shall be at least one employee who has been trained in the administration of insulin and glucagon.

When a registered nurse, nurse practitioner, physician or physician assistant is present, no employee who is not a registered nurse, nurse practitioner, physician or physician assistant shall assist with the administration of insulin or administer glucagon. Prescriber authorization and parental consent shall be obtained for any employee who is not a registered nurse, nurse practitioner, physician or physician assistant to assist with the administration of insulin and administer glucagon.

Adopted: June 13, 2005

Revised: July 13, 20009; August 13, 2012; August 12, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-274, 22.1-274.4.

Cross Ref.: EB School Crisis, Emergency Management, and Medical
Emergency Response Plan
JHCD Administering Medicines to Students

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HEALTH SERVICES POLICY

An effective school health service program requires the close cooperation of physicians, dentists, nurses, school administrators, teachers, parents, and others regarding procedures for appraising the health status of the student and for protecting, improving, and maintaining the health of students and school personnel. This is accomplished through health and dental examinations; daily observations and inspections; and vision, hearing, and other tests which can be conducted (in many cases) by the teacher or school nurse.

The school health service program should provide information to parents concerning defects found in students, a follow-up program to insure correction of remediable defects, care of emergencies resulting from sickness or injury, and the prevention and control of communicable diseases.

The teacher should be constantly alert to the physical condition of the students. Those who appear to be ill should be referred to the school clinic. Prince George County Schools are not set up to administer first aid for a long period of time or to supervise a child who is sick all day. The parents or guardians of the child should be notified at once and requested to arrange for transporting the child home.

Accidents in any part of the school area should be given immediate attention and a full and complete report should be given to the principal as soon as possible. In emergency cases the Prince George County Rescue Squad should be called. It is important for each school to have a record of the doctor to be called in the event of an emergency. It is equally important that the school have a record of who to call in the event the parent cannot be reached.

School nurses are employed by the School Board to serve nine schools in the county. The nurses are on-call at any time through the school board office to give assistance to teachers and administrators. Routine duties of the nurse at other times include physical examinations, inspections, screening, consultation with parents, emergencies, follow-up with physicians, classroom presentation, etc.

Adopted: June 13, 2005

PERSONNEL TRAINING-VIRAL INFECTIONS

All school personnel having direct contact with students shall receive appropriate training in the etiology, prevention, transmission modes, and effects of blood-borne pathogens, specifically, hepatitis B and human immunodeficiency viruses or any other infections that are the subject of regulations promulgated by the Safety and Health Codes Board of the Virginia Occupational Safety and Health Program within the Department of Labor and Industry.

Adopted: June 13, 2005

Revised: August 11, 2008; June 29, 2017

Legal Ref: Code of Virginia, § 22.1-271.3.

Cross Refs:	EBAB	Reporting of Possible Exposure to Viral Infections
	JHCC	Communicable Diseases
	JHCCA	Blood-Borne Contagious or Infectious Diseases

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SAFETY DRILLS

Fire Drills

Each school shall conduct a fire drill at least once every week during the first twenty (20) school days of each session and at least one fire drill each month for the remainder of the current school year. No fire drills shall be conducted during periods of mandatory testing required by the Board of Education.

Each school shall comply with the laws regarding fire drills as enacted by the General Assembly. Specific instructions shall be formulated so that every person in the building knows how to evacuate the building by the most expedient route.

The School Board shall ensure that Prince George County Public School facilities are made accessible to persons with disabilities in accordance with all applicable state and federal laws. See regulations attached.

School Bus Emergency Drills

Each school having school buses shall hold a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Bomb Threats

1. All threats shall be taken as serious.
2. The school shall be evacuated following fire drill procedure.
3. The police and fire departments shall be called for inspection and the Superintendent's office shall be notified. Students may be returned to the building upon the "All Clear" signal by the administrator of the building.
4. On the back of the form, the principal shall record the time the students returned to classes and other significant data.

Lock-Down Drills

Each school shall conduct at least two lock-down drills during the first 20 days of the current school session and two additional lock-down drills during the remainder of the school year. One drill shall be conducted in September and one drill shall be conducted in January of each school year.

Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

Tornado Drills

There shall be at least one tornado drill every school year in every school, in order that pupils may be thoroughly practiced in such drills.

Other Emergency Drills

Each school shall have a crisis plan for emergency evacuations.

Adopted: June 13, 2005

Revised: August 14, 2006; July 11, 2011 (administratively); August 12, 2013;
July 11, 2016; September 12, 2016

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2.

Acts 2006, c. 164.

Cross Refs.: EB School Crisis, Emergency Management and Medical Emergency
Response Plan
EBCB-R Elevator Regulations

ELEVATOR REGULATIONS

General

The School Board shall ensure that Prince George County Public School facilities are made accessible to persons with disabilities in accordance with all applicable state and federal laws.

New Facilities

Plan for new buildings, renovations, and/or alterations of existing buildings will offer such designs and accommodations as to make the newly constructed buildings and renovated or altered areas accessible to persons with disabilities. The School Board shall require that construction plans for new buildings and renovations or alterations to existing buildings meet accessibility standards as required by applicable law.

Elevators and Lifts

The School Board of Prince George County supports the view that persons with disabilities have equal access to all programs, services, and activities within Prince George County Public Schools. To that end, elevators and lifts within school buildings have been constructed to facilitate that goal. The following policy is applicable to all schools having elevators and lifts.

1. Elevators and lifts are to be fully operable and unlocked during normal hours of operation of the facility and during all public functions.
2. (Applicable to Elevators Only) Where warranted by documented incidents of abuse as related to the use of the elevator, the school principal has discretion to implement a system for use of the elevator with a key, which is to be readily accessible whenever the building is in use. The division superintendent or designee shall establish procedures for the use of keys to access elevators with a Prince George County School Building.
3. Prince George County Public Schools is committed to repairing any deficiencies related to elevators/lifts, including equipment malfunctions expeditiously. Whenever the elevator/lift within the school is inoperable, the school shall have alternative measures in place to ensure that access to services, programs and activities is not interrupted.

Adopted: July 11, 2011 (administratively)

Legal Ref.: Code of Virginia, 1950, as amended, §22.1-79(7); Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.; Americans with Disabilities Act of 1990, 42 U.S.C. § 12101, et seq.

HANDBOOK ONLY:

Students may only use the elevator with the permission of an administrator given for reasons such as when a student is on crutches or in a wheelchair. A doctor's note may be requested.

SCHOOL CLOSINGS

The superintendent or his/her designee may order the closing, the delay in opening or the early dismissal of any or all schools in order to protect the safety and welfare of the students and staff.

Unless employees are notified that their work schedule is changed because of adverse weather or emergency conditions, it is expected that all employees will work according to the terms of their contract and division policy.

During adverse weather or emergency conditions, however, employees will follow guidelines related to work schedules. The guidelines may be reviewed by the School Board.

Adopted: June 13, 2005

Revised: July 13, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-98.

Cross Refs.: GAA Staff Time Schedules

EMERGENCY CLOSINGS PROCEDURE

Extreme weather conditions or an epidemic can justify emergency school closings. The decision for closing schools is the superintendent's after consulting weather bureau officials, local and state police, the county health department and other authorities. As soon as the division superintendent makes the decision, he will notify local radio and television stations. The decision to close schools in inclement weather is generally not made until early morning in order that all available information and facts may be considered.

If schools are to be closed, the area radio stations WRVA, WRVQ, WKHK, WRXL, WCVE, and WBTJ, television stations WWBT TV Channel 12, WTVR TV Channel 6 and WRIC TV Channel 8, and police departments are notified immediately and carry frequent spot announcements to this effect. Information can also be found on the school system web site (<http://pgs.k12.va.us>) and by calling the school system information phone line at 733-2605.

Should it become necessary to close schools during the day for any of the above-named emergencies, principals and radio and television stations will be notified.

On occasion schools may be operated on a delayed schedule. The division superintendent has the authority to open schools either one or two hours later than the regular starting time. This means that school buses will run their routes and individual schools will start the school day one or two hours late. Radio and TV stations will be notified and requested to make announcements of delayed openings. Schools will close at the regular time on a delayed opening day unless there is need for an early closing.

