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SECTION E: Support Services

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SECTION E: Support Services

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## SUPPORT SERVICES

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

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

Adopted: May 20, 1993  
Revised: August 18, 1994  
Revised: August 13, 2009  
Revised: August 8, 2013

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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 the Assistant Superintendent of Human Resources 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: May 20, 1993  
Revised: April 7, 1994  
Revised: August 21, 1997  
Revised: January 21, 1999  
Revised: August 19, 1999  
Revised: June 1, 2000  
Revised: August 16, 2001  
Revised: August 22, 2002  
Revised: July 17, 2003  
Revised: August 12, 2004  
Revised: September 21, 2006  
Revised: August 2, 2007  
Revised: August 13, 2009  
Revised: September 13, 2012  
Revised: August 8, 2013  
Revised: November 13, 2014

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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

## BOMB THREATS

### I. Purpose

To establish procedures for handling bomb threats.

### II. Procedures

The following procedures shall be followed whenever a telephoned bomb threat is received at an Amherst County public school.

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

#### A. Person Receiving the Call:

1. Have someone else also listen to the call if possible.
2. Take notes for the policy investigation. Record caller's exact words.
3. Attempt to determine the caller's gender, accent or other distinguishing speech characteristics.
4. Listen for background noises that may help in identifying the location of the caller.
5. Ask caller for the following information:
  - a. Time of detonation.
  - b. Location of the explosive device.
  - c. Type of explosive device.
  - d. Physical appearance of the device.
  - e. Reason device was placed at the school.
  - f. Caller's name.
6. If your phone is direct service, attempt to identify the number from which the person is calling by the following procedure when the caller hangs up (this procedure will not work on some telephone systems):
  - a. Hang up. Immediately pick up the same phone and push the \* (star) button followed by the numbers 5 and 7, and then hang up

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

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

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

B. Principal or Designee

1. Ensure proper notifications are made.

2. Decide if the building will be evacuated. This decision should be made based on all available information. The police will offer guidance, but the decision is the responsibility of the school official.

3. If evacuation is necessary, conduct evacuation using fire drill procedures; any requirement for prior notification to school security may be omitted. Students should be evacuated to a location at least 300 feet from the building.

a. The principal will ensure a final check of all areas of the building to make certain that all persons have been notified and have left the building.

b. Staff members will take roll call and make certain that no student re-enters the building for any reason. Names of missing students will be given to the principal.

c. Teachers and other staff members are asked to check quickly their own teaching stations or areas (while their students are exiting) for any strange-looking items such as flight bags, attache cases, or boxes or packages which have not been normally located within their area of responsibility.

4. If events warrant, request a building search. The search should be supervised by police, but school personnel should provide any assistance requested.



- a. The principal and custodian on duty will meet with investigative officers when they arrive in order to clarify search procedures.
5. Upon the completion of the search and after a consultation with the investigative officers, the superintendent of schools will determine whether or not the school building may be re-entered that day. If classes are dismissed, the time will be made up at a later date.

Adopted: January 21, 1999

## 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 require the schools to be inspected at reasonably frequent intervals. Inspections required by law will be performed.

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

Adopted: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009

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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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009  
Revised: April 10, 2014

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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 21, 1997  
Revised: July 17, 2003  
Revised: August 28, 2008  
Revised: April 10, 2014  
Revised: August 27, 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: August 8, 2013  
Revised: November 13, 2014  
Revised: September 8, 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 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: May 20, 1993  
Revised: April 7, 1994  
Revised: August 18, 1994  
Revised: June 18, 1998  
Revised: August 22, 2002  
Revised: August 12, 2004  
Revised: August 13, 2009  
Revised: September 13, 2012  
Revised: August 8, 2013

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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



## 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 21, 1997

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Legal Refs: Code of Virginia, section 22.1-271.3

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

## 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: May 20, 1993  
Revised: March 3, 1994  
Revised: September 21, 2006  
Revised: August 8, 2013  
Revised: September 8, 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: May 20, 1993  
Revised: April 7, 1994  
Revised: August 18, 1994  
Revised: August 17, 1995  
Revised: August 13, 2009

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

Cross Refs.: GAA Staff Time Schedules

## EMERGENCY CLOSING OF SCHOOLS

### Regulations

A. Public Announcements

When it is necessary to cancel a day of school, the media will be notified at the earliest practicable time.

