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## SECTION E: Support Services

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|---------|--|
| EA      | Support Services   |
| EB      | School Crisis, Emergency Management, and Medical Emergency Response Plan             |
| EBA     | Buildings and Grounds Inspection   |
| EBAA    | Reporting of Hazards   |
| EBAB    | Possible Exposure to Viral Infections  |
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| EBBA    | Emergency First Aid, CPR and AED Certified Personnel                                 |
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| EEAC    | School Bus Safety Program  |
| EEAC-R  | School Bus Safety Regulation   |

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## SECTION E: Support Services

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| EEAD    | Special Use of School Buses                 |
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| EEAD-F1 | Special Use of School Vehicles              |
| EF      | Food Service Management                     |
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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

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

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

## SCHOOL CRISIS, EMERGENCY MANAGEMENT AND MEDICAL EMERGENCY RESPONSE PLAN

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

The School Board designates Jimmy Swindler, Director of Facilities, as emergency manager.

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

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

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

"School crisis, emergency management, and medical emergency response plan" means the essential procedures, operations, and assignments required to prevent, manage, and respond to a critical event or emergency, including natural disasters involving fire, flood, tornadoes, or other severe weather; loss or disruption of power, water, communications or shelter; bus or other accidents; medical emergencies, including cardiac arrest and other life threatening medical emergencies; student or staff member deaths; explosions; bomb threats; gun, knife or other weapons threats; spills or

exposures to hazardous substances; the presence of unauthorized persons or trespassers; the loss, disappearance or kidnapping of a student; hostage situations; violence on school property or at school activities; incidents involving acts of terrorism; and other incidents posing a serious threat of harm to students, personnel, or facilities. The plan shall include a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § Va. Code § 19.2-11.01, as well as current contact information for both.

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

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

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

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

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

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

4. written procedures to follow for the safe evacuation of persons with special physical, medical, or language needs who may need assistance to exit a facility.

Adopted: January 12, 1999

Revised: 8/10/99, 7/10/01, 11/12/02, 9/9/03, 11/9/04, 10/10/06, 10/9/07, 11/10/09, 8/14/12, 4/8/14, 11/10/15

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

## BUILDINGS AND GROUNDS INSPECTION

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

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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

8 VAC 20-131-260.

## REPORTING OF HAZARDS

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

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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

8 VAC 20-530-10 et seq.



## POSSIBLE EXPOSURE TO VIRAL INFECTIONS

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

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

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

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

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

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

immunodeficiency virus or hepatitis B or C viruses. The School Board employee shall also be deemed to have consented to the release of such test results to the person.

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

Revised: September 9, 2003, November 11, 2008, April 8, 2014, November 10, 2015

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

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



## THREAT ASSESSMENT TEAMS

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

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

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

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

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

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

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

The superintendent may establish a committee to oversee the threat assessment teams or may assign the oversight of the teams to an existing committee. If such a

committee is established, it will include individuals with expertise in human resources, education, school administration, mental health and law enforcement.

Adopted: April 8, 2014

Revised: November 10, 2015, October 11, 2016

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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<br>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                                 |

## 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

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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
- \_\_\_\_\_ Lancet device, lancets, gloves, etc.
- \_\_\_\_\_ Urine ketone strips
- \_\_\_\_\_ Insulin vials and syringes

- \_\_\_\_\_ Insulin pump and supplies
- \_\_\_\_\_ Insulin pen, pen needles, insulin cartridges
- \_\_\_\_\_ Fast-acting source of glucose
- \_\_\_\_\_ 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 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.

Adopted: August 8, 1995

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

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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 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. 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 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.

Adopted: August 8, 1995

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

Revised: April 8, 2014, October 11, 2016

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

Acts 2006, c. 164.

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

## 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: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

Revised: November 10, 2009, April 8, 2014

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

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

Adopted: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

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

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

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

## INVENTORY AND REPORTING OF LOSS OR DAMAGE

### I. Inventories

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

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

### II. Reporting Losses

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

Adopted: January 12, 1999

Reviewed: August 9, 2005

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

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

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



## VANDALISM

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

The School Board may institute action and recover from the parents or either of them of any minor living with such parents or either of them up to (\$2,500) for damages suffered by reason of the willful or malicious destruction of, or damage to, public property by such minor.

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

Adopted: 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

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

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

## AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

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

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

Revised: December 14, 2004, November 10, 2009, April 8, 2014, November 10, 2015

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

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

## 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

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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 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. The procedures describe how these requirements will be met in the event of a dispute over which agency or agencies will pay any additional costs incurred in providing transportation and which agency or agencies will initially pay the additional costs so that transportation is provided promptly during the pendency of the dispute.

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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Legal Ref.: 20 U.S.C. § 6312.

34 C.F.R. 299.13.

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

Cross Refs.: EEAB School Bus Scheduling and Routing  
EEAC School Bus Safety Program  
IICA Field Trips  
JCA Transfer Requests by Student Victims of Crime  
JEC-R School Admission  
JECA Admission of Homeless Children

|               |  |
|---------------|--|
| JECB (Opt. 1) | Admission of Nonpublic Students for Part-Time Enrollment |
| JEG           | Exclusions and Exemptions from School Attendance         |
| JFCC          | Student Conduct on School Buses                          |
| JFC-R         | Standards of Student Conduct                             |
| LC-E          | Charter School Application Addendum                      |

**STUDENT TRANSPORTATION SERVICES  
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*.<sup>1</sup>

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:

| <b>Title/Role of Participant in Plan Development</b>   | <b>Name of Participant</b> |
|--|----------------------------|
| 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                 |

<sup>1</sup> The joint VDSS/VDOE guidance is dated 2013 and is currently being revised to align with ESSA requirements. The recommendations in this template will be included in the revised guidance.

## 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 shall evaluate the safety of pupils at bus stops periodically and shall, at the request of the School Board, report the results annually to the School Board.

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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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, must be reported to the transportation supervisor.

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

No person shall use any wireless telecommunications device, whether handheld or otherwise, while driving a school bus, except in case of an emergency, or when the vehicle is lawfully parked and for the purposes of dispatching. Nothing in this section shall be construed to prohibit the use of two-way radio devices authorized by the owner of the school bus.

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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Legal Refs.: Code of Virginia, 1950, as amended, § 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 regulations pertaining to field trips.

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

Adopted: August 8, 1995

Reviewed: January 12, 1999

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

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Legal Ref.: 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):

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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

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Legal Refs.: 42 U.S.C. § 1751 et seq.

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

8 VAC 20-290-10.

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



## FREE AND REDUCED PRICE FOOD SERVICES

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.

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 Rappahannock 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: August 8, 1995

Reviewed: January 12, 1999

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

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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  
JHCH

Student Wellness  
School Meals and Snacks

## FOOD SANITATION PROGRAM

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

Adopted: August 8, 1995

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

Revised: November 10, 2009, April 8, 2014

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

12 VAC 5-421-10 et seq.

## REPRODUCTION AND USE OF COPYRIGHTED MATERIALS

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

The 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 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: August 8, 1995

Reviewed: January 12, 1999, August 9, 2005

Revised: November 11, 2008, April 8, 2014, November 10, 2015

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Legal Ref: 17 U.S.C § 101 et seq.

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

## 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

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

## 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.

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