Teachers are expected to arrive at school just as they would on a regular working day.

Adopted: June 13, 2005

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

The superintendent will have the general responsibility for the care, custody, and safekeeping of all school property. The principal of each school will be responsible for the operation, supervision, care, and maintenance of the school plant.

The school division shall maintain documentation of any pesticide application that includes the target pest, the formulation applied, and the specific location of the application.

Adopted: June 13, 2005

Revised: July 13, 2009; August 9, 2010; August 11, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-79(3), 22.1-132.2, 22.1-293.D.

Cross Refs.:	CF	School Building Administration
	EA	Support Services
	EBA	Buildings and Grounds Inspection
	FE	Playground Equipment
	IIBEA-R/ GAB-R	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises
	KJ	Advertising in the Schools
	KL	Public Complaints
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships

INVENTORY AND REPORTING OF LOSS OR DAMAGE

I. Inventories

The superintendent shall devise an adequate system of inventory of school property to identify items for the purpose of insurance and to control the loss of property.

The inventory shall include, but not be limited to the following: buildings, movable equipment, vehicles and all other items of significant value. Each school shall keep a complete inventory of all equipment, listing make, source, date of purchase, model, serial number, and other identifying data.

II. Reporting Losses

All loss of or damage to school property shall be promptly reported to the superintendent.

Adopted: June 13, 2005
Revised: July 13, 2009; May 12, 2014

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

Cross Refs.:	EC	Buildings and Grounds Management and Maintenance
	ECAB	Vandalism
	EI	Insurance Management
	JFC-R	Standards of Student Conduct

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VANDALISM

The School Board urges staff, students and the public to cooperate in the reduction of vandalism by reporting incidents of vandalism and the name of any person(s) believed to be responsible.

The School Board may institute action and recover from the parents or either of them of any minor living with such parents or either of them full restitution for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

In addition, a student who damages or destroys public property will be subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted: June 13, 2005

Revised: August 11, 2008; July 13, 2009; May 12, 2014 (administratively)

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1-253.13:7.C.3.

Cross Refs.: ECA Inventory and Reporting of Loss or Damage
 IIBEA/GAB Acceptable Computer System Use
 JFC-R Standards of Student Conduct

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulation shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Adopted: June 13, 2005

Revised: July 13, 2009; May 12, 2014; August 11, 2014

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132.

Cross Refs.: DN Disposal of Surplus Items
GBEC/JFCH Tobacco-Free School for Staff and Students
IIBEA/GAB Acceptable Computer System Use
KF Distribution of Information/Materials
KG Community Use of School Facilities
KGA Sales and Solicitations in Schools
KGC Use of Tobacco and Electronic Cigarettes on School Premises

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AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

Equipment assigned to schools will not be loaned, rented, or used for non-school purposes.

Equipment issued through the library media centers and office of technology will be issued for school use and used only under the supervision of school personnel.

Exceptions to the above will be at the discretion of the superintendent or his designee*. The use shall be on the further condition that the property shall be returned in as good condition as when released, normal wear and tear excepted.

Faculty members will be held responsible in the event of loss of, or damages to, equipment borrowed from library media centers if they are taken from school grounds. In any case of borrowing equipment the principal and the media specialist should approve and proper records should be kept. School Board insurance is not available to cover losses incurred from nonschool related use of equipment.

Equipment stolen while in a teacher's possession will be reported immediately. If the item is not reported, the teacher will be held responsible.

*Designee at the School Board level means an assistant superintendent. Designee at the school level means principal in an individual school.

Adopted: June 13, 2005

STUDENT TRANSPORTATION SERVICES

The School Board provides for the transportation of students as required by state and federal laws and regulations.

The superintendent collaborates with the local social services agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged and funded for the duration of time in foster care. The procedures ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with 42 U.S. C. § 675(4)(A).

Students may be suspended from using school transportation services for violations of the Student Code of Conduct or when the student endangers the health, safety or welfare of other riders. In such cases the parent or guardian is responsible for transporting the student to school.

Adopted: June 13, 2005

Revised: July 13, 2009; May14, 2014; October 9, 2017

Legal Ref.: 20 U.S.C. § 6312.