B. Duration

School closings will be on a day-to-day basis.

C. Notification of Employees

Principals shall devise a system of notification for emergency closings to include all employees of the individual school.

D. Extra-curricular Activities

During emergency closings of schools all extra-curricular activities are automatically canceled. Permission to carry on activities, including practices, may be obtained from the school principal.

Should practices and/or other activities be permitted during school closings, no student will be required to be present.

Issued: March 3, 1994

## 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: May 20, 1993  
Revised: April 7, 1994  
Revised: August 18, 1994  
Revised: August 13, 2009  
Revised: September 9, 2010  
Revised: November 13, 2014

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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/ Acceptable Computer System Use  
GAB-R  
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 21, 1999

Revised: August 13, 2009

Revised: April 10, 2014

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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

FLAGS

The flags of the United States and of the Commonwealth of Virginia, shall be flown in accordance with protocol from a flagstaff or pole during school hours.

Adopted: March 3, 1994

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Legal Ref.: Code of Virginia, 1950, as amended, Section 22.1-133

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: May 2, 2002  
Revised: August 12, 2004  
Revised: August 28, 2008  
Revised: August 13, 2009  
Revised: April 10, 2014

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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



## ACPS Energy Conservation Policy

### A. Purpose

To ensure that Amherst County Public Schools pursues energy conservation efforts and practices that continue to preserve our natural resources while providing a safe and comfortable learning environment for all staff and students.

### B. Issue

The nation is experiencing a depletion of its natural resources, which include crude oil, natural gas, and other energy sources. Amherst County Public Schools is committed to reducing its consumption of natural resources and continue to improve the quality of its educational programs.

### C. Desired Outcome

Create a healthy and comfortable learning environment while controlling energy consumption more efficiently and diverting the otherwise rising utility costs toward educational programs. Continue development of energy conservation efforts that proportionally reduce energy consumption in new and existing facilities.

Students and staff of the Amherst County Public Schools should be made aware of their responsibility regarding environmental stewardship. We must make efficient use of our natural resources. An energy conservation plan that reduces inefficiencies in the use of electricity, fossil fuels, water, and reduce the production of solid waste will be developed. The goal is to optimize the use of natural resources on a daily basis yet maintain a comfortable learning environment.

Amherst County Public Schools will create an Energy Conservation Plan designed to reduce energy and natural resource consumption. Implementation and success of this Energy Conservation Plan is a joint responsibility of administrators, teachers, students, and the community. Cooperation of each staff member is essential for success.

Adopted: May 28, 2009

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 13, 2009  
Revised: April 10, 2014  
Revised: November 13, 2014

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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

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009  
Revised: April 10, 2014  
Revised: May 11, 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

### I. Bus Schedules, Stops, and Routes

The Superintendent shall have responsibility for establishing bus schedules, routes and stops, but the School Board reserves the right to modify bus routes at any time during the school year.

When approving bus schedules, stops and routes, the Superintendent or his designee shall take into consideration the age of the students, hazardous conditions, the required length of the school day and such other factors as will contribute to the safety of the students.

Bus stops will be established so that high school students will walk a maximum of seven-tenths of a mile on public roads, middle school students will walk a maximum of five-tenths of a mile on public roads, and elementary students will walk a maximum of three-tenths of a mile on public roads.

Parents, guardians, custodians, or other responsible persons of students K-5 are to be visible to the bus driver when students are picked up from and dropped off at the home.

School bus stops should not be less than three-tenths of a mile apart.

