

School Board Meeting

November 9, 2015

Items Requiring No Action (1 Reading)

Legal References/Code Updates/Verbiage changes

Policies/Regs. for Sec. A-E Reassigned to Board Regulations (BR) or Superintendent Regulations (SR):

ADA to AD-BR1	Mission Statement
BDA- R1 to BDA-BR1	School Board Recordings
BDB to BDB-BR1	Special School Meetings
BG-R1 to BG-BR1	Board-Staff Communications
CLB to CLB-BR1	Culpeper County Public Schools Anti-Violence Policy
EBAB-R1 to EBAB-BR1	Culpeper County Schools Exposure Control Plan
EC-R1 to EC-BR1	Displays and Decorative Materials in Schools
EDC-R1 to EDC-BR1	Authorized Use and Maintenance of Computers and AV Equipment
EDC-R2 to ECD-BR2	Authorized Use of School-Owned Vehicles
EGAA-R1 to EGAA-BR1	Computer Software Copyright Compliance Regulation
GC-R1 to GC SR1	Professional Staff Identification Badges

VSBA Policy Review

BDD	Electronic Participation in Meetings from Remote Locations
DJF	Purchasing Procedures
GBE	Staff Health
GBL	Personnel Records
IKFA	Locally Awarded Verified Credits
IL	Testing Programs
JHH	Suicide Prevention

MISSION STATEMENT

The primary mission of the Culpeper County Public School System is to equip and motivate all learners to maximize their potential.

Approved: August 12, 1996
Amended: February 11, 2002
Amended: September 9, 2002
Amended: June 11, 2010

PLACEMENT OF RECORDING EQUIPMENT AT REGULAR SCHOOL BOARD
MEETINGS

Any person seeking to photograph, film, record or otherwise reproduce any portion of an open meeting of the Culpeper County School Board must place and use any equipment in such a manner to prevent interference with the proceedings. Such persons must notify the Clerk or Deputy Clerk of the School Board at least fifteen minutes prior to the start of the open meeting that they will be using equipment for this purpose. The Clerk or Deputy Clerk of the School Board will determine the placement of the equipment to prevent any interference of the proceedings. If at any point the Chairperson of the School Board determines the use of the equipment is interfering with the proceedings, the Chairperson will call the School Board into recess until the interference caused by the use of the equipment is resolved.

Adopted:
October 11, 2010

SPECIAL SCHOOL BOARD MEETINGS

The School Board may hold special meetings when necessary. These meetings shall be held when called by the chairman or when requested by two or more members. Special meetings may be called provided each member is duly notified, or a reasonable attempt has been made to notify each member. Notice, reasonable under the circumstances, shall be given contemporaneously with the notice provided to members of the School Board.

Business that does not come within the purposes set forth in the call of the meeting shall not be transacted at any special meeting of the School Board unless the quorum present is in unanimous agreement to consider additional items of business.

Adopted: January 15, 1996
Amended: September 9, 2002

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-3707, 22.1-72.

Cross Refs.: KC Community Involvement in Decision Making
BCA Board Organizational Meetings
BDDA Notification of School Board Meetings

BOARD-STAFF COMMUNICATIONS

In order to facilitate staff participation in the development of educational and personnel policies, the superintendent and the Board have established the following avenues for Board-staff communication.

1. Staff members will be appointed to serve on task forces and committees, when feasible, when educational and personnel policies and practices are being developed.
2. The Superintendent/Teacher Roundtable, consisting of representatives from each building, will meet monthly (as needed) for the purpose of discussing with the superintendent and his/her staff, issues in the school division.
3. The Superintendent/Classified Roundtable, consisting of a representatives from each building, will meet monthly (as needed), for the purpose of discussing with the superintendent and his/her staff, issues in the school division.
4. The Superintendent will meet as needed with the leadership of CCEA to discuss issues, concerns, and ideas or other employee professional organizations.
5. All staff will receive, via email, copies of the Teacher Roundtable Notes, Classified Roundtable Notes, Leadership Council Notes, and Elementary and Secondary Principal Meeting Notes.
6. The superintendent will send out emails to all staff, during budget season, to keep them apprised of the budget discussions taking place.
7. The superintendent and his/her executive team members will be available by appointment to meet with individual staff members on concerns best discussed in private.
8. Staff members can access School Board minutes on the CCPS website.
9. Employees may present ideas or concerns regarding Culpeper County Public Schools at the regular Board meeting each month. There will be no action taken by the Board. Personalities and behaviors of employees are not to be presented during this period but are to be reported to the employee's immediate supervisor. The chairman shall determine the amount of time to be spent for citizen participation. Delegations wishing to address

the Board are requested to sign in prior to the meeting with their name, address, and topic. A sheet for this purpose is provided at the entrance to the meeting room.

These avenues for Board-staff communication will not be construed as denying the right of any staff member to speak to the Board following the procedures outlined in Policy BDDH, Public Participation at Board Meetings.

Adopted: June 23, 2014

Superintendent Signature

Date

Culpeper County Public Schools Anti-Violence Policy

The Culpeper County School Board is committed to promoting an educational environment that is safe and healthy for all employees, students, volunteers, and visitors. The School Board recognizes that although it cannot guarantee an educational environment without any risk or threat of violence, the School Board is committed to adopting reasonable policies and procedures intended to promote a safe and healthy school environment and to promote the prevention of threatening and violent behavior.

No person shall make threats of violence either directly or indirectly, act in a threatening manner, conspire to or commit an act of violence upon any School Board employee, student, volunteer, or visitor while on School Board property or while attending a school-sponsored event.

Any person who makes a threat of violence either directly or indirectly, acts in a threatening manner, conspires to or commits an act of violence upon a School Board employee, student, volunteer, or visitor will be subject to school or employment discipline, if appropriate, and school administration will make referrals to law enforcement, in appropriate cases where the conduct may constitute a crime.

The School Board will utilize an environmental design in the school division's facilities and campuses to promote security and prevent violence.

The School Board will utilize communication systems within the school division's facilities and campuses to promote security and prevent violence.

The Division Superintendent or designee will implement administrative controls in the assignment of personnel, employee and visitor check-in and identification procedures, criminal background check procedures, and other measures to promote security and prevent violence.

Consistent with the provisions of state and federal law, the Division Superintendent or designee will attempt to collaborate with law enforcement agencies, mental health professionals, emergency responders, and experts in the

fields of workplace violence prevention and school safety to promote reasonable and permissible school security and violence prevention strategies and practices.