Code of Virginia, §§ 22.1-78, 22.1-176, 22.1-221, 22.1-254.

Cross Refs.:	EEAB	School Bus Scheduling and Routing
	EEAC	School Bus Safety Program
	IICA	Field Trips
	JCA	Transfer Requests by Student Victims of Crime
	JEC-R	School Admission
	JECA	Admission of Homeless Children
	JECB (Opt. 1)	Admission of Nonpublic Students for Part-Time Enrollment
	JEG	Exclusions and Exemptions from School Attendance
	JFCC	Student Conduct on School Buses
	JFC-R	Standards of Student Conduct
	LC-E	Charter School Application Addendum

STUDENT TRANSPORTATION SERVICES

During the Best Interest Determination meeting, the Prince George Department of Social Services and the Prince George School Division will determine whether it is in the best interest of the student in foster care be placed in Prince George County Schools or remain in their school of origin. If it is determined that it is the best interest of the foster care student to remain in the school of origin, how the student will be transported to the school of origin will be determined during the Best Interest Determination meeting. If it is determined that the Prince George school division is the most appropriate provider for transportation services, the LCSW Director and the Assistant Superintendent for Operations, Maintenance and Administration will develop a plan for transporting the student. The plan would include the cost for providing transportation and a schedule for reimbursing the school division the cost.

When a student entering or is in foster care has an IEP that requires “specialized” transportation to the current school, such transportation costs are paid by the school division responsible for FAPE.

Adopted: October 9, 2017

SCHOOL BUS SCHEDULING AND ROUTING

The operation of school buses is scheduled to maximize safety and efficiency.

School bus routes, school sites, and safety of students at designated school bus stops are reviewed at least once each year and as changes occur. Routes are reviewed for safety hazards, fuel conservation, and to assure the most efficient use of buses. School administrators shall evaluate the safety of pupils at bus stops periodically and shall, at the request of the School Board, report the results annually to the School Board.

A written vehicular and pedestrian traffic control plan for each school shall be reviewed annually for safety hazards. All new school site plans shall include provisions that promote vehicular and pedestrian safety.

Adopted: June 13, 2005

Revised: May 13, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78.

8 VAC 20-70-150.

8 VAC 20-70-160.

Cross Ref.: EB School Crisis, Emergency Management, and Medical
Emergency Response Plan

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SCHOOL BUSES TRAVELING PRIVATE ROADS

Prince George County Schools limits bus service to roads maintained by the Virginia Department of Transportation (VDOT), unless otherwise provided.

Buses traveling private roads that were in effect on or before July 10, 2006, will continue to have a route assigned to such road. After July 10, 2006, no bus routes will be established for any additional private roads. Once a private road is deleted services will not be reinstated. If services are no longer required on a private road due to no riders, that road too will be deleted.

For a bus route on a private road, the following criteria must be met:

- (1) minimally, roads must be gravel and maintained to provide appropriate vehicular travel with proper turn-a-rounds;
- (2) all property owners or homeowners association must agree to bus traveling private road and execute a release by which the School Board is free of liability for any road damage caused by the school bus;*
- (3) roads shall be reviewed for safety hazards, fuel conservation, and to assure maximum use of buses on an annual basis; and
- (4) all roads have to be at least 2/10 of a mile to extend a bus route.

The superintendent or designee reserves the right to not drive routes on private roads during inclement weather, or when roads have not been cleared of ice, snow, or debris.

*Effective with the adoption of this regulation, it is the responsibility of homeowners requesting buses travel private roads to secure approval of all property owners and release of liability. This information shall be submitted to the Director of Transportation two weeks before the start of the school year or services will be deleted.

Adopted: June 13, 2005
Revised: July 10, 2006; November 2, 2006 (Administratively)

Cross Refs: File EEAB-E, School Buses Traveling Private Roads, as of July 10, 2006

Waiver and Hold Harmless Agreement

In consideration of the agreement by the School Board to provide regular school bus service to the residents

on _____,
route number or street name

or

of _____,
the subdivision or trailer park

the residents agree as follows:

(1) Waive and release any and all claims it may now have, or which may arise hereafter, as a result of the use of the streets/roads, listed above, by school buses or other service vehicles, including without limitation any claims for damages to any such roads/streets caused by school buses or the operation thereof, whether or not arising from the negligence of the School Board, or its agents or employees.

