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

Adopted: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

Revised: November 10, 2009, April 8, 2014, June 12, 2018

Legal Ref.: 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 includes the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, in the development of such plans. The School Board, the chief law-enforcement officer, the fire chief, the chief of the emergency medical services agency, the executive director of the regional emergency medical services council, and the emergency management official of the locality, or their designees, annually review each school's plan. The Department of Education and the Virginia Center for School and Campus Safety (VCSCS) 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 VCSCS.

The School Board designates Dr. Robin Bolt as emergency manager.

Each school annually conducts school safety audits as defined below in collaboration with the chief law-enforcement officer of the locality or with that officer's designee. 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 completed 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 VCSCS and shall make available upon request to the chief law-enforcement officer of the locality the results of such audits for the officer's review and recommendation. The superintendent includes the designation of the division safety official, which includes a current mailing address, a current working daytime phone number, a current functional email address, and a current functional fax number, with the school safety audits when they are submitted to VCSCS.

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.

“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 include recommendations for structural adjustments, changes in school safety procedures and revisions to the Standards of Student Conduct. The audit is consistent with a list of items identified by VCSCS to be reviewed and evaluated. As part of each audit, the School Board creates a detailed and accurate floor plan for each school building or certifies that the existing floor plan is sufficiently detailed and accurate.

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:

1. written procedures to follow in emergencies such as fire, injury, illness, allergic reactions and violent or threatening behavior. The procedures 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;
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: January 12, 1999

Revised: August 10, 1999, July 10, 2001, November 12, 2002, September 9, 2003,
November 9, 2004, October 10, 2006, October 9, 2007, November 10, 2009, August 14,
2012, April 8, 2014, November 10, 2015, June 12, 2018, June 11, 2019, August 11,
2020, July 12, 2022, July 11, 2023

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

8 VAC 20-131-260.

Cross Refs.:	CBA	Qualifications and Duties for the Superintendent
	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
	JFCD	Weapons in School
	JFCE	Gang Activity or Association
	JHCD	Administering Medicines to Students
	JHH	Suicide Prevention
	JM	Restraint and Seclusion of Students
	JO	Student Records
	KK	School Visitors

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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, November 10, 2009, April 8, 2014, November 10, 2015

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 the employee 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 the health director 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 is subject to any applicable confidentiality requirements set forth in Va. Code § 32.1-35.

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

If the person whose blood specimen is sought for testing is a minor, 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 identified by this policy who was potentially exposed to the human immunodeficiency virus or the hepatitis B or C viruses in the manner described by this policy, or the employer of such

person, may petition, on a form to be provided by the Office of the Executive Secretary of the Supreme Court of Virginia, 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 policy. A copy of the petition, which shall specify the date and location of the hearing, shall be provided to the person whose specimen is sought. At any hearing before the court, the person whose specimen is sought or the person's counsel may appear. The court may be advised by the State Health Commissioner or the Commissioner's designee prior to entering any testing order. If the general district court determines that there is probable cause to believe that a person identified by this policy has been exposed in the manner prescribed by this policy, the court shall issue an order requiring the person whose bodily fluids were involved in the exposure to provide a blood specimen or to submit to testing and to disclose the test results in accordance with this policy. 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: August 8, 1995

Reviewed: January 12, 1999

Revised: September 9, 2003; November 11, 2008; April 8, 2014; November 10, 2015;
July 14, 2020

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

Rappahannock County Public Schools

ACTIVE EMPLOYEE CASE
Health Services

Name: _____

Address: _____

Identification Number: _____ Date of Birth: _____

Home Phone Number: _____

Work Phone Number: _____

Existing File: Yes _____ No _____

Referred By: _____

Current Position: _____ Building Assignment: _____

Reason for Referral: _____

Disposition: _____

April 8, 2014

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

THREAT ASSESSMENT TEAMS

The superintendent establishes a threat assessment team for each school. Teams may serve one or more schools as determined by the superintendent. The teams 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 includes persons with expertise in counseling, instruction, school administration and law enforcement, and in schools in which a school resource officer is employed, at least one such school resource officer. New threat assessment team members complete an initial threat assessment training and all threat assessment team members complete refresher threat assessment training every three years. Each team

- provides guidance to students, faculty and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school or self;
- identifies members of the school community to whom threatening behavior should be reported; and
- implements 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 immediately reports its determination to the superintendent or superintendent's designee. The superintendent or superintendent's designee immediately attempts 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 rediscloses any criminal history record information or health information obtained pursuant to this policy or otherwise uses any record of an individual beyond the purpose for which such disclosure was made to the threat assessment team.

