
Section E: Support Services

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SUPPORT SERVICES

The non-instructional operations of the school division are an important component of the educational process and support the instructional program. The Charles City County School Board provides support services necessary for the efficient and cost-effective operation of its schools.

Adopted: July 21, 2009
Revised: June 18, 2013

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

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

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. The School Board has the authority to withhold or limit the review of any security plans and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The Department of Education and the Virginia Center for School 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 Safety.

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 and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. Each school will maintain a copy of the school's safety audit, which may exclude such security plans 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.

"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: July 21, 2009
Revised: July 17, 2012

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 Fire Drills
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.

The results of inspections will be reported to the School Board.

Adopted: July 21, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-1165, 22.1-79(3).
8 VAC 20-131-260.

REQUIREMENTS FOR SITE INSPECTIONS

The principal and head custodian shall make not less than one inspection per month of fire escapes, emergency exits, playgrounds, playground equipment and other areas critical safety of students and staff. The principal and custodian shall also conduct daily inspections for plant cleanliness. A written report of such • inspections shall be made to the superintendent, upon request.

Fire extinguishers shall be inspected annually and tagged when inspected. Principals shall notify the central office when fire extinguishers have been discharged.

Issued:

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: July 21, 2009
Revised: April 15, 2014

Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-274.1.
8 VAC 20-530-10 et seq.

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 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. 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: July 15, 2008
Revised: April 15, 2014

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

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 students 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 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.

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: June 18, 2013

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

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 Virginia Occupational Safety and Health Program.

Adopted:

Legal Refs: Code of Virginia, section 22.1-271.3

CHARLES CITY COUNTY SCHOOL DIVISION

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

SAFETY DRILLS

Fire Drills

Each school will hold a fire drill at least once every week during the first twenty school days of each session and more often if necessary. During the remainder of the school sessions, fire drills shall be held at least monthly. No fire drills will be conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school will have at least two lock-down drills every school year. One drill will be completed in September of each school, year and one drill will be completed in January of each school year. Lock-down plans and drills will be in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

Tornado Drills

There will be at least one tornado drill every school year in every school.

Adopted: August 15, 2006

Revised: June 18, 2013

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

Emergency and Inclement Weather Make Up Days

In the event that the Charles City County Public School Division misses any instructional days due to inclement weather the School Board may substitute one day for every missed instructional day during an extended school year period in June 2015. If these instructional days are not sufficient to make up the days missed due to inclement weather, then the President's Day holiday may be substituted as an instructional day. Any remaining missed days may be made up during the Spring Break holiday.

Adopted: November 18, 2014

Legal Refs: Code of Virginia, 1950 as amended, §22.1-70, 22.1-78.22.1 -98

Cross Refs: GAA Staff Time Schedule
EBCD-R Emergency and Inclement Weather Protocol School Closings

EMERGENCY AND INCLEMENT WEATHER PROTOCOL
SCHOOL CLOSINGS

The superintendent or their designee may order the closing, delay in opening, or the early dismissal of any or all schools to protect the safety and welfare of Charles City Public School (CCPS) students, employees and the vehicles and equipment that transports CCPS students.

The following information establishes and provides information and specific procedures for such closings, delays or early dismissals in the event of an emergency or inclement weather event.

Communication Methods

School Messenger System/Employee Telephone Tree, CCPS Website, Local TV Stations

Inclement Weather Closing

In the event that the superintendent or their designee determines that weather conditions threaten the safety and well-being of students, employees and school division vehicles and their operation, school closure information will be broadcast through the above noted communication methods. The determination of closure will be made as quickly as possible based on all current meteorological information available and shared with the general community through the communication methods noted above.

In the event of snow/ice days or other weather events, the following essential employees will be required to report to their designated schools at the announced scheduled start times:

- Superintendent
- Principals
- Assistant Principals
- School Administrative Assistants (12 months)
- Maintenance
- School Board Office Employees
- Transportation/Operations Staff(NOT including bus drivers/aides)
- Cafeteria Managers (CNS staff will be contacted by the immediate supervisor for reporting time)

Scheduled start times will be determined and announced according to weather and safety conditions for each weather episode. Reporting employees will be required to assess the condition of their schools and work areas, ensuring that all pipes, HVAC systems, alarms, etc. are in proper working order. Additionally, main or most direct entrances to each school (not including the entire width of all sidewalks) will need to be cleared for access. Employees, students and visiting community members must walk within the cleared parameters of these designated entrances as other doorways will not be cleared unless time permits.