The Division Superintendent or designee will form a *Threat Assessment Team* to include school administrators, law enforcement, and mental health professionals to conduct a threat assessment on persons who may present a threat to the health and safety of school division employees, students, volunteers, and visitors while on School Board property or at school-related events.

The Division Superintendent or designee will require training of all employees in the recognition of potentially violent persons, active shooter/intruder response, safety policies and procedures, and crisis/emergency plans.

School division employees are expected to use respectful communication and to seek a non-violent resolution of disagreements or conflict with colleagues, supervisors, students, parents, or community members. Any employee who is unable to resolve such disagreements or conflict through respectful and professional engagement shall seek assistance from his/her supervisor to identify additional conflict resolution or mediation processes to reach an appropriate resolution.

Parents and guardians of students in Culpeper County Public Schools are expected to use respectful communication to seek a non-violent resolution of disagreements or conflict with school division employees. Parents or guardians who violate this policy may be subject to referral to law enforcement, restrictions on their access to School Board property or school-related events, or restrictions on their communication access with school division employees as deemed appropriate by the Division Superintendent or designee.

Community members are expected to use respectful communication and to seek non-violent resolution of disagreements or conflict with school division employees. Community members who violate this policy may be subject to referral to law enforcement, restrictions on their access to School Board property or at school-related events, or restrictions on their communication access with school

division employees, as deemed appropriate by the Division Superintendent or designee.

Students are expected to use respectful communication and seek a non-violent resolution of disagreements or conflict with School Board employees, other students, or others who may be on school property or at school-sponsored events. Students who violate this anti-violence policy will be disciplined in accordance with the Code of Conduct Disciplinary Guidelines and may be referred to law enforcement.

School Board employees shall promptly report to their supervisor, school principal, or the Division Superintendent or designee the actions or behavior of employees, students, parents, or community members that may have violated this anti-violence policy while on school property or at a school-related event. Any School Board employee who is arrested for any crime against another involving a threat or act of bodily harm or violence or who has been issued or served a protective order shall promptly report such arrest or issuance of a protective order to their supervisor.

Any School Board employee who is the victim of a threat or violent act by another which has resulted in an arrest or criminal charge, or who is under the protection of a protective order, is encouraged to promptly report to their supervisor the arrest or issuance of a protective order.

Nothing contained in this policy is intended or shall operate to restrict or limit the ability or right of the School Board to impose either student or employee discipline where behavior addressed by this policy occurs off-campus, either wholly or in part. The School Board fully reserves the right to take action to impose student or employee discipline consistent with its authority under the law for student and/or employee behaviors, no matter where they occur, that either (i) cause a disruption to school operations and functions; (ii) that pose a risk to student and/or staff safety at school; and/or (iii) interferes with the proper functioning of the educational environment.

Adopted: January 13, 2014

Va. Code §22.1-79

Va. Code §22.1-279.3:1

CULPEPER COUNTY SCHOOLS

Exposure Control Plan

I. INTRODUCTION

The OSHA/VOSH 1910.1030 Bloodborne Pathogens Standard was issued to reduce the occupational transmission of infections caused by microorganisms sometimes found in human blood and certain other potentially infectious materials. A variety of harmful microorganisms may be transmitted through contact with infected human blood. Hepatitis B virus (HBV), Hepatitis C virus (HCV) and the Human Immunodeficiency virus (HIV) can infect workers who have been exposed to human blood and certain other body fluids containing these viruses. Exposures can occur as a result of needle stick injuries, by direct contact of mucous membranes and non-intact skin. Although HBV, HCV and HIV are rarely transmitted following occupational exposure incidents, because of the risk of serious illness or death post exposure to these pathogens, all possible measures will be implemented to prevent blood and body fluid exposure to workers.

This exposure control plan has been established by Culpeper County Schools in order to minimize and to prevent, when possible, the exposure of our employees to disease-causing microorganisms transmitted through human blood and body secretions and as a means of complying with the Bloodborne Pathogens Standard. All employees who are exposed to blood and other potentially infectious materials as a part of their job duties are included in this program. (See II. Exposure Determination for a discussion of job categories and tasks.)

This plan will be reviewed at least annually and updated as necessary by the Nurse Coordinator. Copies of this plan are available (for review by any employee) in the following locations:

- Culpeper County Schools website www.culpeperschools.org
- Human Resources
- Each School – Nurse Clinic
- Food Services
- TRIER
- Maintenance
- Office of Special Education
- Office of Technology
- Transportation

An employee may obtain a copy of this plan within 10 days of his/her request to the Nurse Supervisor.

II. EXPOSURE DETERMINATION

All job categories in which it is responsible to anticipate that an employee will have skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (listed below) will be included in this exposure control plan. Exposure determination is made without regard to the use of personal protective equipment (i.e. post exposure evaluation is done for employees even if they wear personal protective equipment.)

Other Potentially Infectious Materials (OPIM)

Body Fluids

- semen
- vaginal secretions
- cerebrospinal fluid
- pleural fluid
- pericardial fluid
- peritoneal fluid
- breast milk
- synovial fluid
- amniotic fluid cultures and culture medium
- any body fluid visibly contaminated with blood
- saliva in dental procedures infected with HIV or HBV

Other Materials

- any unfixed tissue or organ (other than intact skin) from a human (living or dead)
- HIV, HBV, HCV containing cell or tissue cultures, organ blood, organs or other tissues from experimental animals

LIST A

ALL EMPLOYEES ARE EXPOSED

Employees deemed at highest risk categories listed here are included in the plan.

School Nurses
School security
Athletic Trainers
Teachers and para-educators of medically fragile students and aggressive students
School Administrators

LIST B

SOME EMPLOYEES ARE EXPOSED

Job classifications in which some employees may have occupational exposure are included on this list. Since not all the employees in these categories are expected to incur exposure to blood or other potentially infectious materials, the tasks or procedures that would cause these employees to have occupational exposure are also listed. The job classifications and associated tasks for these categories are as follows:

Job Classification	Tasks/Procedures
Teachers (as identified)	Working with students with identified disabilities/illnesses
Para educators (as identified)	Working with students with identified disabilities/illnesses
Designated Secretary/Other Site Employee	Treatment of injuries/illnesses in absence of the nurse

Standard Precautions

All blood or other potentially infectious materials (as described in II). Exposure Determination) shall be handled as if contaminated by a bloodborne pathogen. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

III. METHODS OF CONTROL

Engineering and Work Practice Controls shall be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be used. The following engineering controls will be utilized:

Engineering Controls

Puncture resistant sharps containers will be located in each school nurse clinic. The above controls will be maintained or replaced on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows: Reviewed by the Executive Director of Student Services or Superintendent's designee by October 30th of each year.