Each threat assessment team collects and reports to the Virginia Center for School and Campus Safety (the Center) quantitative data on its activities using the case management tool developed by the Center.

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: April 8, 2014

Revised: November 10, 2015, October 11, 2016, June 11, 2019, July 12, 2022, July 11, 2023

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
	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

EMERGENCY FIRST AID, CPR AND AED CERTIFIED PERSONNEL

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

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

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

Adopted: October 13, 1998

Revised: November 12, 2002, November 9, 2004, June 9, 2009, August 14, 2012, April 8, 2014

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

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

Diabetes Medical Management Plan

Effective Dates: _____

This plan should be completed by the student's personal health care team and parents/guardian. It should be reviewed with relevant school staff and copies should be kept in a place that is easily accessed by the school nurse, trained diabetes personnel, and other authorized personnel.

Student's Name: _____

Date of Birth: _____ Date of Diabetes Diagnosis: _____

Grade: _____ Homeroom Teacher: _____

Physical Condition: _____ Diabetes type 1 _____ Diabetes type 2

Contact Information

Mother/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Father/Guardian: _____

Address: _____

Telephone: Home _____ Work _____ Cell _____

Student's Doctor/Health Care Provider:

Name: _____

Address: _____

Telephone: _____ Emergency Number: _____

Other Emergency Contacts:

Name: _____

Relationship: _____

Telephone: Home: _____ Work _____ Cell _____

Notify parents/guardian or emergency contact in the following situations:

Blood Glucose Monitoring

Target range for blood glucose is ____ 70-150 ____ 70-180 ____ Other _____

Usual times to check blood glucose _____

Times to do extra blood glucose checks (*check all that apply*)

____ before exercise ____ after exercise

____ when student exhibits symptoms of hyperglycemia

____ when student exhibits symptoms of hypoglycemia

____ other (*explain*): _____

Can student perform own blood glucose checks? ____ Yes ____ No

Exceptions: _____

Type of blood glucose meter student uses: _____

**Insulin
Usual Lunchtime Dose**

Base dose of Humalog/Novolog/Regular insulin at lunch (circle type of rapid-/short-acting insulin used) is ____ units or does flexible dosing using ____ units/ ____ grams carbohydrate.

Use of other insulin at lunch (circle type of insulin used): intermediate/NPH/lente ____ units or Basal/Lantus/Ultralente ____ units.

Insulin Correction Doses

Parental authorization should be obtained before administering a correction dose for high blood glucose levels. ____ Yes ____ No

____ units if blood glucose is ____ to ____ mg/dl

____ units if blood glucose is ____ to ____ mg/dl

____ units if blood glucose is ____ to ____ mg/dl

____ units if blood glucose is ____ to ____ mg/dl

____ units if blood glucose is ____ to ____ mg/dl

Can student give own injections? ____ Yes ____ No

Can student determine correct amount of insulin? ____ Yes ____ No

Can student draw correct dose of insulin? ____ Yes ____ No

____ Parents are authorized to adjust the insulin dosage under the following circumstances: _____

For Students With Insulin Pumps

Type of pump: _____ Basal rates: _____ 12am to _____
_____ to _____
_____ to _____

Type of insulin in pump: _____

Type of infusion set: _____

Insulin/carbohydrate ratio: _____ Correction factor: _____

Hypoglycemia (Low Blood Sugar)

Usual symptoms of hypoglycemia: _____

Treatment of hypoglycemia: _____

Glucagon should be given if the student is unconscious, having a seizure (convulsion), or unable to swallow. Route _____, Dosage _____, site for glucagon injection: _____ arm, _____ thigh, _____ other.

If glucagon is required, administer it promptly. Then, call 911 (or other emergency assistance) and the parents/guardian.

Hyperglycemia (High Blood Sugar)

Usual symptoms of hyperglycemia: _____

Treatment of hyperglycemia: _____

Urine should be checked for ketones when blood glucose levels are above _____ mg/dl.

Treatment for ketones: _____

Supplies to be Kept at School

- | | |
|---|--|
| _____ Blood glucose meter, blood glucose test strips, batteries for meter | _____ Insulin pump and supplies |
| _____ Lancet device, lancets, gloves, etc. | _____ Insulin pen, pen needles, insulin cartridges |
| _____ Urine ketone strips | _____ Fast-acting source of glucose |
| _____ Insulin vials and syringes | _____ Carbohydrate containing snack |
| | _____ Glucagon emergency kit |

Signatures

This Diabetes Medical Management Plan has been approved by:

 Student's Physician/Health Care Provider Date

I give permission to the school nurse, trained diabetes personnel, and other designated staff members of _____ school to perform and carry out the diabetes care tasks as outlined by _____'s Diabetes Medical Management Plan. I also consent to the release of the information contained in this Diabetes Medical Management Plan to all staff members and other adults who have custodial care of my child and who may need to know this information to maintain my child's health and safety.