### II. Transportation on Private Roads

Effective November 1, 1994, Amherst County school buses will travel on private roads under the following stipulations:

1. The Amherst County School Board will require the developer or owner of the private road to enter into a legal agreement stating that the school board will be held harmless in the event of any accidents or damages.
2. That a minimum of ten (10) or more students reside on the private road.
3. The private road will equal the requirements established in I, paragraph 3, of this regulation.
4. The private road will be a paved surface.

5. The owner of the private property or developer will maintain the road in satisfactory condition as determined by the Superintendent or his designee.
6. The owner of the private property or developer will be required to maintain an adequate bus turn-around area as determined by the Superintendent or his designee.

Failure on the part of the private road owner or developer to adhere to the stipulations stated above will result in an immediate cessation of bus transportation privileges to the area.

### III. Transportation of Children in Authorized Foster Care

The school division will provide transportation to any child in authorized foster care within the boundaries of the County. The student in authorized foster care will be treated as any other student within the division in regard to transportation needs. Should transportation be required outside the County's boundaries, the cost will be shared with the local social services agency on an equal basis; upon prior consultation between both agencies. At no time shall a child be denied an education because of foster child status.

Issued: May 20, 1993  
Revised: October 20, 1994  
Revised: November 6, 1997  
Revised: June 17, 1999  
Revised: July 15, 1999  
Revised: October 7, 1999  
Revised: August 10, 2017

NON-RESIDENT STUDENT TRANSPORTATION REQUEST FORM

Person Making the Request \_\_\_\_\_ Student's Name \_\_\_\_\_

Relationship to Student \_\_\_\_\_ School Attending \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Established Bus Stop: \_\_\_\_\_ Bus # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

\_\_\_\_\_ \$200.00 Fee Paid in Advance  
(Assistant Superintendent Initials)

I agree to comply with all the stipulations listed in Policy File EEA, and Regulation File EEA-R. Additionally, I release Amherst County Public Schools from responsibility for transporting my child to and from school to the agreed upon location.

SIGNATURES

\_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Bus Stop Adult

\_\_\_\_\_ Assistant Superintendent

c: Transportation Office  
Base School

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009  
Revised: June 20, 2013

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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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 28, 2008  
Revised: August 13, 2009  
Revised: June 20, 2013

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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.

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009

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

Cross Ref.: IICA Field Trips

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009  
Revised: April 10, 2014

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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

## FOOD PURCHASING

The Superintendent is authorized to enter into an agreement with the Virginia Department of Agriculture, to receive commodity foods which are allocated by the U.S.D.A. for school lunch programs.

Adopted: May 20, 1993

## FREE AND REDUCED PRICE FOOD SERVICES

The Amherst 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 Amherst 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: August 13, 2009  
Revised: January 8, 2015  
Revised: May 11, 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                      Student Wellness  
              JHCH                      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: May 20, 1993  
Revised: August 18, 1994  
Revised: June 21, 2007  
Revised: August 13, 2009

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Legal Ref.: 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 Amherst County School Board encourages its staff and students to enrich the educational experience by making proper use of supplementary materials. However, each staff member and student is responsible for complying with copyright law and with any regulations or procedures developed by the superintendent. Any employee or student who is uncertain as to whether reproducing or using copyrighted materials complies with the division procedures or is permissible under law should contact the Superintendent 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: April 7, 1994  
Revised: August 28, 2008  
Revised: April 10, 2014

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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

## REPRODUCTION OF COPYRIGHTED MATERIALS

### INTERPRETATION FOR EDUCATORS IN AMHERST COUNTY SCHOOLS

#### Introduction

Teachers and administrators in Amherst County Schools desire to provide students with access to quality materials at the lowest cost possible. The copyright law does provide fair use limits for educators who need to use copyrighted works. This document represents the interpretation of the Copyright Law for Amherst County Schools (classified as nonprofit educational institutions). The best option is to plan in advance and to receive written permission from publishers to use copyrighted material. In seeking such permission the request should include:

1. title, author(s) or editor(s), edition number
2. exact amount (pages) of material to be used, preferably including a photocopy of the material involved
3. number of copies to be made
4. description of how material will be used, for what purpose and/or course and frequency of use if for more than one occasion
5. type of duplication (photocopy, ditto, etc.)

