

SUPPORT SERVICES

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

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

Adopted: March, 1992
Amended: October, 1994
Amended: November, 1996
Amended: May, 2009
Amended: May, 2013
Amended: February, 2018

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-78,
22.1-79, 22.1-253.13:2

Cross Refs: EC Buildings and Grounds Management and
Maintenance

SCHOOL CRISIS, EMERGENCY MANAGEMENT, AND MEDICAL EMERGENCY
RESPONSE PLAN

Each school develops a written school crisis, emergency management and medical emergency response plan as defined below. The School Board annually reviews each school's plan and provides 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 plan. In developing this plan, 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 Director of Operations as the emergency manager.

Each school annually conducts school safety audits as defined below. The results of such school safety audits are 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 complete walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or that officer's designee. Each school maintains 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 makes a copy of such report available for review upon written request.

Each school submits a copy of its school safety audit to the superintendent. The superintendent collates and submits all such school safety audits, in the prescribed format and manner of submission, to the Virginia Center of 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 establishes 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 reviews the completed school safety audits and submits any plans, as needed, for improving school safety to the superintendent for submission to the School Board.

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"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 includes 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 has contingency plans for emergencies that include staff certified in cardiopulmonary resuscitation (CPR), the Heimlich maneuver, and emergency first aid.

In addition, the school administration ensures that the school has:

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1. written procedures to follow in emergencies such as fire, injury, illness, allergic reaction and violent or threatening behavior. The procedure include Policy JHCD Administering Medicine to Students. The plan is 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;
and
3. a written procedure, in accordance with guidelines established by the School Board, 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: March, 1992
Amended: December, 1993
Amended: November, 1996
Amended: June, 1997
Amended: November, 1998
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Amended: May, 2000
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Amended: September, 2002
Amended: June, 2003
Amended: June, 2004
Amended: July, 2006
Amended: June, 2007
Amended: May, 2009
Amended: May, 2012
Amended: May, 2013
Amended: May, 2014
Amended: February, 2018

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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 Emergency First Aid, CPR and AED
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

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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.

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Amended: October, 1994
Amended: September, 2002
Amended: May, 2009
Amended: February, 2014

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

8 VAC 20-530-10 et seq.

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SAFETY POLICY STATEMENT

The Occupational Safety Health Act of 1970, states our common goal of safe and healthful working conditions to be the first consideration in operating our schools. Safety and health in our schools must be part of every operation. Without question, it is every employee's responsibility at all levels.

It is the intent of Lunenburg County Public Schools to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

The personal safety and health of each employee of this school system is of primary importance. Prevention of occupationally induced injuries and illnesses is of such consequence that it will be given precedence over operating productivity, whenever necessary. To the greatest extent possible, management will provide all mechanical and physical activities required for personal safety and health in keeping with the highest standards.

We will maintain a safety and health program conforming to the best practices of school systems of this type. To be successful, such a program must embody proper attitudes towards injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, between not only supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

Our objective is a safety program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. Our goal is zero accidents and injuries.

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Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety hazards, as well as, unsafe working conditions and practices; and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.
- Setting up a system of recognition and awards for outstanding safety service or performance.

We will recognize that the responsibilities for safety and health are shared:

- The employer accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required for ensuring safe conditions.
- Supervisors are responsible for developing proper attitudes toward safety and health for themselves and those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.

Adopted: October 2004

REPORTING OF 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 § 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

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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, 1997
Amended: June, 2003
Amended: June, 2008
Amended: February, 2014
Amended: May, 2015

Legal Refs: Code of Virginia, section 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 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'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.

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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: May, 2013
 Amended: May, 2014
 Amended: May, 2015
 Amended: May, 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.

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Amended: September, 2002
Amended: June, 2004
Amended: February, 2009
Amended: May, 2012
Amended: May, 2013

Legal Refs.: 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

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: July, 1997

Amended: May, 2017

Legal Refs: Code of Virginia, section 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 holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

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

Tornado Drills

There is at least one tornado drill every school year in every school.

Adopted: March, 1992.
Amended: July, 2006
Amended: May, 2013
Amended: May, 2016
Amended: February, 2018

Legal Ref.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-184.