Acknowledged and received by:

 Student's Parent/Guardian Date

 Student's Parent/Guardian Date

Student Pump Abilities/Skills:

Needs Assistance

- | | |
|---|--------------------|
| Count carbohydrates | _____ Yes _____ No |
| Bolus correct amount for carbohydrates consumed | _____ Yes _____ No |
| Calculate and administer corrective bolus | _____ Yes _____ No |
| Calculate and set basal profiles | _____ Yes _____ No |
| Calculate and set temporary basal rate | _____ Yes _____ No |
| Disconnect pump | _____ Yes _____ No |
| Reconnect pump at infusion set | _____ Yes _____ No |
| Prepare reservoir and tubing | _____ Yes _____ No |
| Insert infusion set | _____ Yes _____ No |
| Troubleshoot alarms and malfunctions | _____ Yes _____ No |

For Students Taking Oral Diabetes Medications

Type of medication: _____ Timing: _____

Other medications: _____ Timing: _____

Meals and Snacks Eaten at School

Is student independent in carbohydrate calculations and management? _____ Yes _____ No

<i>Meal/Snack</i>	<i>Time</i>	<i>Food content/amount</i>
Breakfast	_____	_____
Mid-morning snack	_____	_____
Lunch	_____	_____
Mid-afternoon snack	_____	_____
Dinner	_____	_____

Snack before exercise? ____ Yes ____ No

Snack after exercise? ____ Yes ____ No

Other times to give snacks and content/amount: _____

Preferred snack foods: _____

Foods to avoid, if any: _____

Instructions for when food is provided to the class (e.g., as part of a class party or food sampling event):

Exercise and Sports

A fast-acting carbohydrate such as _____ should be available at the site of exercise or sports.

Restrictions on activity, if any: _____

Student should not exercise if blood glucose level is below _____ mg/dl or above _____ mg/dl Or if moderate to large urine ketones are present.

April 8, 2014

PERSONNEL TRAINING-VIRAL INFECTIONS

All school personnel having direct contact with students 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: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005, April 8, 2014, October 10, 2017, April 12, 2022

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

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

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 once during the first 20 school days of each school session. Each school holds at least one additional lock-down drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lock-down drill. Such notice is not required to include the exact date and time of the lock-down drill.

Pre-kindergarten and kindergarten students are exempt from mandatory participation in lock-down drills during the first 60 days of the school session. The superintendent develops procedures to implement such exemption. Each pre-kindergarten and kindergarten student participates in each lock-down drill after the first 60 days of each school session.

School Bus Emergency Drills

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

Tornado Drills

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

Emergency Situations

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on safety procedures in the event of an emergency situation on school property.

Adopted: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005, October 10, 2006

Revised: April 8, 2014, October 11, 2016, June 12, 2018, June 11, 2019, August 11, 2020, July 13, 2021

Legal Refs.: Code of Virginia, §§ 22.1-137, 22.1-137.1, 22.1-137.2, 22.1-137.3, 22.1-184.

Acts 2006, c. 164.

8 VAC 20-131-260.

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

ELECTRONIC ROOM PARTITIONS

No school employee opens or closes an electronic room partition in any school building unless

- i. no student is present in such building,
- ii. (a) no student is present in the room or area in which such partition is located and
(b) such room or area is locked or otherwise inaccessible to students, or
- iii. such partition includes a safety sensor that automatically stops the partition when a body passes between the leading edge and a wall, an opposing partition, or the stacking area.

Any annual safety review or exercise for school employees includes information and demonstrations, as appropriate, regarding the provisions of the previous paragraph.

Adopted: June 11, 2019

Legal Refs.: Code of Virginia, § 22.1-138.

Cross Refs.: EB Safety Drills

SCHOOL CLOSINGS

The superintendent or superintendent's 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, employees follow guidelines from the superintendent related to work schedules. The guidelines may be reviewed by the school board.

Adopted: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

Revised: November 10, 2009, April 8, 2014, March 12, 2019

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

Cross Ref.: GAA Staff Time Schedules

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: August 8, 1995

Reviewed: January 12, 1999; August 9, 2005

Revised: November 10, 2009; April 8, 2014; November 10, 2015; June 12, 2018; July 14, 2020

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

8 VAC 20-131-260.

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
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IIBEA-R/GAB-R	Technology Use Guidelines
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	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 is responsible for implementing a 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 or superintendent's designee.