CHARLES CITY COUNTY SCHOOL DIVISION

File: EBCD-R

Liberal Leave

Liberal Leave will be In effect only when announced. Liberal Leave is defined as follows:

If an employee cannot make it into work at their scheduled time due to weather conditions in their area or weather conditions driving to their work destination, they may take a full or partial day off if they contact their supervisor, explain the situation, and receive approval. The employee may take annual leave if they are eligible, or personal leave. If either or both, of these leave options, are exhausted, then the approved time off will be designated leave without pay.

Closing Options

1. All Schools and Offices Closed (All Day) - Charles City County Public Schools and administrative offices will be closed for the entire instructional and business day due to inclement weather. All students and all employees do not report
2. All Schools Closed/Administrative Offices Open -Charles City County Public Schools will be closed for students and school employees. All Essential Employees will report as designated by the superintendent (two-hour delay or all day). Liberal Leave will be determined according to each individual weather episode and safety conditions.
3. Two-Hour Delay - Charles City County Public Schools will open two hours late. Liberal Leave will be determined based on each individual weather episode and safety conditions.

NOTE; In the event of a Two-Hour Delay, transportation will not be provided for the following programs:

- Bridging Communities
- Maggie Walker and Appomattox Regional Governor's Schools

The following programs will be cancelled in the event of a Two-Hour Delay:

- Pre-School Class
 - Alternative Education Online Academy
4. Early Dismissal — Charles City County Public Schools will close at an earlier designated time due to inclement weather. Parents will be notified of the early closure through above designated communication methods. Principals will have discretion to delay the release of faculty and/or staff based on notification and verification through Transportation that students have been delivered safely to home/bus stop locations. Liberal leave will be in effect for any employee wishing to depart prior to the designated early dismissal time.
 5. After-School Activities Cancelled - Charles City County Public Schools will cancel all afterschool activities due to inclement weather or any other reason as specified. The closing will include all student activities, athletics and all public use activities that are located on any Charles City County Public Schools property.

Adopted: July 21, 2009

Revised: November 18, 2014

Legal Refs: Code of Virginia, 1950 as amended, § 22.1-70, 22.1-78.22.1-98

Cross Refs: GAA Staff Time Schedule

CHARLES CITY COUNTY SCHOOL DIVISION

File: EC

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: July 21, 2009

Revised: July 20, 2010

Legal Refs.: 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.: CP School Building Administration
EA Support Services
EBA Buildings and Grounds Inspection
FE Playground Equipment
IBBA-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 Tobacco Use 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: July 21, 2009
Revised: April 15, 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

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 up to (\$2,500) 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: July 21, 2009
Revised: April 15, 2014

Legal Ref.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-78, 22.1- 253.13:7.0.3.

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

BUILDINGS AND GROUNDS MAINTENANCE

A program of preventive maintenance is a requirement for efficient, economic building operation. The superintendent is directed to maintain a program of preventive maintenance. School buildings and grounds will be maintained in a safe and attractive condition. The principal of each school will be responsible for the operation, supervision, care and maintenance of the school plant.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-79(3), 22.1-134, 22.1-135, 22.1-293(D).

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: July 21, 2009
Revised: April 15, 2014

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

Cross Refs.: DM 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 Tobacco Use on School Premises

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: July 21, 2009
Revised: April 15, 2014

Legal Ref.: 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	Admission of Nonpublic Students for Part-Time Enrollment (Opt. 1)
	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

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CHARLES CITY COUNTY SCHOOL DIVISION

File: EEAB

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: September 17, 2002

Revised: June 18, 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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CHARLES CITY COUNTY SCHOOL DIVISION

File: EEAC

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, must be reported to the transportation supervisor.

Crashes involving school buses resulting in property damage of \$1,500 or more or personal injury will be reported to the Virginia Department of Education at least once per month. The superintendent or designee will notify 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 shall use 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 section shall be construed to prohibit the use of two-way radio devices authorized by the owner of the school bus.

Adopted: July 21, 2009

Revised: June 18, 2013

Legal Refs.: Code of Virginia, 1950, as amended, § 46.2-919.1.
8 VAC 20-70-130.
8 VAC 20-70-140.

STUDENT CONDUCT ON SCHOOL BUSES

The school principal will have the authority to suspend the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions.

In those instances where students have the riding privileges suspended it shall be the responsibility of the parents (or guardians) of the student to see that their child/children get to and from school safely.

The bus driver shall be responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal, and provide a copy to the transportation office.

Adopted: September 17, 2002

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-78,22.1-176,22.1-181,22.1-293 (B), 22.1-293 (D).
8 VAC 20-70-390.

Cross Refs.: EEA Student Transportation Services
JFC Student Conduct
JFC-R Standards of Student Conduct

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CHARLES CITY COUNTY SCHOOL DIVISION

File: EEAD

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 bus 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: July 21, 2009

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

Cross Ref.: HCA Field Trips

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CHARLES CITY COUNTY SCHOOL DIVISION

File: EF

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: July 21, 2009

Revised: April 15, 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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CHARLES CITY COUNTY SCHOOL DIVISION

File: EFB

FREE AND REDUCED PRICE FOOD SERVICES

The Charles City County School Division will provide free and reduced-price breakfasts, lunches, and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program and the Special Milk Program.