Acts 2006, c.164

8 VAC 20-131-260

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

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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: March, 1992
Amended: December, 1993
Amended: October, 1994
Amended: June, 1996
Amended: November, 1996
Amended: May, 2009

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

Cross Refs.: GAA Staff Time Schedules

EMERGENCY CLOSINGS

Inclement Weather Closing Procedure (Snow, ice, fog, etc)

When inclement weather is anticipated or predicted, the Supervisor of Operations will monitor all forecasts the previous evening to determine the necessity of an early morning weather or road check.

If a weather or roads check is warranted, the Supervisor of Operations will conduct a visual check at 4:15 a.m., and if necessary, he will begin a roads check by 4:30 a.m. The Supervisor of Operations will make a decision as to whether or not to have the team leaders and the Bus Shop Foreman on the road to check their pre-assigned areas. If this is the case, the Supervisor of Operations contacts the Bus Shop Foreman and the Bus Shop Foreman contacts the team leaders.

If the team leaders and Bus Shop Foreman go out, they communicate with the Supervisor of Operations via radio as to the conditions in their assigned areas. The Supervisor of Operations considers all information and contacts the Superintendent or his designee with a recommendation(s).

If schools are closed or delayed opening, the Supervisor of Operations advises the Bus Shop Foreman accordingly, and the Bus Shop Foreman contacts the team leaders, and team leaders advise their respective drivers.

Following the decision to close school or delay opening school, the Supervisor of Operations contacts the designated radio stations and the three major television stations (6, 8, and 12) for the stations to air the decision. This task is completed before 6:00 a.m. to insure that as many people as possible hear about closing or delayed openings. Hopefully, the early announcement will reduce confusion and possible problems and to make sure that the buses stay off the road.

After the radio and television stations have been contacted, the radio and television stations are monitored to insure that the message is accurate.

EMERGENCY CLOSINGS

Inclement Weather Closings or Delayed Openings Guidelines

1. Information regarding school closing or delayed openings will be "spelled-out" for students; that is, the announcement on the radio or television will state, "The Lunenburg County Schools are closed; ... delayed opening one (1) hour; or ... delayed opening two (2) hours."
2. Teachers and other instructional staff (Librarians, instructional assistants, and clerical assistants) will follow the announcement for students; that is, the teachers and instructional staff do not report when schools are closed, report one (1) hour late, or report two (2) hours late.
3. All twelve (12) month employees (administrators, secretaries, custodians, maintenance workers, bus shop personnel, etc.) will report according to the codes listed below when schools are delayed opening.
4. When schools are closed, twelve month employees will respond to the codes listed below:

Code 12-0 All twelve month employees report at regular time.

Code 12-1 All twelve month employees report one (1) hour late.

Code 12-2 All twelve month employees report two (2) hours late.

Code 12-8 No one report.

Issued: October, 1994

Amended: February, 2003

BUILDINGS AND GROUNDS MANAGEMENT AND MAINTENANCE

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

Each school maintains 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 is determined by the School Board in consultation with the local health and fire departments. In addition, the school administration equips all exit doors with panic hardware as required by the Uniform Statewide Building Code.

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

Adopted: March, 1992
Amended: December, 1993
Amended: October, 1994
Amended: May, 2009
Amended: May, 2010
Amended: May, 2014
Amended: February, 2018

Legal Refs.: Code of Virginia, 1950, as amended, sections 22.1-70, 22.1-78, 22.1-79 (3), 22.1-132.2, 22.1-137, 22.1-293.D.

8 VAC 20-131-260.

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LUNENBURG COUNTY PUBLIC SCHOOLS

Cross Refs.: CF School Building Administration
EA Support Services
EB School Crisis, Emergency Management
and Medical Emergency Response Plan
EBCB Safety Drills
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

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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: November, 1998

Amended: May, 2009

Amended: February, 2014

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

Cross Refs.: EC Buildings and Grounds Management
and Maintenance
ECAB Vandalism
EI Insurance Management
JFC-R (10) 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 up to \$2500 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: March, 1992
Amended: July, 1994
Amended: October, 1996
Amended: April, 2002
Amended: June, 2004
Amended: June, 2008
Amended: February, 2014

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

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BOMB THREATS

I. Purpose

To establish procedures for handling bomb threats.

II. Procedures

The following procedures shall be followed whenever a telephone bomb threat is received at a Lunenburg County public school.

WARNING: Because detonating devices are activated by radio waves, use of two-way radios should be avoided within 300 feet of the building or suspected location of the explosive device.