Sharps with Engineered Sharps Injury Protections

sharps listed on page 12.

Handwashing and other General Hygiene Measures

Handwashing is a primary infection control measure which is protective of both the employee and the patient. Appropriate handwashing must be diligently practiced. Employees shall wash hands thoroughly using soap and water whenever hands become contaminated and as soon as possible after removing gloves or other personal protective equipment. When other skin areas or mucous membranes come in contact with blood or other potentially infectious materials, the skin shall be washed with soap and water, and the mucous membranes shall be flushed with water, as soon as possible.

Sinks/handwashing facilities are available in each school clinic. Antiseptic hand cleanser will be used in conjunction with paper towels or antiseptic towelettes by identified employees other than nurses when sinks/handwashing facilities are not available.

Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.

Food and drink shall not be kept in refrigerators, freezers, shelves, cabinets or on countertops or benchtops where blood or other potentially infectious materials are present.

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

Employees shall use practices to minimize splashing, spraying, spattering, and generation of droplets during procedures involving blood or other potentially infectious materials.

Sharps Management

Contaminated needles and other contaminated sharps shall not be bent, recapped, or removed. Shearing or breaking of contaminated needles is prohibited. Recapping is prohibited. Sharp containers must be closable, puncture resistant, labeled or color-coded, and leak proof on sides and bottom, and maintained upright throughout use. Containers are to be easily accessible to personnel and located as close as is feasible to the immediate area where sharps are used or found. Contaminated disposable sharps shall be discarded, as soon as possible after use, in the disposable sharps containers. Contaminated broken glass is also to be placed in disposable sharps containers. As soon as possible after use, reusable contaminated sharps are to be placed in the reusable sharps container until properly processed.

Sharp containers will be located in each school clinic. Overfilling of sharp containers creates a hazard when needles protrude from openings. Nearly full containers must be promptly disposed of (or emptied and decontaminated in the case of reusable sharps) and replaced. Each school nurse will be responsible for maintaining sharp containers. Steri-cycle will pick up 2 times a year from each school clinic. It is pre-arranged for December and June. A call for increased pick-ups will be arranged by the school nurse coordinator.

Precautions in Handling Specimens

Specimens of blood or other potentially infectious materials shall be placed in a container which prevents leakage during collection, handling, processing, storage, transport, or shipping. The container must be closed before being stored, transported, or shipped. Each school nurse will be responsible for the correct closing of blood borne pathogen containers and seeking replacements as necessary.

Containers must be labeled/color-coded if they go out of the facility (labeling must also be used in house if all specimens are not handled using standard precautions.)

If outside contamination of the primary container occurs, or if the specimen could puncture the primary container, the primary container shall be placed within a secondary container which prevents leakage, and/or, resists puncture during handling, processing, storage, transport, or shipping. Spill kits will be located in the emergency bags of each classroom, front office, office suite, and clinic.

**The handling of specimens is not applicable to this job site.

Management of Contaminated Equipment

Assess equipment for contamination, and decontaminate if possible, before servicing or shipping. Equipment which has not been fully decontaminated must have label attached with information about which parts remain contaminated.

Personal Protective Equipment

General Guidelines

All personal protective equipment will be provided, repaired, cleaned, and disposed of by the employer at no cost to employees. Employees shall wear personal protective equipment when doing procedures in which exposure to the skin, eyes, mouth, or other mucous membranes are anticipated. The articles to be worn will depend on the expected exposure. Gloves, gowns, laboratory coats, face shields, masks, eye protection, mouthpieces, resuscitation bags and pocket masks are available. Employees who have allergies to regular gloves may obtain hypoallergenic gloves. Gloves will be provided and worn in all cases where exposure is possible. CPR Microshields and Clear Mouth Barriers are available in each school clinic.

If a garment is penetrated by blood or other potentially infectious material, the garment shall be removed as soon as possible and placed in a designated container for laundering or disposal. All personal protective equipment shall be removed before leaving the work area; it shall be placed in assigned containers for storage, washing, decontamination or disposal.

Protection for Hands

Gloves shall be worn in the following situations:

- when it can be reasonably anticipated that hands will contact blood or other potentially infectious materials, mucous membranes, and non-intact skin;
- when performing vascular access procedures;
- when handling or touching contaminated items or surfaces.

Disposable Gloves

- Replace as soon as feasible when gloves are contaminated, torn, punctured, or when their ability to function as a barrier is compromised.
- Do not wash or decontaminate single use gloves for re-use.

Utility Gloves

- Decontaminate for re-use if the gloves are in good condition.
- Discard when gloves are cracked, peeling, torn, punctured or show other signs of deterioration (whenever their ability to act as a barrier is compromised).

Protection for Eyes/Nose/Mouth

Employees shall wear masks in combination with eye protection devices (goggles or glasses with solid side shields) or chin-length face shields whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Situations which would require such protection are as follows:

Performing CPR or mouth-to-mouth resuscitation/resuscitation devices will be used.

Protection for the Body

A variety of garments including gowns, aprons, lab coats, clinic jackets, etc. are to be worn in occupational exposure situations. School nurses will wear appropriate work wear.

The following situations require the use of protective clothing:

None

General Policy

The workplace will be maintained in a clean sanitary condition. Proper decontamination methods will be utilized when dealing with hazards.

Equipment and Environmental and Working Surfaces

Clean contaminated work surfaces with appropriate disinfectant:

- after completing procedures;
- immediately or as soon as feasible when overtly contaminated or after any spill of blood or OPIM;
- at the end of the work shift if the surface may have become contaminated since the last cleaning.

Remove and replace protective coverings (e.g. plastic wrap, aluminum foil, etc.) over equipment and environmental surfaces as soon as feasible when overtly contaminated or at the end of the work shift if they may have become contaminated.

Regularly inspect/decontaminate all reusable bins, pails, cans, and similar receptacles which may become contaminated with blood or OPIM. If these articles become visibly contaminated, they should be decontaminated or discarded immediately or as soon as feasible.

Special Sharps Precautions

Clean up broken glass which may be contaminated using mechanical means such as a brush and dustpan, tongs, or forceps. **DO NOT** pick up directly with the hands.

Reusable containers are not to be opened, emptied, or cleaned manually or in any other manner which will expose employees to the risk of percutaneous injury. **DO NOT** reach by hand into a container which stores reusable contaminated sharps.