Adopted: January 12, 1999

Reviewed: August 9, 2005

Revised: November 10, 2009, April 8, 2014, November 10, 2015, March 12, 2019

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 is subject to whatever disciplinary action is deemed necessary and advisable by the school principal.

Adopted: August 8, 1998

Reviewed: November 10, 1998

Revised: June 11, 2002, November 9, 2004, November 11, 2008, November 10, 2009, April 8, 2014, November 10, 2015, March 12, 2019, April 11, 2023

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

Cross Refs.: ECA Inventory and Reporting of Loss or Damage
 IIBEA/GAB Acceptable Computer System Use

AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND 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 regulations 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: August 8, 1995

Reviewed: January 12, 1999

Revised: December 14, 2004; November 10, 2009; April 8, 2014; November 10, 2015; March 12, 2019; July 14, 2020

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132, 22.1-132.01.

Cross Refs.:	DN	Disposal of Surplus Items
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IIBEA/GAB	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGA	Sales and Solicitations in Schools

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

Exceptions to the above will be at the discretion of the superintendent. If exceptions are made, the superintendent shall report them to the School Board.

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

Approved: January 12, 1999
Reviewed: August 9, 2005, April 8, 2014

Cross Ref: KG Community Use of School Facilities

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 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 Policy JFC Student Conduct, Standards of Student 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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, November 10, 2009, April 8, 2014, November 10, 2015, June 13, 2017, October 10, 2017, April 12, 2022

Legal Ref.: 20 U.S.C. § 6312.

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

Cross Refs.:	EEAB	School Bus Scheduling and Routing
	EEAC	School Bus Safety Program
	GDQ	School Bus Drivers
	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
	JFC	Student Conduct
	JFCC	Student Conduct on School Buses
	LC-E	Charter School Application Addendum

**STUDENT TRANSPORTATION SERVICES
RAPPAHANNOCK COUNTY FOSTER CARE TRANSPORTATION PLAN**

National research shows children in foster care are at high-risk of dropping out of school and are unlikely to attend or graduate from college. Frequent mobility of students in foster care is a barrier to their academic success. The *Every Student Succeeds Act of 2015* (ESSA) requires that school divisions and child welfare agencies collaborate to develop and implement clear written procedures governing how transportation will be provided, arranged, and funded to maintain children in foster care in their school of origin during the time students are in foster care when it is in their best interest. These procedures will align with the broader school stability processes found in the *Joint Guidance on School Placement for Students in Foster Care*.

Under ESSA, transportation procedures for children in foster care must:

- 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 the child welfare agency's authority to use child welfare funding for school of origin transportation;
- Ensure that, **if** there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the division will provide transportation to the school of origin **if**:
 - the local child welfare agency agrees to **reimburse** the LEA for the cost of such transportation;
 - the division **agrees** to pay for the cost of such transportation; **or**
 - the division and the local child welfare agency **agree** to share the cost of such transportation.

Development of the local plan included the following participants:

Title/Role of Participant in Plan Development	Name of Participant
Title I director/coordinator	Shannon Grimsley
Local foster care liaison	Carol Johnson
McKinney-Vento liaison (for consultation purposes)	Carol Johnson
Representative from the school division's pupil transportation department (school of origin (SOO) transportation designee)	Cathy Jones
Representative from the Local Department of Social Services (LDSS)	Jen Parker

Rappahannock County Public Schools Transportation Procedure for Students Placed in Foster Care

Sequence:

1. When a student is placed in foster care or changes residence while in foster care, the LDSS worker must notify the principal and the local superintendent. If the new residence is not in the same school zone, the foster care liaison must be notified and invited to participate in the Best Interest Determination (BID).
2. Upon receipt of the invitation to participate in the BID, the foster care liaison notifies the school of origin transportation designee.
 - a. The foster care liaison should provide the student's name, current school, new residence address, and whether the student has an IEP with specialized transportation.
 - b. The school of origin transportation designee identifies potential ways that the child could be transported (see list of options below) if the BID results in a decision to maintain the current school enrollment. This information is given to the foster care liaison to include in the BID.
3. The LDSS worker, foster care liaison, and other essential members of BID share their information. The joint decision is made by the LDSS worker and the foster care liaison.
4. If the BID decision is that the student will remain in the current school, the foster care liaison notifies the school of origin transportation designee, who then assists the LDSS worker in arranging transportation to and from school.

Options:

Multiple factors will be considered and addressed in the BID when determining transportation options for foster care students, including: safety for the student and other students being transported; student age; length of commute; and distance. Information from the SOO transportation designee about these factors will be provided so that the BID will be comprehensive and will include consideration of cost-effective measures.