A. Person Receiving the Call:

1. Have someone else also listen to the call if possible.
2. Take notes for the police investigation. Record caller's exact words.
3. Attempt to determine the caller's gender, accent or other distinguishing speech characteristics.
4. Listen for background noises that may help in identifying the location of the caller.
5. Ask caller for the following information:
 - a. Time of detonation.
 - b. Location of the explosive device.
 - c. Type of explosive device.
 - d. Physical appearance of the device.
 - e. Reason device was placed at the school.
 - f. Caller's name.
6. If your phone is direct service, attempt to identify the number from which the person is (telephone systems):
 - a. Hang up. Immediately pick up the same phone and push the * (star) button followed by the numbers 5 and 7, and then hang up the phone.

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This will flag the calling number at the telephone exchange. Note the exact time this is done. The police will retrieve the information later.

b. When the police arrive, inform the investigating police officer that you completed the above procedure and give him or her the number of the phone you received the call on and the time you performed the procedure.

7. Notify the principal or designee, the police department on 911, the area office, and school security of the threat.

B. Principal or Designee

1. Ensure proper notifications are made.
2. Decide if the building will be evacuated. This decision should be made based on all available official.
3. If evacuation is necessary, conduct evacuation using fire drill procedures; any requirement for prior notification to school security may be omitted. Students should be evacuated to a location at least 300 feet from the building.
4. If events warrant, request a building search. The search should be supervised by police, but school personnel should provide any assistance requested.

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 organization.

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

Adopted: March, 1992
Amended: October, 1994
Amended: November, 1996
Amended: May, 2009
Amended: February, 2014
Amended: May, 2014

Legal Ref.: Code of Virginia, sections 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

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) and ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their school of origin, the school division will provide transportation to the school of origin if the local social services agency agrees to reimburse the local school division for the cost of such transportation, the school division agrees to pay for the cost of such transportation or the school division and the local social services agency agree to share the cost of such transportation.

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.

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Amended: October, 1994
Amended: November, 1996
Amended: September, 2002
Amended: May, 2009
Amended: February, 2014
Amended: February, 2017
Amended: May, 2017

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Legal Ref.: 20 U.S.C. § 6312.

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

Cross Ref.: 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 Bus
JFC-R Standards of Student Conduct
JFCC Student Conduct on School Buses
JFC-R Standards of Student Conduct

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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 evaluate the safety of pupils at bus stops periodically and, 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 is reviewed annually for safety hazards. All new school site plans include provisions that promote vehicular and pedestrian safety.

Adopted: March, 1992
Amended: December, 1993
Amended: September, 2002
Amended: May, 2009
Amended: February, 2013
Amended: February, 2018

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

8 VAC 20-70-150.

8 VAC 20-70-160.

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

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 authorized by the owner of the school bus or wireless telecommunications devices that are used hands free to allow live communication between the driver and school or public safety officials.

Adopted: March, 1992
Amended: October, 1994
Amended: September, 2002
Amended: June, 2008
Amended: May, 2009
Amended: February, 2013
Amended: May, 2017

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

Transportation of Students

The Board of Education may furnish transportation to resident students enrolled in the schools of the division who satisfy the following requirements:

1. Reside within the attendance area of the school(s) served;
2. Reside beyond approved walking distances;
3. Are present at authorized points for student pick-up at the designated time; and
4. Comply with division standards and regulations in their conduct and behavior.

Student Conduct on School Buses

In the interest of the safety and welfare of school bus passengers, the Board of Education desires the Superintendent of schools and his designees to establish and enforce strict school bus discipline and safety regulations. Students who do not conform to all regulations and directives concerning discipline, safety and conduct or whose behavior could be detrimental to the safety or welfare of others or the safe operation of the bus may have their bus riding privileges suspended or revoked in accordance with this policy.

Procedural Guidelines

The following general procedural guidelines should be followed when administering this policy:

1. Initially bus drivers should try to resolve the discipline problem or violation of rules directly with the student(s) involved. Bus drivers will also attempt to confer with parents and request their cooperation in resolving the problem. These actions should be documented by the driver.
2. For problems not resolved by step 1 or in cases of more serious discipline or safety problems, a discipline referral may be made to the school principal or designee ("administrator"). In such cases, unless more severe sanctions appear warranted, the administrator

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will give the student a formal warning, notify the parents and provide the parents with a copy of the discipline referral.