Regulated Waste

Includes:

- liquids or semi-liquid blood or other potentially infectious materials;
- contaminated items that would release blood or other potentially infectious materials in a liquid or semi- liquid state if compressed;
- items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling;
- contaminated sharps;
- pathological and microbiological wastes containing blood or other potentially infectious materials.

Waste Containers

Any of the substances listed above must be placed in containers which are: closable; constructed to contain all contents and prevent leakage of fluids during handling, storage, transport or shipping.

In this facility, containers will be identified with biohazard labels. Regulated waste that has been decontaminated need not be labeled or color-coded.

Containers must be closed prior to moving/removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. If the outside of the container becomes contaminated, it is to be placed in a second container which must have the same characteristics as the initial container as discussed above.

Contracted companies will be notified to pick up and dispose of contaminated waste containers as needed.

Laundry

Employees who handle contaminated laundry are to wear protective gloves and other appropriate personal protective equipment.

Contaminated laundry shall be handled as little as possible with a minimum of agitation. Do not sort/rinse laundry in location of use. Place in container/bag where it was used. Wet contaminated laundry which may soak through or cause leakage from bag or container will

be placed and transported in bags or containers which prevent soak-through and/or leakage of fluids to the exterior or double bagged.

Bags/containers will be labeled.

Laundry at each facility will be cleaned by its designated company or on that site by a designated employee.

Communication Hazards to Employees

Employees will be informed of hazards through a system of color coding with labels, as well as a training program which is discussed in Section VI of this written plan.

Warning labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or other potentially infectious material; and other containers used to store, transport or ship blood or other potentially infectious materials. Contaminated equipment shall also be labeled in this manner: information about the portions of the equipment that remain contaminated shall be added to the label.

Labels shall be fluorescent orange or orange-red with lettering or symbols in a contrasting color. The label is either to be an integral part of the container or affixed as close as feasible to the container by a method which prevents loss or unintentional removal of the label. The label shall have: the biohazard symbol and the text BIOHAZARD.

Red bags or red containers may be substituted for the warning label.

The labels/color-coding described here are not required in the following instances:

- when containers of blood, blood components, or blood products are labeled as to their contents and have been released for transfusion or other clinical use;
- when individual containers of blood or other potentially infectious materials are placed in labeled containers during storage, transport, shipment or disposal;
- when regulated waste has been contaminated.

IV. HEPATITIS B VACCINATION POLICY

General Statement of Policy

All employees who have been identified as having exposure to bloodborne pathogens (see II. Exposure Determination) will be offered the hepatitis B vaccination series and a blood test to confirm immunity at no cost to them. In addition, these employees will be offered post-exposure evaluation and follow-up at no cost should they experience an exposure incident on the job. This will be coordinated with the benefit administrator.

All medical evaluations and procedures including the hepatitis B vaccination series, whether prophylactic or post-exposure, will be made available to the employee at a reasonable time and place. This medical care will be performed by or under the supervision of a licensed physician, physician's assistant, or nurse practitioner. Medical care and vaccination series will be according to the most current recommendations of the

U.S. Public Health Service. A copy of the bloodborne pathogens standard will be provided to the health care professional responsible for the employee's hepatitis B vaccination. Designated personnel or potentially exposed employees will be treated by the UVA Physician's group or other medical personnel as arranged by the benefit administrator.

All laboratory tests will be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B Vaccination

The vaccinations are a series of three injections. The second injection is given one month from the initial injection. The final dose is given six months from the initial dose. At this time a routine booster dose is not recommended, but if the U.S. Public Health Service, at some future date recommends a booster, it will also be made available to exposed employees at no cost. Two to three months after completion of the series the employee will be given a laboratory form and instructed on the days, date and place for blood work to confirm immunity.

The vaccination will be made available to employees after they have attended training on bloodborne pathogens and within 10 working days of initial assignment to a job category with exposure. The vaccination series will not be made available to employees who have previously received the complete hepatitis B vaccination series; to any employee who has immunity as demonstrated through antibody testing; or to any employee for whom the vaccine is medically contraindicated. Teachers and para-educators working with MD and Autism students will be offered the Hepatitis B vaccination at the time of the assignment.

Any exposed employee who chooses not to take the Hepatitis B vaccination will be required to sign a declination statement. Scheduling of Hepatitis B vaccinations will be arranged through the Nurse coordinator and the benefit administrator.

V. PROCEDURES FOR EVALUATION AND FOLLOW-UP OF EXPOSURE INCIDENTS

An exposure incident is a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

Employees who experience an exposure incident must immediately report their exposure to the site principal/designee and school nurse. The school nurse will report the exposure to the Office of Human Resources. When an employee reports an exposure incident, he/she will immediately be offered a confidential medical evaluation and follow-up including the following elements:

- documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- identification and documentation of the source individual unless identification is infeasible.

An incident report will be completed by the school nurse or benefit administrator, and the employee will be advised and an appointment made available to seek care from one of the

UVA physicians group, other medical provider or Virginia Department of Health..

If the infectivity status of the source individual is unknown, the source individual's blood will be tested as soon as feasible after consent is obtained. If the source individual's blood is available, and the individual's consent is not required by law, the blood shall be tested and the results documented. The exposed employee will be informed of the results of the source individual's testing.

The exposed employee's blood shall be collected as soon as feasible after consent is obtained, and tested for HBV, HCV and HIV serological status. If the employee consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing shall be done as soon as feasible.

The exposed employee will be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service. The exposed employee will be offered counseling and medical evaluation of any reported illnesses.

The following information will be provided to the healthcare professional evaluating an employee after an exposure:

- a copy of 1910.1030 bloodborne pathogens standard;
- a description of the exposed employee's duties as they relate to the exposure incident;
- the documentation of the route(s) of exposure and circumstances under which exposure occurred;
- results of the source individual's blood testing, if available;
- all medical records relevant to the appropriate treatment of the employee including vaccination status.

Culpeper County Schools shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation. The written opinion will be limited to the following information:

- the employee has been informed of the results of the evaluation;
- the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

NOTE: All other findings shall remain confidential and shall not be included in the written report.

VI. EMPLOYEE TRAINING

Employees will be trained regarding bloodborne pathogens at the time of initial assignment to tasks where exposure may occur and annually, during work hours. Additional training will be provided whenever there are changes in tasks or procedures which affect

employees' occupational exposure; this training will be limited to the new exposure situation.