School officials will determine student eligibility based on guidelines established by federal law. Eligible students will be provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee will establish 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 will be publicly announced at the beginning of each school year and provided to parents of all children in attendance at Charles City County Public Schools.

The students who participate in the free or reduced-cost meals and milk programs will not be overtly identified, distinguished, or served differently than other students.

Adopted: July 21, 2009

Legal Refs.: 42 U.S.C. §§ 1751 et seq., 1771 et seq.
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.

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File: EFD

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: July 21, 2009

Legal Ref.: Code of Virginia, 1950, as amended, § 35.1-1.
12 VAC 5-421-10 et. seq.

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FOOD SERVICE RECORDS AND REPORTS

From time to time, the superintendent shall report to the School Board on the financial status of the division's food service operations.

The superintendent, or his/her designee, will supervise the storage and distribution of all donated foods allocated by the U.S.D.A. for the school lunch program in such a manner as will ensure compliance with the terms and conditions of the agreement.

Adopted: September 17, 2002

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-24,22.1-70, 22.1-89.1, 22.1-115.

Meal Charge and Prohibition against Meal Shaming Policy

I. Purpose

The goal of the Charles City County Public Schools is to provide student access to nutritious no- or low-cost meals each school day and to ensure that a pupil whose parent/guardian has unpaid school meal fees is not shamed or treated differently than a pupil whose parent/guardian does not have unpaid meal fees.

Unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program and, and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout Charles City County Public Schools in a way that does not stigmatize, distress or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charles City County Public Schools provides this policy as a courtesy to those students in the event that they forget or lose their money. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

II. Policy

Free Meal Benefit - Free eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.

Reduced Meal Benefit - Reduced eligible students will be allowed to receive a breakfast of their choice for \$.30 and lunch of their choice for \$.40 each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Full Pay Students - Students will pay for meals at the school's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the school to withhold a meal. A la carte items or other similar items must be paid/prepaid.

ONGOING STAFF TRAINING:

- Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the school's training program.
- Staff training includes ongoing eligibility certification for free or reduced price meals.

PARENT NOTIFICATION:

- Parents/guardians will be notified that a student's account balance is exhausted and has accrued meal charges within five days of the charge and then every two weeks thereafter.

PARENT OUTREACH:

- Staff will communicate with parents/guardians with five or more meal charges to determine eligibility for free or reduced price meals.
- School staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- School staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the child to have insufficient funds, offering any other assistance that is appropriate.

MINIMIZING STUDENT DISTRESS:

- School will not publicly identify or stigmatize any student on the line or discuss any outstanding meal debt in the presence of any other students.
- Students who incur meal charges will not be required to wear a wristband or handstamp, or to do chores or work to pay for meals.
- Schools will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous meal charges.
- Schools will not take any action directed at a pupil to collect unpaid school meal fees.
- Schools will deal directly with parents/guardians regarding unpaid school meal fees.

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ONGOING ELIGIBILITY CERTIFICATION:

- School staff will conduct direct certification with the Virginia Department of Education. The Virginia Department of Education provides updated direct certification data throughout the school year.
- School staff will provide parents/guardians with free and reduced price application and instructions at the beginning of each school year in school enrollment packet.
- Schools will provide at least two additional free and reduced price applications throughout the school year to families identified as owing meal charges.

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- Schools will coordinate with the foster, homeless, migrant, runaway coordinators to certify eligible students. School liaisons required for homeless, foster, and migrant students shall coordinate with the nutrition department to make sure such students receive free school meals, in accordance with federal law.

Students/Parents/Guardians may pay for meals in advance via the K-12 Payment Center or with a check payable to Charles City County Food Service. Further details are available on our webpage at <http://ccps.net/>. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student will be carried over to the next school year.

Refunds for withdrawn, and graduating students; a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request. Unclaimed Funds must be requested within one school year. Unclaimed funds will then become the property of the Charles City County Public Schools Food Service Program.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, by adding section numbered 22.1-79.7.

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 Charles City County 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 superintendent or technology coordinator 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: July 15, 2008
Revised: April 15, 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

REPRODUCTION OF COPYRIGHTED MATERIALS PROCEDURES FOR INSTRUCTIONAL STAFF

Introduction

Teachers and administrators in Charles City County Schools desire to provide students with access to quality materials at the lowest cost possible. The copyright law does provide fair use limits for educators who need to use copyrighted works. This document represents the interpretation of the Copyright Law for Charles City County Schools (classified as nonprofit educational institutions). 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.)