(2) Nothing in the agreement shall be construed to place any obligation on the School Board to maintain any of the streets/roads at state acceptance standards, or to obtain the acceptance of any of the streets/roads by VDOT for public maintenance, or to bear any cost in connection therewith.

This agreement shall automatically cease and be of no further effect upon the completion of the conveyance of all streets/roads to VDOT for public maintenance.

Date

Director of Transportation

Date

Property Owner/ Association President

Date

Property Owner

Date	Property Owner
Date	Property Owner
Date	Property Owner
Date	Property Owner
Date	Property Owner
Date	Property Owner
Date	Property Owner
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Date	Property Owner
Date	Property Owner

SCHOOL BUSES TRAVELING PRIVATE ROADS

As of July 10, 2006

Barbara Ct.
Barbara Ln.
Branielle Lane
Clipperton Drive
Continental Forest
James Crest
Larchwood Drive
Lindberg Drive/Lindberg Court
Linden Lane
Mill Creek
Mourning Dove Ln.
Providence Woods Ln.
Sandhurst Dr.
Scottsdale Way
Woodcroft Drive
Woodhaven Lane
Deer Run
Tradewinds

Trailer Parks

Beaver Castle
Bexley
Country Aire
Hill's
Hillside
Manning
Oakshades
Pine Ridge
Red Hill
Riverdale
Whispering Winds

SCHOOL BUS SAFETY PROGRAM

All buses and other vehicles owned and operated by the school division are inspected for safety in accordance with the regulations prescribed by the Department of Education.

All accidents, regardless of the amount of damage involved, are reported to the transportation supervisor.

Crashes involving school buses resulting in property damage of \$1,500 or more or personal injury are reported to the Virginia Department of Education at least once per month. The superintendent or superintendent's designee notifies the Virginia Department of Education of any school bus crash involving serious injuries, requiring professional medical treatment, or death within the next working day after the crash.

No person uses any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this policy prohibits the use of two-way radio devices or wireless telecommunications devices that are used hands free to allow live communication between the driver and school or public safety officials.

Adopted: June 13, 2005

Revised: August 11, 2008; July 13, 2009; May 13, 2013; June 29, 2017

Legal Refs.: Code of Virginia, 1950, as amended, § 46.2-919.1.

8 VAC 20-70-130.

8 VAC 20-70-140.

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SPECIAL USE OF SCHOOL BUSES

The use of school buses for purposes other than transporting children to and from school for the regular school hours and for extracurricular activities is permitted with prior approval of the superintendent and in accordance with regulations pertaining to field trips.

In addition, the School Board may enter into agreements with its appropriating body, or any state agency or any federal agency established or identified pursuant 42 U.S.C. § 3001 et seq. providing for the use of the school buses of the division by such body or agency for public purposes, including transportation for the elderly. Each such agreement shall provide for reimbursing the school board in full for the proportionate share of any and all costs, both fixed and variable, of such buses incurred by such school board attributable to the use of such buses pursuant to such agreement. The appropriating body, or state or federal agency, shall indemnify and hold harmless the school board from any and all liability of the school board by virtue of use of such buses pursuant to an agreement.

Adopted: June 13, 2005

Revised: July 13, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-176, 22.1-182.

Cross Ref.: IICA Field Trips

FOOD SERVICE MANAGEMENT

The superintendent is authorized to develop and implement an efficient and effective food services system for the students and employees of the school division. From time to time the superintendent shall report to the School Board on the financial status of the division's food service operations.

Adopted: June 13, 2005
Revised: July 13, 2009; May 12, 2014

Legal Refs.: 42 U.S.C. § 1751 et seq.

Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, 22.1-89.1, 22.1-115.

8 VAC 20-290-10.

Cross Refs.: DI Financial Accounting and Reporting
 EFB Free and Reduced Price Food Services
 JHCF Student Wellness

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FREE AND REDUCED PRICE FOOD SERVICES

The Prince George school division provides free and reduced-price breakfasts, lunches to students per the terms of the National School Lunch Breakfast Program.