The training approach will be tailored to the educational level, literacy, and language of the employees. The training plan will include an opportunity for employees to have their questions answered by the trainer. The Executive Director Of Human Resources is responsible for arranging and/or conducting training.

The following content will be included:

1. explanation of the bloodborne pathogens standard;
2. general explanation of the epidemiology, modes of transmission and symptoms of bloodborne diseases;
3. explanation of this exposure control plan and how it will be implemented;
4. procedures which may expose employees to blood or other potentially infectious materials;
5. control methods that will be used at their facility to prevent/reduce the risk of exposure to blood or other potentially infectious materials;
6. explanation of the basis for selection of personal protective equipment;
7. information on the hepatitis B vaccination program including the benefits and safety of vaccination;
8. information on procedures to use in an emergency involving blood or other potentially infectious materials;
9. what procedure to follow if an exposure incident occurs;
10. explanation of post-exposure evaluation and follow-up procedures;
11. an explanation of warning labels and/or color-coding.

Training records shall be maintained for 3 years from the date on which the training occurred.

The following information shall be included:

- dates of training sessions;
- contents or a summary of the training sessions;
- names and qualifications of trainer(s); and
- names and job titles of all persons attending.

Training records shall be provided upon request for examination and copying to employees, to employee representatives, and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1910.20.

VII. RECORDKEEPING PROCEDURES

Procedures are in place for maintaining both medical and training records. If Culpeper County Schools should cease business, and there is no successor employer to receive and retain the records for the prescribed period, then the Director of the National Institute for Occupational Safety and Health (NIOSH) will be notified at least three months prior to the disposal of records. The records will be transmitted to NIOSH, if required by the Director,

within the three-month period.

SHARPS INJURY LOG

OSHA standard Title 29 of the Code of Federal Regulations 1910.1030 non-mandatory appendix A exempts establishments classified by the Standard Industrial Classification code 82 from maintaining OSHA injury and illness records. Culpeper County Public Schools has sharps deemed medically necessary for our Diabetic students, and potentially other medically necessary students that have a health plan from a medical provider. We currently stock BD insulin syringes, humalog insulin pens, lancets, BD ultra fine pen needles, and BD splinter out kits. Science departments may carry glass beakers .

Medical Recordkeeping

A medical record will be established and maintained for each employee with exposure. The record shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.20. The benefit administrator will be responsible for maintaining a medical record of the exposure.

The record shall include the following:

- name and social security number of the employee;
- a copy of the employee's hepatitis B vaccination status with dates of hepatitis B vaccinations
- a copy of the information provided to the healthcare professional who evaluates the employee for suitability to receive hepatitis B vaccination prophylactically and/or after an exposure incident.

Confidentiality of Medical Records

The record will be kept confidential. The contents will not be disclosed or reported to any person within or outside the workplace without the employee's express written consent, except as required by law or regulation. Employee medical records required under 1910.1030 shall be provided upon request for examination and copying to the subject employee and to the Commissioner of the Virginia Department of Labor and Industry in accordance with 29 CFR 1910.20.

This Exposure Control Plan was prepared by:
Stacey Timmons Executive Director of Human Resources
Kathy Walsh School Nurse Coordinator

Superintendent Signature

Date

Culpeper County Schools

TRAINING RECORD
 (29 CFR 1910.1030, pg. 64181, column three, (2) and (3))

Record each individual training session, including annual follow-up training on this form or on a system designated by school or department.

DATE OF SESSION:

SESSION SUMMARY ATTACHED

INSTRUCTOR(S)	QUALIFICATIONS
	REGISTERED NURSE

ATTENDEE	ATTENDEE JOB TITLE

CERTIFICATE OF ATTENDANCE

CULPEPER COUNTY SCHOOLS

I, the undersigned, have completed the CULPEPER COUNTY SCHOOLS BLOODBORNE PATHOGENS STANDARD TRAINING PROGRAM.

As a part of this training, I have watched a video presentation and received instructions in STANDARD PRECAUTIONS.

My trainer has instructed me in specific provisions of the STANDARDS pertaining to my duties and informed me of the location of the EXPOSURE CONTROL PLAN.

Signed	Date
--------	------

Trainer's Signature	Date of Training
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VACCINATION DECLINATION FORM
(29 CFR 1910.1030, pg. 64179, column three, (2) (iii and iv))

CULPEPER COUNTY SCHOOLS

DATE:

EMPLOYEE NAME:

SSN#

I understand that due to my job category I may be at risk for exposure to blood or to other potential infectious materials, therefore I may be at risk of acquiring **Hepatitis B Virus (HBV)** infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline the **Hepatitis B vaccination** at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring **Hepatitis B**, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with **Hepatitis B vaccine**, I can receive the vaccination series at no charge to me.

EMPLOYEE SIGNATURE

DATE

POST-EXPOSURE REPORT
 (29 CFR 1910.1030, pg. 64179, column three, (3) through pg. 64180, column one, (B) (vi))

Use this report for details of POST-EXPOSURE EVALUATION and FOLLOW-UP PROCEDURES.

ACTIVITY	COMPLETION DATE
Employee furnished with documentation regarding exposure incident.	
Source individual identified. Name of source individual:	
Source individual's blood tested and results given to exposed employee. <input type="checkbox"/> Check here if consent has not been able to be obtained.	
Exposed employee's blood collected and tested.	
Appointment arranged for employee with healthcare professional. Professional's name:	
Documentation forwarded to healthcare professional: <input type="checkbox"/> Bloodborne Pathogens Standard. <input type="checkbox"/> Description of exposed employee's duties. <input type="checkbox"/> Description of exposure incident, including routes of exposure. <input type="checkbox"/> Result of source individual's blood testing <input type="checkbox"/> Employee's medical records	

POST EXPOSURE MEDICAL CARE DECLINATION FORM

EMPLOYEE/STUDENT NAME: _____
Last Name First Name

ADDRESS: _____

City State Zip Code

DOB: _____ SSN: ____-____-____ HOME PHONE: (____) _____

Date of Exposure: _____ Location: _____

I understand that I have had an exposure to blood, body secretions which may contain blood or other potentially infectious materials that may contain Hepatitis B virus (HBV), Hepatitis C virus (HCV) or Human Immunodeficiency virus (HIV).

I have been counseled regarding obtaining a health care provider for medical care and testing for HBV, HCV, and HIV.

I understand the risks of not being tested for these viruses and at this time decline to seek a healthcare provider for the purpose of blood testing and counseling related to this exposure.