The following options will be considered to provide SOO transportation:

1. An existing bus route can be used.
2. An existing bus route can be modified slightly to accommodate the new address.
3. Specialized transportation offered to other students can be accessed, such as:
 - a. Special education;
 - b. Alternative education;
 - c. Magnet school; or
 - d. McKinney-Vento transportation.
4. Existing specialized transportation can be modified slightly to accommodate the new address.
5. Rappahannock County Public Schools has additional options that could be accessed, such as using a county car.

6. Rappahannock County Public Schools may identify alternatives not provided directly by the school division that the LDSS could access or that Rappahannock County Public Schools would be willing to assist in accessing (this could be facilitating the arrangement or providing the transportation and being reimbursed). Examples include:
 - a. Cabs or other contracted transport; or
 - b. Public transportation such as city buses, Metro, etc.
7. The LDSS worker also should explore options outside of those provided by the school division, such as reimbursing the foster parents for transportation costs, or including transport in contracts with licensed child placing agencies or group homes.

Funding:

If the student has an IEP that includes provisions for specialized transportation, transportation must be provided by the school division responsible for the student's Free Appropriate Public Education (FAPE). Based on Virginia's special education regulations, any alternative special education placement, whether public or private, assumes specialized transportation is part of the IEP and must be provided for the student to receive FAPE.

If Rappahannock County Public Schools can offer an existing means of transportation at no additional cost, the LDSS will not be charged.

If Rappahannock County Public Schools can provide transportation but will need to modify a route or create a new option, the SOO transportation designee will calculate the cost that will be charged to the LDSS. This calculation is not required until the BID has been completed and the decision to maintain the current school enrollment is made. The LDSS should explore whether the student is eligible for IV-E or CSA funds to be used to cover the cost. The school division's Title I, Part A funds may be used to assist with excess transportation costs if funds exist after covering mandated responsibilities (such as transportation for students experiencing homelessness).

Regulation Adopted: June 13, 2017

Regulation Reviewed:

Regulation Revised:

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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, November 10, 2009, May 14, 2013, April 8, 2014, June 12, 2018

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

SCHOOL BUS SAFETY PROGRAM

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

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

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

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, November 11, 2008, November 10, 2009, May 14, 2013, April 8, 2014, October 10, 2017, April 12, 2022

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-16, 46.2-919.1.

8 VAC 20-70-130.

8 VAC 20-70-140.

SCHOOL BUS SAFETY

1. Pupils should be on time, as buses must operate on schedule.
2. Pupils should not stand in the roadway while waiting for the bus.
3. Pupils should walk on the left shoulder, facing oncoming traffic, while walking along a highway.
4. Pupils should never run alongside a moving bus, but should wait until the bus has stopped, then walk to the front door.
5. Pupils should board buses at the loading point nearest their home.
6. Pupils should behave properly at bus loading points.

RULES FOR BUS RIDERS

In order to provide all passengers with a safe environment, the bus driver is in complete charge. The driver's directions are to be followed at all times. The driver may assign seats to ensure an orderly, safe environment.

To assist the driver in providing this safe environment, all students are expected to conform to the behaviors listed below:

1. Riders will not fight, hit, throw things or engage in horseplay on the bus.
2. Riders will keep arms, heads, legs and possessions inside the bus.
3. Riders will take their seats and remain seated, facing forward, until exiting the bus.
4. Riders will not sell or purchase items on the bus.
5. Riders will take care of the bus by being careful not damage it.
6. Riders will help to keep the bus clean and safe.
7. Riders will be courteous and respectful in their words and actions towards others. (Behaviors to be avoided include but are not limited to: obscene language or gestures, name calling, racial remarks, disrobing, etc.)
8. Riders will keep their conversations at a low volume, and refrain from talking to the driver except in an emergency.
9. Riders will keep their belongings under control and out of the aisle.
10. Riders will get their parents' permission and the principals (or designee's) written permission before making any change in bus routing, such as getting off at another stop or riding a different bus.

Students who fail to comply with above regulations, or in any manner exhibit improper behavior, may be denied the privilege of riding the school bus. This penalty may range from a few days to as much as the remainder of the school year. Certain other serious offenses occurring on a school vehicle may lead to suspension or expulsion as addressed in Student Conduct Policy JFC.