School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Prince George public schools.

The division's policy with regard to situations in which a student who is eligible for a reduced-price meal does not have money on account or in hand to cover the portion of the cost of the meal at the time of service is stated in Policy JHCH School Meals and Snacks. Policy JHCH School Meals and Snacks is delivered to all households at the start of the school year and to households that transfer into the school division during the school year.

The students who participate in the free or reduced-cost meals are not overtly identified, distinguished or served differently than other students.

Adopted: June 13, 2005

Revised: October 8, 2007; August 11, 2008; July 13, 2009; December 8, 2014
(administratively); June 29, 2017

Legal Refs.: 42 U.S.C. §§ 1758, 1772 and 1773.

7 C.F.R. §§ 210.9, 220.20, 245.5, 245.8.

Code of Virginia, 1950, as amended, § 22.1-207.3.

8 VAC 20-290-10.

Cross Refs: JHCF Student Wellness
 JHCH School Meals and Snacks

FOOD SANITATION PROGRAM

The personnel and the facilities used for food services in the school division are subject to state laws regulating restaurants and other food establishments. School dining facilities are also governed by regulations promulgated by the State Board of Health.

Adopted: June 13, 2005

Revised: July 9, 2007; July 13, 2009

Legal Ref.: Code of Virginia, 1950, as amended, § 35.1-1.

12 VAC 5-421-10 et seq.

REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

The reproduction and use of copyrighted materials, including computer software, electronic materials, video tapes, compact discs, laser discs and other non-print materials, are controlled by federal law. In general, copyright owners have the exclusive right to use, reproduce and modify their materials. Federal law does provide limited exceptions to this general rule which permit the reproduction and use of copyrighted materials in some circumstances. The superintendent is responsible for promoting an understanding of the applicable law among staff members and students.

The Prince George School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the School Media Specialist who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform his or her duties. At no time is it necessary for a student to violate copyright laws in order to complete any assigned work. For staff members, violation of copyright laws or division requirements may result in discipline up to and including termination of employment. For students, violation of copyright laws or division requirements may result in discipline up to and including suspension or expulsion.

Adopted: June 13, 2005
Revised: August 11, 2008; May 12, 2014

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref: JFC-R Standards of Student Conduct
GAB/IIBEA Acceptable Computer System Use
GCPD Professional Staff Discipline

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REPRODUCTION OF COPYRIGHTED MATERIALS

INTERPRETATION FOR EDUCATORS IN PRINCE GEORGE COUNTY SCHOOLS

Introduction

Teachers and administrators in Prince George County Schools desire to provide students with access to quality materials at the lowest cost possible. This document represents the interpretation of the Copyright Law for Prince George County Schools (classified as a nonprofit educational institution).

Seeking Permission from Publishers to Use Copyrighted Materials

The best option is to plan in advance and to receive written permission from publishers to use copyrighted material. In seeking such permission the request should include:

1. title, author(s) or editor(s), edition number
2. exact amount (pages) of material to be used, preferably including a photocopy of the material involved
3. number of copies to be made
4. description of how material will be used, for what purpose and/or course and frequency of use if for more than one occasion
5. type of duplication (photocopy, ditto, etc.)

Fair Use

The copyright law does provide fair use limits for educators who need to use copyrighted material.

1. **BREVITY TEST:** For POETRY; a copy of a poem if less than 250 words and if printed on no more than two pages or, no more than 250 words if from a longer poem;

For PROSE; any complete story, essay or article under 2,500 words OR excerpts of not more than 1,000 words or 10% of the work; for SPECIAL, SHORTER WORKS, so designated because they contain illustrations (e.g. children's stories) may not be copied in their entirety even though they contain less than 2,500 words. Educators may NOT copy more than two published pages containing no more than 10% of the text.

For ILLUSTRATIONS; no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

2. **SPONTANEITY TEST:** "Inspiration and decision to use the work" must occur so soon prior to classroom use that it would not be feasible for the teacher to write for and receive permission to duplicate the material. The teacher must request the copying and not as directed by an administrator.