Employee Date

Parent/guardian signature Date

Principal//designee Date

**CULPEPER COUNTY SCHOOLS
POST EXPOSURE FORM**

School/Location of Exposure Incident: _____ Date of Incident: _____

EMPLOYEE NAME: _____

JOB TITLE: _____ PID # _____ DOB: _____

ADDRESS: _____

TELEPHONE#: () _____ CELLULAR#: () _____

EMERGENCY CONTACT NAME: _____ TELEPHONE#: () _____

BRIEF STATEMENT OF THE INCIDENT:

DATE OF VACCINATIONS:

Hepatitis B (1) ___/___/___ (2) ___/___/___ (3) ___/___/___ Titer ___/___/___

Td/Tdap ___/___/___

REFERRED TO WORKERS COMPENSATION PHYSICIAN: ___ YES ___ NO

If not referred give explanation: _____

(declination form must be completed if medical services recommended but refused)

Signature of Employee

Date

Signature of person completing form

Title

Date

**CULPEPER COUNTY SCHOOLS
POST EXPOSURE FORM**

School/Location of Exposure Incident: _____ Date of Incident: _____

STUDENT NAME: _____

STUDENT'S GRADE: _____ SS# _____ - _____ - _____ DOB: _____

ADDRESS: _____

TELEPHONE#: () _____ CELLULAR/ PAGER#: () _____

EMERGENCY CONTACT NAME: _____ TELEPHONE#: () _____

BRIEF STATEMENT OF THE INCIDENT: _____

DATE OF VACCINATIONS:

Hepatitis B (1) ___/___/___ (2) ___/___/___ (3) ___/___/___ Titer ___/___/___

Td or DTP or Dap ___/___/___

REFERRED TO PHYSICIAN: _____ YES _____ NO

If not referred give explanation:

(declination form must be completed if medical services recommended but refused)

Signature of Parent/Guardian

Date

Signature of person completing form

Title

Date

TITER DECLINATION FORM

CULPEPER COUNTY SCHOOLS

DATE:

EMPLOYEE NAME:

SSN#

I understand that upon completion of the Hepatitis B vaccine series it is recommended that I receive a titer to determine if I have obtained acquired immunity to the Hepatitis B virus. I have been given the opportunity to receive the titer at no charge to myself. However, I decline the Hepatitis B titer. I understand that if I decide to have the titer in the future, it will be at my expense.

EMPLOYEE SIGNATURE

DATE

SCHOOL NURSE SIGNATURE

DATE

DISPLAYS AND DECORATIVE MATERIALS IN SCHOOLS

The Virginia Statewide Fire Prevention Code defines **Decorative Materials** as: All materials, such as curtains, draperies, fabrics and surface coverings applied over the building finish for decorative, acoustical or other effect; additionally cloth, cotton, hay, straw, vines, leaves, trees and similar, Items utilized for decorative effect, including foam plastics and materials containing plastics.

The Statewide Fire Prevention Code, Section F-306.1, states that **ALL** decorative materials shall either be non-combustible or flame resistant.

The Office of the Fire Marshal recognizes the importance of displaying children's artwork and other educational materials within the schools. Therefore, this policy shall be strictly adhered to regarding the display of any materials.

ALL AREAS

- 1) No materials may be suspended from the ceilings.
- 2) No materials may be suspended from any light fixture or any component of the fire protection system (sprinkler heads, smoke or heat detectors, horn or strobe lights.)
- 3) No material may be displayed in a manner that obstructs required signage, exit or emergency lighting.
- 4) Artificial Vegetation. Artificial decorative vegetation (moss, wood chips, etc) shall be flame resistant or flame retardant. Such flame resistance or flame retardant shall be documented and certified by the manufacturer in an approved manner.

HALLS

- 5) No three-dimensional materials may be displayed in the halls. All materials must be flat to the wall.
- 6) No combustible material may be attached to a door frame or in an exit stairwell.
- 7) All combustible material shall be at least 3 feet away from any door frame or entry way.
- 8) All combustible material shall be at least 3 feet above the floor.
- 9) No combustible material may be placed higher than the top of adjacent doorframes or more than 7 feet from the floor.
- 10) Displays shall not exceed 25 feet in length.
- 11) A 10 foot separation shall be required between 25-foot long displays.

ROOMS

- 12) No combustible material may be attached to the front or back of any entry door. The only exception is the Crisis Management & Security Plan that will be mounted on the back of door in every classroom.
- 13) No combustible material on either side of classroom doors.
- 14) No combustible material may be displayed or mounted within 24 inches of the ceiling.

Adopted: July 17, 2008

Use of Computers, Audiovisual Equipment, Cameras, Printers, Scanners, and Computer/Audio Visual Peripherals

All equipment purchased by public funds or donated to schools is the property of the Culpeper County School Board. This equipment is made available to schools to further the mission of the Culpeper County School Board in the instruction of Culpeper County students or to support staff in its support of this instruction.

Where at all feasible, equipment donated to schools will remain with that school. Maintenance of this equipment will be the responsibility of the division if a computer or computer peripheral, and all other equipment (cameras, printers, scanners and audio visual) is the responsibility of the school. Accepting a donation does not infer that the school or the division accepts responsibility for maintaining it, and schools decide in concert with the Executive Director of Technology the appropriate disposition of this equipment.

Computers are purchased through capital funds and distributed to the schools on a pro rata basis with the understanding that the spending of grants or monies earmarked for specific programs (for instance, SOL Technology Initiative, ESEA, Title I, Carl Perkins monies, and Special Education funding) will shift the appearance of an equitable distribution of division resources.

It is the policy of the Division that each teacher will have one working computer readily available to him/her. Multiple configurations in classrooms are instructional decisions made by the school. The school or division will provide maintenance and support for this primary computer. The Division will maintain with most recent purchases areas in each school known as common areas. A common area is defined as a room or access to a mobile lab. Libraries and computer labs are common areas readily available to students in support of instruction.

Annually, each school will undertake an accurate and thorough inventory of all computers, peripherals, and audio visual equipment. One copy of this inventory will be sent to the Executive Director of Technology, one to the Executive Director of Finance, and one will be maintained at the school. Discrepancies in the inventory will be investigated.

Approved: July 2, 2003
 May 12, 2015

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 principal or supervisor, however, when exceptions are made, the superintendent shall be notified. Should an exception be made, it would be with the understanding that a qualified employee of the school system will supervise the use of the equipment and his or her services will be paid for by the user at a rate determined prior to equipment use. The use shall be on the further condition that the property shall be returned in as good condition as when released normal wear and tear expected.