BUS DISCIPLINE

1. It is the responsibility of parents, instructional leaders, bus drivers and the individual student to insure that riders follow bus regulations to provide an atmosphere of safety, respect and a regard for the protection of public property.
2. All students riding a school bus will be required to comply with Rules for Bus Riders (above) as adopted by the Rappahannock County Public Schools.
3. When a bus rider violates bus rules, the following will be the course of action:
 - A. On the first violation, the driver will instruct and warn the student of the violation and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator will advise the parent of this warning by written notice. The parent will also be advised of the consequences of a second offense.
 - B. On the second violation, the driver will instruct and warn the student of the violation, contact the parent, and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator will impose a one to four day suspension of the bus riding privileges. The parent will also be advised by mail of the consequences of a third offense.
 - C. On the third violation, the bus driver will inform the student of the violation, contact the parent and report the problem directly to the appropriate administrator. After investigating the violation and meeting with the student, the administrator may impose up to a ten-day suspension of bus riding privileges. A parent conference must be held in order for the student to be reinstated on the bus.
Written notice of the consequences of a fourth offense will be given to the parent.
 - D. Continued violations may result in suspension of bus riding privileges for the remainder of the school year
4. Parents should be aware that absence from school resulting in suspension from the school bus will be in violation of Virginia's Compulsory Attendance Law and the Rappahannock County School Board's policy on school attendance. It is the parents' responsibility to provide transportation when the student is suspended from the bus. See Policy JFC.
5. It is important to note that violation of a very serious nature may necessitate that a student or students be removed immediately from the school bus and/or suspended from school. Moreover, it is the responsibility of the administrator to consider the circumstances of the bus rule violations, and to exercise discretion and sound judgment in order to map an appropriate course of action.

April 8, 2014

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

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 the superintendent's regulations pertaining to field trips.

In addition, the School Board may enter into agreements with any third-party logistics company, 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 company, body or agency for public purposes, including transportation for the elderly or private purposes, except that such third-party logistics company may not use the school buses to provide transportation of passengers for compensation or for residential delivery of products for compensation. 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 the School Board attributable to the use of such buses pursuant to such agreement. Each such agreement must require the third-party logistics company, appropriating body, or agency to supply insurance on the school bus that meets the minimum requirements in Va. Code § 22.1-190. The third-party logistics company, 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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 9, 1999, November 12, 2002, September 9, 2003, April 8, 2014, July 12, 2022

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

Cross Ref.: IICA Field Trips

SPECIAL USE OF SCHOOL VEHICLES

Incorporated organizations whose primary function is educating children may apply to use school buses on the attached application (EEAD-F1). The following requirements will be part of the agreement:

1. Organization must provide an insurance certificate evidencing primary coverage, as required by the Code of Virginia 22.1-190. For the period of time vehicles are used by the organization, the vehicles will be removed from the School Board's fleet insurance policies. (This requirement will be waived for county government use.)
2. Organization must employ Rappahannock County Public Schools' bus drivers and pay them directly.
3. Organization must provide fuel for the bus and return the bus with a full tank of fuel.

School organizations must follow standard field trip procedures for trips taking place during the school year. For trips occurring between the end of the school year and the beginning of the following year, organizations must follow standard field trip procedures and must agree to provide funding to pay driver and fuel costs to the School Board.

Regulation Adopted September 9, 2003
Reviewed: August 27, 2009
Revised: April 8, 2014

SPECIAL USE OF SCHOOL BUSES

Name of Organization _____

Number of Buses Needed _____

Date(s) Needed _____

Time of Day Needed _____

Reason for Request _____

Responsible Party _____

Contact Information (Address, Telephone Number, Email if applicable):

Insurance Provider's Name _____

Policy Number _____

Evidence of Insurance Provided? _____ Yes _____ No

I understand that my organization must comply with regulation EEAD-R, a copy of which has been provided to me.

Signature of Responsible Party

Date of Request

Signature of Authorizing Agent

Date Authorized

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

April 8, 2014

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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002; November 10, 2009; April 8, 2014; November 10, 2015; March 12, 2019; July 14, 2020

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.

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

FOOD SERVICES

Generally

Employees of Rappahannock County School Board do not require a student who cannot pay for a meal at school or who owes a school meal debt to throw away or discard a meal after it has been served to the student, do chores or other work to pay for such meals, or wear a wristband or hand stamp.

The School Board does not file lawsuits against a student or the student's parent because the student cannot pay for a meal at school or owes a school debt.

Neither the Rappahannock County School Board nor any employee of the Board denies any student the opportunity to participate in any extracurricular activity because the student cannot pay for a meal at school or owes a school meal debt.

The Rappahannock 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.

If any school in the division has a student population that qualifies for free and reduced-price meals at a minimum percentage of 50 percent in the prior school year and simultaneously offers educational or enrichment activities, the School Board applies to the Virginia Department of Education for such school to participate in the Afterschool Meal Program administered by the U.S. Department of Agriculture Food and Nutrition (FNS) Child and Adult Care Food Program (CACFP) to subsequently and simultaneously serve federally reimbursable meals and offer an afterschool education or enrichment program pursuant to FNS guidelines and state health and safety standards.