3. If a problem occurs which results in a second discipline referral or, in the case of an initial discipline referral involving a serious discipline or safety problem, the following procedure shall apply:
 - a. The administrator will advise the student orally or in writing of the charges.
 - b. If the student denies the charges, the administrator will explain the evidence against the student and give the student an opportunity to present the student's side of the incident.
 - c. If, on the basis of this discussion, the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for five (5) school days.
 - d. The administrator shall immediately notify the parents of the suspension of bus riding privileges, the grounds for such suspension, the duration of such suspension and the time and place for the parents to meet with the administrator to review the suspension. Such meeting shall be held prior to reinstatement of the student's bus riding privileges. The parents shall also be provided with a copy of the discipline referral.
4. If a student, who has previously had bus riding privileges suspended during the current school year, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:
 - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for ten (10) school days; and
 - b. The student's bus riding privileges will not be reinstated until a meeting with the parents and the administrator has taken place or until, in the

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discretion of the administrator, the parents have substantially agreed to review the suspension. The administrator may also reinstate such privileges where the parents cannot be contacted or if the parents repeatedly fail to appear for scheduled meetings.

5. If a student, who has twice previously during the current school year had bus riding privileges suspended, receives another discipline referral, the administrator will follow the procedures in steps 3.a. through d. above with the following modifications:
 - a. If the administrator believes the student to be guilty of the misconduct charged, the administrator will suspend the student's bus riding privileges for thirty (30) school days; and
 - b. The student's bus riding privileges will not be reinstated until a meeting with the student, the parents, the bus driver, the administrator and the Director of Transportation has taken place.
6. In cases of severe and/or continuing problems, the school principal or the Director of Transportation may, after following the steps in 3.a. through d. above, suspend privileges for an additional fifteen (15) days, during which time an informal hearing will be scheduled before the Superintendent of schools with the student, the parents and division officials for the purpose of considering the revocation of the student's bus riding privileges for the remainder of the current school year.
7. An appeal may be taken to the Board of Education from any decision of the Superintendent revoking a student's bus riding privileges.
8. These guidelines shall not preclude the school principal or Director of Transportation from eliminating any of the steps in the process, if in their judgment the misconduct by the student warrants more severe action.

This policy and applicable regulations shall not be limited in their application to bus riding privileges alone, but shall also extend to all District provided or supervised transportation. Disorderly conduct by students at bus stops shall be reported and acted upon in the same manner as misconduct on buses.

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Nothing contained in this policy shall preclude the imposition of other disciplinary measures as appropriate, including suspension or expulsion from school, in accordance with other division policies and procedures.

Issued: March, 1992.

Cross Refs.: JFC, Student Conduct
JGD/JGE, Student Suspension/Expulsion

SPECIAL USE OF SCHOOL BUSES

The use of school buses for purposes other than transporting children to 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 cost, 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: March, 1992
Amended: October, 1994
Amended: September, 2002
Amended: May, 2009

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

Cross Ref.: IICA Field Trips

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SPECIAL USE OF SCHOOL BUSES

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

Approved curriculum-based groups, such as 4-H, may use the school buses under the following conditions:

Only bus drivers listed on the Lunenburg County Public School Division insurance policy may drive the school buses.

School buses will be pick-up and returned to the bus shop and will be returned in the same condition as when the buses were pick-up.

All bus problems must be reported immediately to the school bus shop.

A request for use of the school buses must be submitted to the Transportation Department.

Under no condition may school vehicles be used for private purposes.

Adopted: March, 1992
Amended: October, 1994

Legal Refs.: Code of Virginia, 1950, as amended, sections
22.1-176; 22.1-182; 22.1-187

Regulations of the Virginia Board of Education, Revised
1993, VR-270-01-0006 (section 7)

Cross Ref.: IICA, Field Trips and Excursions

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: March, 1992
Amended: October, 1994
Amended: November, 1996
Amended: September, 2002
Amended: May, 2009
Amended: February, 2014

Legal Refs.: 42 U.S.C §1751 et seq.

Code of Virginia, 1950, as amended, sections 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

FREE AND REDUCED PRICE FOOD SERVICES

The Lunenburg County school division provides 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 determine student eligibility based on guidelines established by federal law. Eligible students are 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 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 Lunenburg County 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 and milk programs are not overtly identified, distinguished, or served differently than other students.