#### Photocopying

##### Single Copy:

Teachers preparing to teach a class may make or request to have made a single copy of:

- a book chapter
- an article from a newspaper or periodical
- a short story, essay, or short poem
- a chart, graph, diagram, cartoon, drawing, or picture from a book, periodical, or newspaper.

##### Multiple Copies:

Teachers desiring to duplicate a copy of a work for EACH student must:

- include a notice of copyright with each copy AND meet these three tests:
  1. BREVITY TEST: For POETRY; a copy of a poem if less than 250 words and if printed on no more than two pages or, no more than 250 words if from a longer poem;



For PROSE; any complete story, essay or article under 2,500 words OR excerpts of not more than 1,000 words or 10% of the work; for SPECIAL, SHORTER WORKS, so designated because they contain illustrations (e. g., children’s stories) may not be copied in their entirety even though they contain less than 2,500 words. Educators may NOT copy more than two published pages containing no more than 10% of the text.

For ILLUSTRATIONS; no more than one chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue.

2. SPONTANEITY TEST: “Inspiration and decision to use the work” must occur so soon prior to classroom use that it would not be feasible for the teacher to write for and receive permission to duplicate the material. The teacher must request the copying and not as directed by an administrator.
3. CUMULATIVE EFFECT TEST: Copies of the material must be for only one course in the school in which copies are made;

No more than one short poem, article, story, essay or two excerpts may be copied from the same author;

No more than three copies from the same collective work or periodical during one class term.

There must not be more than nine instances of such multiple copying for one course during one class term.

### Prohibited Copying

Some uses are prohibited regardless of the otherwise permissible copying.

- Educators may not create through photocopying their own anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately.
- Copying must NOT substitute for the purchase of books, periodicals, or reprints. THIS ESPECIALLY APPLIES TO THE DUPLICATION OF “CONSUMABLE” MATERIALS SUCH AS WORKBOOKS, TEST BOOKLETS, AND STANDARDIZED TESTS WHICH MAY NOT BE DUPLICATED.
- The teacher must not duplicate the same item from one term to another.

### Music

(See also: Audio Visual Materials—Audio Disc, Cassettes, Tape Recordings)

### Permissible Copying

- Educators are permitted to make copies of music in an emergency defined as “replace purchased copies which for any reason are not available for an IMMEDIATE performance (AS LONG AS replacement copies are purchased later)”.
- For academic purposes other than performances, a teacher or researcher may duplicate a single copy of an “entire performable unit (section, movement, aria, etc.)” if that unit is unavailable except in a larger work and if it is out of print, as confirmed by the copyright proprietor. For other nonperformance educational purposes, multiple copies of no more than 10% of the whole work may be made as long as the excerpt does not comprise a performable unit. This multiple copying should not exceed one copy per student.
- Printed copies of purchased music may be edited or simplified EXCEPT alterations or addition of lyrics.
- A single copy of a sound recording of copyrighted music may be made for use in “constructing aural exercises or examinations”—THIS APPLIES TO THE COPYRIGHT OF THE MUSIC ITSELF AND NOT TO ANY COPYRIGHT THAT MAY EXIST IN THE SOUND RECORDING.
- A single copy of a recording of performance(s) by students is permissible for evaluation or rehearsal purpose and may be retained by the teacher or educational institution.

### Prohibited Copying

- “To create or replace or substitute for anthologies, compilations or collective works.”
- Copying from works intended to be “consumable” such as workbooks, exercises, standardized tests and answer sheets.
- For performance except as above.

### Photocopying by Library Media Staff

Copying is to take place ONLY at the specific request of users or other libraries.

Under section 108 of the Copyrights Act library employees are permitted to make a SINGLE copy of a work as long as the library receives no financial gain, and affixes notice of copyright on all duplicated works.

In addition to the above requirements, the library media center may make copies only under the following conditions:

- It may duplicate in facsimile form a published, copyrighted work that is damaged, deteriorating, lost or stolen if a reasonable effort determines no possibility for replacement.