Competitive foods, as defined herein, comply with state and federal requirements.

The Rappahannock County School Board may solicit and receive any donation or other funds for the purpose of eliminating or offsetting any school meal debt at any time and will use any such funds solely for such purpose.

Free and Reduced Price Food Services

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 superintendent's designee establishes regulations or 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 Rappahannock County public schools.

If the School Board collects information to determine eligibility for participation in the National School Breakfast Program or the National School Lunch Program, it posts prominently on its website a web-based application for student participation in such program and provides a paper-based application.

Each elementary and secondary school processes each web-based and paper-based application for participation in the School Breakfast Program or the National School Lunch Program within six working days after the date of receipt of the completed application.

Employees of Rappahannock County School Board do not physically segregate, overtly identify, or otherwise discriminate against any child eligible for free or reduced price meals.

The superintendent is responsible for establishing procedures by which excess food may be distributed to enrolled students eligible for the School Breakfast Program or National School Lunch Program administered by the U.S. Department of Agriculture, saving excess food for later consumption, or donating food. The superintendent's procedures identify which students are eligible to receive excess food.

Definitions

"Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. Competitive foods meet the nutrient guidelines established by the Board of Education, including the guidelines for calories, fat, sugar and sodium.

"Excess food" means any remaining unexpired, unopened, and unconsumed food intended to be served as part of a reimbursable meal that was unable to be utilized for a current or future meal provision after a school has served breakfast and lunch to students during a school day.

"Fundraiser" means a school-sponsored activity where food or nonfood items are sold on the school campus during regular school hours by a school-sponsored organization to raise money for a school-related program or activity. One fundraiser is defined as one or more fundraising activities by one or more school-sponsored organizations that last one school day. If multiple school-sponsored organizations conduct fundraisers on the same day, the combined activities are counted as one fundraiser. If a fundraising activity lasts more than one school day, each subsequent day's activity is considered as one fundraiser and counts toward the total number of permitted fundraisers.

"School campus" means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.

"School day" means the period from the midnight before to 30 minutes after the end of the official school day.

School Sponsored Fundraisers

Each school may conduct 30 school-sponsored fundraisers per school year during which food that does not meet the nutrition guidelines for competitive foods may be available for sale to students. Fundraisers are not conducted during school meal service times.

Unpaid Meal Charges

Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal. A student's inability to pay is not overly identified.

Notice of low or negative balances in a student's meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year.

If a parent regularly fails to provide meal money or send food to school with the student and the student does not qualify for free or reduced benefits, the child nutrition director will inform the principal, who will determine the next course of action, which may include notifying the department of social services of suspected child neglect.

The superintendent or superintendent's designee ensures that federal child nutrition funds are not used to offset the cost of unpaid meals and that the child nutrition program is reimbursed for bad debt. In order to accomplish those goals, the following procedures are followed:

- At least one written notice is provided prior to the student being denied reimbursable meals for exceeding the division's charge limit.
- If payment of the negative balance is not received within the school year, the debt will be turned over to the superintendent or superintendent's designee for collection. If the debt is not paid within 180 days of notice being given, it is considered bad debt for the purposes of federal law concerning unpaid meal charges.

Bad debt is defined as delinquent debt that is deemed uncollectible at the end of the school year. Bad debt is unallowable in the School Nutrition Program and cannot be carried over to the next school year. Funds resulting from bad debt cannot be recovered using School Nutrition Funds. At the end of each school year, the superintendent or superintendent's designee will evaluate all delinquent debt for conversion to bad debt. Bad debt will be restored to the School Nutrition Program from general funds prior to the end of the same fiscal year.

Recordkeeping

The Rappahannock County School Board is responsible for maintaining records that document compliance with this policy. Those records include documentation used to assess the nutritional profile of food items and determine whether a food item is an allowable competitive food, such as recipes, nutrition labels and/or product specifications for the competitive food available for sale to students.

The School Board is also responsible for

- maintaining records documenting compliance with the competitive food nutrition standards for food available for sale in areas that are outside of the control of the school nutrition programs operations,
- ensuring any organization or school activity designated as responsible for food service at the various venues in the school, other than the school nutrition programs, maintains records documenting compliance with the competitive food nutrition standards,
- maintaining records each school year documenting the number of exempt fundraisers, if any, conducted at each school within the division, and
- designating an individual at the division or school level to monitor and ensure compliance with this policy in all areas that are outside the control of the school nutrition programs operation. The designee may not be a school nutrition personnel.