3. CUMULATIVE EFFECT TEST: Copies of the material must be for only one course in the school in which copies are made;

No more than one short poem, article, story, essay or two excerpts may be copied from the same author;

No more than three copies from the same collective work or periodical during one class term.

There must not be more than nine instances of such multiple copying for one course during one class term.

I. Photocopying

Single Copy:

Teachers preparing to teach a class may make or request to have made a single copy of:

- a book chapter
- an article from a newspaper or periodical
- a short story, essay, or short poem
- a chart, graph, diagram, cartoon, drawing, or picture from book, periodical, or newspaper.

Multiple Copies:

Teachers desiring to duplicate a copy of a work for EACH student must include a notice of copyright with each copy AND meet the three fair use tests.

Prohibited Copying

Some uses are prohibited regardless of the otherwise permissible copying.

- Educators may not create through photocopying their own anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately.
- Copying must NOT substitute for the purchase of books, periodicals, or reprints. THIS ESPECIALLY APPLIES TO THE DUPLICATION OF "CONSUMABLE" MATERIALS SUCH AS WORKBOOKS, TEST BOOKLETS, AND STANDARDIZED TESTS WHICH MAY NOT BE DUPLICATED.
- The teacher must not duplicate the same item from one term to another.

II. Music

(See also: Audio Visual Materials - Audio and Video Recordings, Digital Media, etc.)

Permissible Copying

- Educators are permitted to make copies of music in an emergency defined as "replace purchased copies which for any reason are not available for an IMMEDIATE performance "AS LONG AS replacement copies are purchased later").
- For academic purposes other than performances, a teacher or researcher may duplicate a single copy of an "entire performable unit (section, movement, aria, etc.)" if that unit is unavailable except in a larger work and if it is out of print, as confirmed by the copyright proprietor. For other nonperformance educational purposes, multiple copies of no more than 10% of the whole work may be made as long as the excerpt does not comprise a performable unit. This multiple copying should not exceed one copy per student.
- Printed copies of purchased music may be edited or simplified EXCEPT alterations or addition of lyrics.
- A single copy of a sound recording of copyrighted music may be made for use in "constructing aural exercises or examinations"--THIS APPLIES TO THE COPYRIGHT OF THE MUSIC ITSELF AND NOT TO ANY COPYRIGHT THAT MAY EXIST IN THE SOUND RECORDING.
- A single copy of a recording of performance(s) by students is permissible for evaluation or rehearsal purpose and may be retained by the teacher or educational institution.

Prohibited Copying

- "To create or replace or substitute for anthologies, compilations or collective works."
- Copying from works intended to be "consumable" such as workbooks, exercises, standardized tests and answer sheets.
- For performance except as above.

Copying by Library Media Staff (print and music)

Copying is to take place ONLY at the specific request of users or other libraries.

Under Section 108 of the Copyrights Act library employees are permitted to make a SINGLE copy of a work as long as the library receives no financial gain, and affixes notice of copyright on all duplicated works.

In addition to the above requirements, the library media center may make copies only under the following conditions:

- It may duplicate in facsimile form a published, copyrighted work that is damaged, deteriorating, lost or stolen if a reasonable effort determines no possibility for replacement.

III. Audio Visual Materials – Audio and Video Recordings, Digital Media, etc.

- Recordings are to be shown to students no more than twice during the 10-day period – the second time for instructional reinforcement only.
- After the 10-day period the recordings may be viewed only by teachers.
- If several teachers request videotaping of the same program, duplicate copies are permitted. (ALL copies are subject to the same restrictions as the original).
- Off-air recordings may not be physically or electronically altered or combined with others to form anthologies, but do not have to be shown in their entirety.
- All copies of the recordings must include the copyright notice on the broadcast program as recorded.
- Schools may not build library collections of videotapes of television programs.
- The Library Media Center may duplicate in facsimile form a published, copyrighted work that is damaged, deteriorating, lost or stolen if a reasonable effort determines no possibility for replacement.