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

Approved: March 11, 2004

COMPUTER SOFTWARE COPYRIGHT COMPLIANCE

Pursuant to School Board Policy EGAA, these regulations provide additional guidance regarding software copyrights. For our purposes, software refers to any optical or digital storage medium which contains programming code, multimedia, text, video or audio content which was developed commercially and for which a valid copyright is owned by the developer, producer, or maker of the storage medium.

All software installed on a School Board computer, workstation, or server, must be licensed. No software may be installed on any computer, workstation, or server without the proof of ownership for this software, and the number of units purchased, given to or held by the appropriate school or division personnel. Proof of ownership will be secured by administration or bookkeeper.

The Division Technology Department will hold all licenses for productivity software purchased through Licensing Programs (all Microsoft Licenses); or purchased for use through division technology funds.

No software may be reproduced with the intent of distributing that software without a license. Individuals who desire or intend to reproduce or distribute software electronically must submit an eWorkorder to be evaluated by the Executive Director of Technology or Network Administrator prior to reproduction or distribution of this software.

Teachers and staff interest in downloading or installing software may submit an eWorkorder to be evaluated by technology staff. All installs are subject to review of software licenses and intended instructional use.

Failure to strictly comply with these regulations may result in severe disciplinary action. The intentional violation of U.S. Copyright laws is a federal crime with high financial penalties attached.

Approved: May 6, 2004
 May 12, 2015

PROFESSIONAL STAFF IDENTIFICATION BADGES

Each employee for Culpeper County Public Schools shall be issued an identification badge. The badge shall contain the employee's picture and other pertinent information. The employee is ~~responsible~~ required to wear the badge during the hours they work in the employ of the school system and if the badge is lost, destroyed, or stolen and a replacement has to be made Human Resources is to be notified immediately. If a replacement has to be made, it will be done at the cost of ~~\$2.00~~ \$4.00 to the employee.

Approved: April 11, 2006
Amended: November 9, 2015

ELECTRONIC PARTICIPATION IN MEETINGS FROM REMOTE LOCATIONS

Except as provided hereafter, the School Board ~~shall~~ does not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled.

I. Quorum Physically Assembled

A School Board member may participate in a meeting through electronic communication means from a remote location that is not open to the public:

1. if, on or before the day of a meeting, the School Board member notifies the chair of the School Board that he or she is unable to attend the meeting due to an emergency or personal matter and identifies with specificity the nature of the emergency or personal matter, and the School Board
 - a. approves the member's participation by a majority vote of the members present at a meeting and
 - b. records in its minutes the specific nature of the emergency or personal matter and the remote location from which the member participated.

In deciding whether or not to approve a Board member's request to participate from a remote location, the Board shall not consider the identity of the member making the request or the matters that will be considered or voted on at the meeting.

If a Board member's participation from a remote location is disapproved, such disapproval will be recorded in the minutes with specificity.

Such participation by a School Board member shall be limited each calendar year to two meetings or 25 percent of the meetings of the School Board, whichever is fewer; or

2. if a School Board member notifies the School Board chair that he or she is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the School Board records this fact and the remote location from which the member participated in its minutes.

A School Board member may participate in a meeting by electronic means pursuant to this section only when:

- a quorum of the School Board is physically assembled at the primary or central meeting location; and

- the School Board makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

II. Quorum Not Physically Assembled

The School Board may meet by electronic communication means without a quorum physically assembled at one location when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided

- the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location, and
- the purpose of the meeting is to address the emergency.

If it holds a meeting pursuant to this section, the School Board shall

- give public notice using the best available method given the nature of the emergency contemporaneously with the notice provided members of the School Board;
- make arrangements for public access to the meeting;
- make available to the public, at the time of the meeting, agenda packets and all materials, unless exempt, that will be distributed to members of the School Board and that have been made available to the School Board's staff in sufficient time for duplication and forwarding to all locations at which public access will be provided;
- record minutes of the meeting in accordance with Policy BDDG Minutes; and
- record in the minutes votes taken by name in roll-call fashion.

The For any meeting conducted pursuant to this section, the nature of the emergency, the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the meeting. In addition, at such meetings the School Board will make available to the public a public comment form prepared by the Virginia Freedom of Information Advisory Council.

III. Reporting

4. If the School Board meets by electronic means, it shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

- the total number of electronic communication meetings held that year
- the dates and purposes of the meetings
- a copy of the agenda for each meeting
- the number of sites for each meeting
- the types of electronic communication means by which the meetings were held
- the number of participants, including members of the public, at each meeting location

- the identity of the members of the School Board recorded as absent and those recorded as present at each meeting location
- a summary of any public comment received about the electronic communication meetings
- a summary of the School Board's experience using electronic communication meetings, including its logistical and technical experience

~~2. At any meeting at which any member of the School Board participates electronically, the School Board will make copies of the public comment form prepared by the Virginia Freedom of Information Advisory Council available to the public.~~

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3708, 2.2-3708.1, 2.2-3710.

Cross Ref.: BDDG Minutes

PURCHASING PROCEDURES

All procurements made by the school division ~~will be~~ are in accordance with the Virginia Public Procurement Act.

Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board ~~will require~~ requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a the school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Unauthorized Aliens

The School Board ~~shall provide~~ provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Discrimination by Contractor Prohibited

The School Board ~~shall include~~ includes the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Refs.:	GCD	Effect of Criminal Conviction
	IGBGA	Online Courses and Virtual School Programs
	KN	Sex Offender Registry Notification

STAFF HEALTH

As a condition of employment every new employee of the School Board including teachers, cafeteria workers, janitors and bus drivers, shall submit a certificate signed by a licensed physician, physician assistant, nurse practitioner or registered nurse stating the employee appears free of communicable tuberculosis.

After consulting with the local health director, the School Board may require the submission of such certificates annually, or at such intervals as it deems appropriate, as a condition to continued employment.

Physical Exams for School Bus Drivers

No person shall be employed as a bus driver unless he or she has a physical exam of the scope required by the Board of Education and provides the School Board the results of the exam on the form prescribed by the Board of Education. Such exam and report may be provided by a licensed nurse practitioner or physician assistant.

The School Board may also require alcohol and drug testing in accordance with Policy GDQ School Bus Drivers.

Adopted:

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-178, 22.1-300, 22.1-301, 54.1-2952.2, 54.1-2957.02.