### From Commercial Broadcasts

- Recordings are to be shown to students no more than twice during the 10-day period...the second time for instructional reinforcement only.

- After the 10-day period the recordings may be viewed only by teachers.
- If several teachers request videotaping of the same program, duplicate copies are permitted. (ALL copies are subject to the same restrictions as the original.)
- Off-air recordings may not be physically or electronically altered or combined with others to form anthologies but do not have to be shown in their entirety.
- All copies of the recordings must include the copyright notice on the broadcast program as recorded.
- Schools may not build library collections of videotapes of television programs.
- A broadcast may be recorded simultaneously with the broadcast (not cable) transmission and retained for a period of 45 calendar days after the date of recording. Upon conclusion of the retention period, all off-air recordings must be erased or destroyed.

#### From Public Broadcasting Services

Four public broadcasting services drew up a joint policy statement that allows schools specific videotaping privileges for their production: Public Broadcasting Service, Public Television Library, Great Plains National Instructional Television Library, and Agency for Instructional Television. Educators may record broadcasts from these agencies on the following conditions:

- Recordings may be made only by students, faculty or staff members in accredited, nonprofit education institutions.
- May be used only for instruction or educationally related activities in a classroom, laboratory, or auditorium.
- May be used only in the school for which they were made.
- The recordings may be used “only during the seven day period of local ETV and other educational broadcast licensed by the distribution agency, and will be erased or destroyed immediately at the end of the period...”
- ALL REQUESTS FOR TAPING MUST COME DIRECTLY FROM TEACHERS AND MUST BE SHOWN ONLY TO STUDENTS AND FACULTY FOR INSTRUCTIONAL PURPOSES.

#### Television Broadcasts Taped by Teachers

- At this time there is no specific court ruling or legislation directly addressing this particular activity. The 1984 U.S. Supreme Court *Sony* decision affirmed the right of individuals to use videocassette recordings in their homes. This right was upheld primarily on the basis of “private, noncommercial time-shifting in the home”. The majority did not address the use of privately taped programs for public performances or for educational purposes.

### Videocassette Programs Rented, Purchased or Taped at Home by Teachers

- Programs must relate to specific objectives in the classroom program of studies and/or Standards of Learning.
- Programs may NOT be used for recreational or entertainment purposes.
- Programs purchased by the school or teacher and marked “For Home Use Only” may be used in the classroom if directly related to the instructional goals.
- Programs rented by the teacher and marked “For Home Use Only” may not be used in the classroom UNLESS the merchant provides a WRITTEN and SIGNED release form giving permission for classroom use.
- Teachers may not tape a program at home from either a broadcast or cable transmission for use in the classroom. Refer to the two sections above for allowable taping from commercial and cable transmission.
- Use of programs from direct broadcast must be approved by the principal, division level curriculum specialists or department chairperson.

### Penalties for Infringement of Copyright

- EDUCATORS, EDUCATION INSTITUTIONS, AND SCHOOL DIVISIONS MAY BE SUED IF THEY VIOLATE OR INFRINGE THE RIGHTS OF COPYRIGHT.
- The legal or insurance protection of Amherst County Schools will not be extended to employees who knowingly violate copyright laws.
- The copyright law specifies a normal penalty of from \$250 to \$10,000 in statutory damages for each violation, but the penalty can be as much as \$100,000 for a willful violation. Even if a defendant is judged not to be in violation of the law, court costs and attorneys’ fees must be borne by the individual and/or organization charged with the copyright infringement.
- Educators should be aware that criminal charges of copyright violation can be brought. Those found guilty of “willfully infringing a copyright for private or commercial financial gain, could be fined up to \$100,000 or imprisoned for up to one year or both.”

Issued: May 20, 1993  
Revised: April 7, 1994

## 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: May 20, 1993  
Revised: August 18, 1994  
Revised: August 22, 2002  
Revised: June 17, 2004  
Revised: October 19, 2006  
Revised: April 10, 2014

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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.