From Public Broadcasting Services

Four public broadcasting services drew up a joint policy statement that allows schools specific videotaping privileges for their production: Public Broadcasting Service, Public Television Library, Great Plains National Instructional Television Library, Agency for Instructional Television. Educators may record broadcasts from these agencies on the following conditions:

- Recordings may be made only by students, faculty or staff members in accredited, nonprofit education institutions.
- May be used only for instruction or educationally related activities in a classroom, laboratory, or auditorium.
- May be used only in the school for which they were made.
- The recordings may be used "only during the seven day period of local ETV and other educational broadcast licensed by the distribution agency, and will be erased or destroyed immediately at the end of the period..."
- ALL REQUESTS FOR TAPING MUST COME DIRECTLY FROM TEACHERS AND MUST BE SHOWN ONLY TO STUDENTS AND FACULTY FOR INSTRUCTIONAL PURPOSES.

Television Broadcasts Taped by Teachers

- At this time there is no specific court ruling or legislation directly addressing this particular activity. The 1984 U.S. Supreme Court Sony

decision affirmed the right of individuals to use videocassette recordings in their homes. This right was upheld primarily on the basis of "private, noncommercial time-shifting in the home." The majority did not address the use of privately taped programs for public performances or for educational purposes.

Videocassette Programs Rented, Purchased or Taped at Home by Teachers

- Programs must be previewed by the classroom teacher and must relate to specific objectives in the classroom program of studies and/or SOL's.
- Programs may NOT be used for recreational or entertainment purposes.
- Programs purchased by the school division and marked "For Home Use Only" may be used in the classroom if directly related to the instructional goals.
- Programs not purchased by the school division must be approved by the building principal prior to their usage in the classroom.
- Programs rented by the teacher and marked "For Home Use Only" may not be used in the classroom UNLESS previewed by the teacher, approved by the principal and the merchant provides a WRITTEN and SIGNED release form giving permission for classroom use.
- Teachers may not tape a program at home from either a broadcast or cable transmission for use in the classroom. Refer to the two sections above for allowable taping from commercial and cable transmission.

IV. Computer Software

- Software can only be copied if the copy is an essential step in the utilization of the software, and for archival purposes unless licensing statements specify otherwise.
- Software may be adapted from one language to another for which it is not commercially available.
- The number of simultaneous users must not exceed the number of licenses.

V. Internet

- Images, sound files and video may be downloaded for student projects and teacher lessons, conferences and portfolios.
- Downloads should be consistent with the Division's Acceptable Computer System Use policy.
- Resources from the Web cannot be reposted onto the Internet without permission.
- Fair use guidelines apply.

Examples:

- motion media – 10% or 3 minutes, whichever is less;
- text – 10% or 1,000 words, whichever is less;
- music, lyrics, music video – up to 10% but not more than 30 seconds
- illustrations and photograph – 5 images by a single artist, or not more than 10% or 15 images, whichever is less, from a collective work.

VI. Penalties for Infringement of Copyright

- EDUCATORS, EDUCATION INSTITUTIONS, AND SCHOOL DIVISIONS MAY BE SUED IF THEY VIOLATE OR INFRINGE THE RIGHTS OF COPYRIGHT.
- The legal or insurance protection of Prince George County Schools will not be extended to employees who knowingly violate copyright laws.
- The copyright law specifies a normal penalty of from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$100,000 for a willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorneys' fees must be borne by the individual and/or organization charged with the copyright infringement.
- Educators should be aware that criminal charges of copyright violation can be brought. Those found guilty of "willfully infringing a copyright for private or commercial financial gain, could be fined up to \$100,000 or imprisoned for up to one year or both."

Adopted: June 13, 2005

Revised: August 8, 2005; August 14, 2006; August 11, 2008

INSURANCE MANAGEMENT

The School Board maintains such insurance on school property, including vehicles, as it deems necessary or as is required by law. The School Board may provide liability insurance, or may provide self-insurance, for certain or all of its officers and employees and for student teachers and other persons performing functions or services for any school in the school division, regardless of whether payment is made for such functions or services. Such insurance, including workers' compensation and all property and casualty insurance, is placed with insurance companies authorized to do business in Virginia or provided by insurance pools, groups, or self-insured programs authorized by the state Bureau of Insurance.

Adopted: June 13, 2005

Revised: October 9, 2006; May 12, 2014

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2700 through 15.2-2709, 22.1-84, 22.1-188 through 22.1-198.

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