Cross Ref.:	EBAB	Possible Exposure to Viral Infections
	EBBB	Personnel Training—Viral Infections
	GDQ	School Bus Drivers
	JHCC	Communicable Diseases
	JHCCA	Blood-Borne Contagious or Infectious Diseases

PERSONNEL RECORDS

Present and past employees shall have access to their personnel files and records which are maintained by the BLANK School Division. No separate employee files shall be maintained which are not available for that employee's inspection.

If information relative to employment is requested by banks or other establishments or individuals, written permission from the employee to release such information is required, except to comply with a judicial order, a lawfully issued subpoena, the Virginia Freedom of Information Act (Va. Code § 2.2-3700 et seq.), or other law or court order. The employee will be notified of the request for records.

The superintendent or superintendent's designee is responsible for maintaining a system of personnel records for all employees of the School Board. Personnel files of all School Board employees may be produced and maintained in digital or paper format.

Teacher performance indicators, or other data used to judge the performance or quality of a teacher, maintained in a teacher's personnel file or otherwise is confidential but may be disclosed (i) pursuant to court order, (ii) for the purposes of a grievance proceeding involving the teacher, or (iii) as otherwise required by state or federal law. Nothing in this policy prohibits the release of or limits the availability of nonidentifying, aggregate teacher performance indicators or other data.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ ~~2.2-3700 et seq.~~, 2.2-3705.1, 2.2-3800 et seq., 22.1-295.1 and ~~40.1-28.7:4~~.

Cross Ref.: CBA Qualifications and Duties for the Superintendent
GBLA Third Party Complaints Against Employees

LOCALLY AWARDED VERIFIED CREDITS

Generally

The BLANK School Board awards verified credits toward a standard diploma in science and history/social sciences in accordance with this policy.

No student may earn more than four locally awarded verified credits except as noted below.

To be eligible to earn locally awarded verified credits, a student must

- pass the high school course and not pass the related Standards of Learning test
- take the Standards of Learning test at least twice
- score within a 375-399 scale score range on any administration of the Standards of Learning test
- demonstrate achievement in the academic content through the appeal process described below

Locally Awarded Verified Credits as Credit Accommodations

In addition to verified credits in science and history/social sciences, the School Board may also award verified credits toward a standard diploma in reading, writing and mathematics to students with disabilities as credit accommodations for the standard diploma. To be eligible for such credit accommodations, students with disabilities must meet all criteria established by Virginia law or regulation and eligibility for such credit accommodations must be established in the student's Individualized Education Program (IEP) or Section 504 plan. There is no maximum number of locally awarded verified credits that a student with a disability may earn toward a standard diploma.

Appeal Process

The BLANK School Board shall appoint a review panel comprised of at least three educators. Different panels may be appointed for individual schools or groups of schools.

The review panel will review information which provides evidence of the student's achievement of adequate knowledge of the Standards of Learning content. The panel will have discretion in determining the information it will consider. That information may include, but is not limited to, results of classroom assignments, divisionwide exams, course grades and additional academic assignments (e.g. papers, projects, essays or written questions) as the panel deems appropriate.

Based on the evidence it reviews, the review panel may:

- award the verified credit;

- deny the verified credit;
- suggest participation in a remedial program and retesting; or
- make additional academic assignments prior to determining whether to award the verified credit.

The School Board must choose one of the following statements:

The decision of the review panel will be final.

Adopted:

Legal Refs.: ~~8 VAC 20-131-110.B.3.~~

~~8 VAC 20-131-5 (Virginia Register of Regulations May 6, 2013)~~

~~8 VAC 20-131-50 (Virginia Register of Regulations May 6, 2013)~~

8 VAC 20-131-5.

8 VAC 20-131-50.

8 VAC 20-131-110.

Guidelines for Standard Diploma Credit Accommodations for Students with Disabilities (Virginia Department of Education March 28, 2013) (attachment to Virginia Department of Education Superintendent's Memo No. 105-13 (Apr. 19, 2013)).

Additional Guidance on Credit Accommodations for Students with Disabilities July 2013 (Attachment A to Superintendent's Memo No. 191-13 issued July 26, 2013)

~~Guidelines for Local School Boards to Award Verified Credits for the Standard Diploma to Transition Students (attachment to Virginia Department of Education Superintendent's Memo No. 52 (Aug. 9, 2002)), as amended by the Board of Education October 25, 2006.~~

Guidance Document Governing Certain Provisions of the Regulations Establishing Standards for Accrediting Public Schools in Virginia 8 VAC 20-131 (as amended by the Board of Education January 13, 2011).

TESTING PROGRAMS

A program of standardized testing prescribed by the Virginia Department of Education is administered annually. Standardized tests ~~will be~~ are administered according to state and local directives. ~~However, in~~ In administering tests or other assessment instruments, School Board employees ~~shall~~ do not require any public elementary school students being tested to disclose their race or ethnicity on such tests. ~~A school division~~ School division personnel, however, may obtain such information from a student's permanent record and place the information on the test or assessment.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-4.2, 22.1-253.13:3-~~G~~.

SUICIDE PREVENTION

Duties of Teachers and Administrative Staff

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the BLANK School Board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student.

Contacting the Parent/Guardian

If the section below titled "Abuse or Neglect" does not apply, then the staff member shall call at least one of the student's parents/guardians. When contacting a parent/guardian, the staff member should:

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that he has reason to believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;
3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing Va. Code § 22.1-272.1;
5. Ask the parent/guardian whether he or she is aware of the student's mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental counseling for the student;
7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
8. Determine the parent's intent to seek appropriate services for the student.

Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, ~~this~~ contact shall not be made with the parent. Instead, the staff person shall, as soon as practicable, notify the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy ~~JHG~~ JHG/GAE Child Abuse and

Neglect Reporting and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person shall stress the need to take immediate action to protect the child from harm.

Inability to Reach Parent/Guardian

If the staff member is unable to make contact with the parent/guardian by the end of the school day, then he shall follow the school's crisis management plan.

Required Documentation

The staff member shall document the phone call to the parent/guardian by recording: (a) the time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and (d) anticipated follow-up.

Additional Concerns

If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., a parent acknowledges the child's suicidal intent but indicates no intent to act for the well-being of the child), the staff member shall report the abuse or neglect in accordance with policy ~~JHG~~ JHG/GAE Child Abuse and Neglect Reporting.

Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Adopted:

Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-272.1 and 63.2-1509.

Va. Board of Education "Suicide Prevention Guidelines," (Revised 2003).

Cross Refs: ~~JHG~~ JHG/GAE Child Abuse and Neglect Reporting
EB School Crisis, Emergency Management and Medical
Emergency Response Plan