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 these three tests

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 16% of the work; for **SPECIAL, SHORTER WORKS**, so designated because they contain illustrations (eg. 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.

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 OBLIGATED.**
- The teacher must not duplicate the same item from one term to another.

Music

(See also: Audio Visual Materials - Audio Disc, cassettes, Tape Recordings)

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 **IMMINENT** 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 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 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.

Photocopying by Library Media Staff

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 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.
- 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.

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 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 or teacher and marked "For Home Use Only" may be , used, in : the classroom if directly related to the instructional goals.
- Programs rented by the teacher and marked "For Home Use Only" may not be used. in the classroom UNLESS 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.
- Use of programs from direct broadcast must be approved by the principal, division level curriculum specialists or department chairperson.

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 Charles City 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 \$50,000 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 Ho,000 or imprisoned for up to one year or both.

Issued:

COMPUTER SOFTWARE COPYRIGHT COMPLIANCE

The Charles City County School Division recognizes and supports the limitation imposed by copyright laws. These laws specially prohibit unauthorized duplication of software except to provide for archival back-up copies.

Therefore, the Charles City County School Division declares it to be inappropriate to use "pirated" or otherwise illegally obtained software on division equipment, whether for instruction, administrative or any other purpose. Furthermore, use of division equipment to make unauthorized copies of division own[^], privately owned, or illegally obtained software is prohibited.

To minimize the motivation to use illegal copies of software in instructional programs and administrative systems, the division is committed to working with software producers and distributors to encourage appropriate pricing, previewing, and replacement policies for software purchases.

The superintendent shall develop administrative regulations to implement this policy.

Adopted:

Legal Refs.: United States Code, Title 17, sections 117, 504, 506, Title 18, section 2319.

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: September 19, 2006
Revised: April 15, 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.

PROPERTY INSURANCE

The School Board shall maintain insurance coverage on all vehicles, buildings and their contents owned by the Board. The superintendent, or his/her designee shall periodically solicit bids from insurance companies to provide insurance on vehicles, buildings, contents, and liability coverage. The superintendent shall recommend to the School Board a valuation of property on an annual basis for purposes of insurance coverage. When approved by the School Board, this statement of value shall be placed on file with the Virginia Insurance Rating Bureau.

Adopted: September 17, 2002

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-84; 22.1-188 through 22.1-198.
8 VAC 20-70-120.

Cross Refs.: EI Insurance Management
EIB Liability Insurance

EDUCATIONAL TECHNOLOGY FOUNDATIONS AND PUBLIC SCHOOL FOUNDATIONS

The School Board may establish educational technology foundations for the express purpose of implementing a public/private partnership to expand access to and improve the quality of educational technology in the division. The School Board may also establish public school foundations for the express purpose of implementing a public/private partnership to implement public school improvement projects approved by the School Board. Such foundations may be established directly by the School Board or by the School Board and other organizations or persons, on behalf of the School Board by a third party, or through a contract with a corporation as defined by Va. Code § 2.2-212.2:2. The foundations may be established as a cooperative regional effort with other school boards.

I. Requirements

Upon establishing or contracting with a corporation, whether or not other organizations, school boards, or persons are involved, the School Board shall:

- Review and approve the articles of incorporation and bylaws
- Establish a system of accounting to protect public funds
- Establish agreement that, upon dissolution of the corporation, any assets remaining after payment of Just debts shall be transferred to and become the property of the School Board or, if a regional effort, the procedure by which the property may be divided among the school boards
- Require, in any instance in which the School Board advances, contributes or loans funds to the corporation, that such contract shall provide for the posting of a bond with surety by the officers of the corporation conditioned to protect the rights of the School Board
- Establish terms for the allocation of any profits or revenues between the School Board and the corporation
- Take such other steps as may be necessary to comply with applicable law

II. Funding

The School Board may (i) advance, contribute or loan funds to such foundations, and (ii) establish an escrow fund for the purpose of funding various educational technology projects.

III. Procurement

In making purchases through its public school foundation or purchasing educational technology through its educational technology foundation, the School Board is exempt from the Virginia Public Procurement Act, except, relative to such purchases, the School Board shall comply with the provisions of sections 2.2-4311 and 2.2-436 through 2.2-4377 of the Act.

Adopted: July 21, 2009
Revised: April 16, 2014

Legal Ref: Code of Virginia, §§ 2.2-4311, 2.2-4343, 2.2-4367 through 2.2-4377, 22.1-212.2:2.

Cross Refs.: KA Goals for School-Community Relations
KH Public Gifts to the Schools
KM Relations with Community Organizations
KQ Commercial, Promotional and Corporate Sponsorships and Partnerships