Adopted: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, November 10, 2009, April 8, 2014, November 10, 2015, June 13, 2017, June 11, 2019, July 14, 2020, August 11, 2020, July 13, 2021, July 12, 2022, July 11, 2023

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

7 C.F.R. §§ 210.9, 210.11, 220.20, 245.5, 245.8.

U.S. Department of Agriculture, SP 23-2017 Unpaid Meal Charges: Guidance and Q&A, March 23, 2017.

U.S. Department of Agriculture, SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, July 8, 2016.

Code of Virginia, 1950, as amended, §§ 22.1-79.7, 22.1-207.2:2, 22.1-207.3, 22.1-207.3:1, 22.1-207.4, 63.2-1509.

8 VAC 20-740-10.

8 VAC 20-740-30.

8 VAC 20-740-35.

8 VAC 20-740-40.

Cross Refs:	BBA	School Board Powers and Duties
	GAE	Child Abuse and Neglect Reporting
	JHCF	Student Wellness
	KH	Public Gifts to the Schools

FOOD SERVICES REGULATION

The National School Lunch and School Breakfast Programs are integral in ensuring that students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of the school nutrition program.

Rappahannock County Public Schools will not deny a student a reimbursable meal. A student is allowed to charge breakfast and lunch if they do not have funds. Applicable meal prices will be charged to the student's account. The student's inability to pay is not overly identified. Students who charge a meal will receive the same reimbursable meal options as other students. A student will not be forced to do chores or other work to pay for meals or wear a wristband, hand stamp, sticker, or identified in any other way. In order to further protect student privacy, all communication regarding negative accounts will be done between a school board employee and the student's parent or guardian. A letter addressed to the parent to be sent home with the student is also permissible.

Students who qualify for free meals will not be denied a reimbursable meal even if they accrued a negative balance on their cafeteria account. Students that have money to pay for a reduced price or full price meal at the time of service must be provided a meal. If the student intends to use that money for that day's meal, the money will not be used to repay a negative balance or other unpaid meal debt.

The household will be notified directly once students have a low balance and when students have an outstanding debt:

- i. 1st notice will be an email
- ii. 2nd notice will be a letter
- iii. 3rd notice will be a phone call from the School Nutrition Director and/or school Principal
- iv. Consequence

Parents are expected to pay all meal charges in full by the last day of the school year. If a parent regularly fails to provide meal money and the student does not qualify for free or reduced benefits, the School Nutrition Director will inform the principal, who will determine the next course of action. A lawsuit cannot be filed against a student or student's parent because the student cannot pay for a meal or because of a school meal debt. The student can also not be denied the opportunity to participate in any extracurricular activities because they cannot pay for a meal or have a debt.

All families are encouraged to complete the free and reduced meal application found in the School Board Office, RCES and RCHS office, or online through hwww.lunchapplication.com in addition to signing up for account notifications with www.k12paymentcenter.com. Applications can be completed at any point during the school year. For assistance completing the free and reduced meal application, please call the School Nutrition Director at 540-227-0023.

Regulation added: July 22, 2019

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: August 8, 1995

Reviewed: January 12, 1999; August 9, 2005; June 12, 2007

Revised: November 10, 2009; April 8, 2014; March 12, 2019; July 14, 2020

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

12 VAC 5-421-10 et seq.

Cross Refs: EF Food Service Management
EFB Food Services

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 Rappahannock 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 media specialist who will provide clarification and assist staff members and students in obtaining proper authorization to copy or use protected material when such authorization is required.

At no time is it necessary for a staff member to violate copyright laws in order to properly perform the staff member's 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: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

Revised: November 11, 2008, April 8, 2014, November 10, 2015, July 13, 2021

Legal Ref: 17 U.S.C § 101 et seq.

Cross Ref: GAB/IIBEA Acceptable Computer System Use
GCPD Professional Staff Discipline

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: August 8, 1995

Reviewed: January 12, 1999

Revised: November 12, 2002, May 11, 2004, January 9, 2007, April 8, 2014, November 10, 2015, March 12, 2019

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2703, 15.2-2704, 15.2-2705, 22.1-84, 22.1-188 through 22.1-198.

LIABILITY INSURANCE FOR CONTRACTED SERVICES

Any business or individual performing contractual services for the Rappahannock County School System will be required to provide written proof of adequate, in force, liability insurance. Adequate liability will be determined by the School Board and/or the Superintendent based on the nature of the work.

Those businesses with an ongoing agreement will provide the information on an annual basis, but will be obligated to inform the system of any changes in coverage within 24 hours of any change.

Adopted: November 12, 1996
Reviewed: January 12, 1999, August 9, 2005
Revised: April 8, 2014