Adopted: March, 1992
Amended: October, 1994
Amended: September 2002
Amended: May, 2009
Amended: October, 2014
Amended: February, 2017

(Continued)

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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

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FREE AND REDUCED PRICE FOOD SERVICES

Free and Reduced Lunches

The following regarding the determination of eligibility for free and reduced price lunches, and safeguards to avoid discrimination between the paying and non-paying children shall be maintained.

1. Food Service Coordinator shall determine which children are eligible for a free or reduced lunch in their assigned schools.
2. A scale may be used for determining reduced price or without charge for lunch. It is further suggested that caution needs to be used against using only this scale in establishing criteria so rigid as to preclude F.S.C. from granting additional children free or reduced price meals on an emergency basis when justified, such as illness or death in the family or other circumstances impairing an economic hardship on the family or a nutritional hardship on the children.
3. An application form will be sent to the parents who desire to have their children considered for free and reduced price lunches. These completed forms should be filed with the F.S.C. in her office. All schools are required to publicize the availability of free and reduced price lunches at the beginning of each school year.
4. A parent whose request is denied by the F.S.C. may appeal to the Division Superintendent if he feels any discrimination exists in not providing free or reduced price lunches.
5. All payments should be made daily unless specific reasons are given when a delay in paying for lunches may be allowed by the F.S.C. This delay should be no longer than two weeks. F.S.C. and cafeteria managers shall maintain a system of collecting payments for paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of the children receiving free and reduced price meals in the lunchroom. Students may pay cash each day or

(continued)

may purchase tickets on a weekly or monthly basis. The cafeteria manager collects funds in the elementary school as children go through the lunch line. Tickets for a week or month may be purchased from the cafeteria manager at any time the office is opened for this purpose. Children who receive free lunch will be issued the same ticket that is used by paying students.

6. Names of children determined to be eligible for free or reduced price meals will not be published, posted or announced in any manner to other children and such children will not be required as a condition for receiving such meals to:
 - a. use a separate lunchroom
 - b. go through a separate serving line
 - c. enter the lunchroom through a separate entrance
 - d. eat lunch at a different time from paying children
 - e. work for their meal
 - f. use a different medium of exchange in the lunchroom than paying children use
 - g. eat a different meal than paying children.
7. Upon review by the School Lunch Services of the State Department of Education, the division agrees to implement the policy uniformly in all schools, in accordance with procedures described and make the policy known to the patrons of each school.
8. The School Lunch Service of the State Department of Education, has responsibility for monitoring the performance through administrative evaluations, on-site evaluations, and other means to assure that determinations are being made in accordance with announced policies and to assure that identifications of any child receiving free or reduced price meals in avoided.

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: October, 1994

Amended: April, 2007

Amended: May, 2009

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

12 VAC 5-421-10 et seq.

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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 Lunenburg 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 school librarian 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: March, 1992.
Amended: November, 1996
Amended: June, 2008
Amended: February, 2014

Legal Refs: JFC-R Standards of Student Conduct
 GAB/IIBEA Acceptable Computer System Use
 GCPD Professional Staff Members: Contract
 Status and Discipline
 GDPD Support Staff Members: Contract Status
 And Discipline

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REPRODUCTION OF COPYRIGHTED MATERIALS

INTERPRETATION FOR EDUCATORS
IN LUNENBURG COUNTY SCHOOLS

Introduction

Teachers and administrators in Lunenburg 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 Lunenburg 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 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.

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.

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 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.

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 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.
- 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 Lunenburg 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 \$10,000 or imprisoned for up to one year or both."

Issued: March, 1992.

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: March, 1992
Amended: October, 1994
Amended: September, 2002
Amended: April, 2004
Amended: August, 2006
Amended: February, 2014

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

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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 a 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 a foundation 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:

- (1) Review and approve the articles of incorporation and bylaws;
- (2) Establish a system of accounting to protect public funds;
- (3) 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;
- (4) 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;
- (5) Establish terms for the allocation of any profits or revenues between the School Board and the corporation; and
- (6) 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 foundation, and (ii) establish an escrow fund for the purpose of funding various educational technology projects.

(continued)

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 2.2-4367 through 2.2-4377 of the Act.

Adopted: April, 2004
 May, 2009
 February, 2014

Legal Refs.: Code of Virginia, sections 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

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