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SECTION E: Support Services

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EA	Support Services
EB	School Crisis, Emergency Management, and Medical Emergency Response Plan
EBA	Buildings and Grounds Inspection
EBAA	Reporting of Hazards
EBAB	Possible Exposure to Viral Infections
EBBA	First Aid/CPR Certified Personnel
EBBB	Personnel Training-Viral Infections
EBCB	Fire Drills
EBCC	Tornado Drills
EBCD	School Closings
EC	Buildings and Grounds Management and Maintenance
ECA	Inventory and Reporting of Loss or Damage
ECAB	Vandalism
EDC	Authorized Use of School-Owned Materials
EEA	Student Transportation Services
EEAB	School Bus Scheduling and Routing
EEAC	School Bus Safety Program
EEAD	Special Use of School Buses
EEB + EEB-R	Employee Use of School Bd Vehicles
EF	Food Service Management
EFB	Free and Reduced Price Food Services
EFD	Food Sanitation Program

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SECTION E: Support Services

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- EGAA      Reproduction of Copyrighted Materials
- EI         Insurance Management
- ET         Educational Technology Foundations and Public School Foundations (Optional)

## SUPPORT SERVICES

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

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

Adopted: July 16, 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 Division Superintendent 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: July 15, 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

## Personnel

Occupational Safety and Health:  
Workers' Compensation – Panel of Physicians/Specialists

The Mathews County School Board has designated the following panel of physicians for its employees to choose from for treatment in connection with work-related injuries in accordance with Section 65.1-88 of the Virginia Workers' Compensation Act:

Brian Moylan, M.D. Donald Tschan, M.D.	Riverside Gloucester Family Practice 7560 Hospital Drive Gloucester, VA 23061	804-693-4300
Sterling Ransone, Jr., M.D.	Fishing Bay Family Practice/Riverside 16681 General Puller Highway Deltaville, VA 23043	804-776-8000
Christian Wathen, M.D.	Riverside Mathews Medical Center 10976 Buckley Hall Road Mathews, VA 23109	804-725-5005
Wayne Reynolds, M.D.	Sentara Family Medicine Physicians 5659 Parkway Drive, Suite 210 Gloucester, VA 23061	804-210-1025
Hugh M. Bryan, III, M.D. <i>Specialist</i>	York River Orthopedics & Sports Med./Riverside 7584 Hospital Drive, Bldg. C #202 Gloucester, VA 23061	804-693-4645
John McCarthy, M.D. Colin Kingston, M.D. Michael Higgins, M.D. <i>Specialists</i>	Tidewater Orthopedics/Sentara 5208 Monticello Avenue, Suite 180 Williamsburg, VA 23188	757-206-1004

**IN THE CASE OF AN EMERGENCY** Riverside Walter Reed Hospital ER may be used OR if all of the above physicians have been contacted and are not available for treatment. If emergency treatment is provided, one of the panel physicians above must be chosen for follow up care if necessary.

No workers' compensation claims will be honored unless one of the above physicians/medical facility has been visited in connection with the work-related injury.

## BUILDINGS AND GROUNDS INSPECTION

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

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

Adopted: July 21, 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: July 15, 2014

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

8 VAC 20-530-10 et seq.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety: Hazard Communication Program

A. In General

In order to comply with the Virginia Occupational Health and Safety Standard, 1910.1200, Hazard Communication, the following Hazard Communication Program is established for the division.

B. Purposes

The program's purposes include:

1. To ensure the evaluation of chemicals to determine their hazards.
2. To apprise employees of the hazards with which they work.

C. Staff Responsibilities

The coordinator of the Hazard Communication Program will be designated by the division superintendent. Administrators and supervisors are responsible for the implementation of the program in their buildings or areas of responsibility.

D. Program Elements

1. Container Labeling

The employees designated in Part C preceding will verify that all containers received for use in their area of responsibility will:

- (a) Be clearly labeled as to the contents;
- (b) Note the appropriate hazard warning;
- (c) List the name and address of the manufacturer, importer or supplier.

No container will be released for use until the above data are verified.

Secondary containers are to be labeled with either an extra copy of the original manufacturer's label or a facsimile which indicates subsections (a) and (b) preceding.

(continued)

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety: Hazard Communication Program (continued)D. Program Elements (continued)2. Material Safety Data Sheets (MSDS)(a) Generally

Chemical manufacturers and importers are required to develop material safety data sheets for each hazardous chemical they produce or import.

When hazardous chemicals are ordered it shall be specified on the purchase order that the chemicals are not to be shipped without corresponding material safety data sheets.

(b) Availability/Information

Copies of the pertinent MSDS's must be readily available to employees. The MSDS must provide information on:

1. physical and chemical characteristics of each hazardous chemical;
2. known acute or chronic health effects;
3. exposure limits;
4. whether the chemical is considered to be a carcinogen;
5. precautionary measures;
6. emergency and first aid procedures; and
7. the identity of the organization which prepared the MSDS.

3. Inservice Education

The persons designated in Part C preceding shall provide a health and safety orientation for employees under their supervision who may be exposed to hazardous chemicals in their work area. This orientation will include information and training on the following:

- (a) A copy of this regulation;
- (b) Chemicals present in their work place operations;
- (c) Physical and health effects of the hazardous chemicals;

(continued)

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Safety: Hazard Communication Program (continued)

D. Program Elements (continued)

3. Inservice Education (continued)

- (d) Methods and observation techniques used to determine the presence or release of hazardous chemicals in the work area;
- (e) How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment;
- (f) Safety emergency procedures to follow if they are exposed to these chemicals;
- (g) How to read labels and review material safety data sheets (MSDSs) to obtain appropriate hazard information.

After attending the training class, each employee will sign a form to verify that he/she received written materials and understands the division's regulation on Hazard Communication.

Adopted: April 16, 1997

## 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: July 21, 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

## SCHOOL SAFETY AUDITS

Each school within the division shall conduct school safety audits using the item-list developed by the Superintendent of Public Instruction.

For the purposes of this regulation, a "safety audit" means an assessment of the safety conditions in each public school to (I) identify and, if necessary, develop solutions for physical safety concerns, including building security issues and (ii) identify and evaluate any patterns of student safety concerns occurring on school property or at school-sponsored events. Solutions and responses may include recommendations for structural adjustments, changes in school safety procedures, and revisions to the School Board's standards for student conduct.

The superintendent shall maintain a list of division schools which have completed the safety audit pursuant to this regulation.

Adopted: June 10, 1997

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Legal Refs: Virginia Code section 22.1-278.1

## 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: July 19, 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: July 16, 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 within the Department of Labor and Industry.

Adopted: July 18, 2017

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

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

## SAFETY DRILLS

### Fire Drills

Each school holds a fire drill twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

### Lock-Down Drills

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

### School Bus Emergency Drills

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

### Tornado Drills

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

Adopted: July 19, 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

## TORNADO DRILLS

In every public school in Virginia, there will be at least one tornado drill every school year, in order that pupils may be thoroughly practiced in such drills.

Adopted: July 17, 2001

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Legal Ref.: Code of Virginia, 1950, as amended, section 22.1-137.1.

## 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: July 21, 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

INSTRUCTION

Emergency Closing of Schools

The following procedures will govern circumstances regarding school closing due to inclement weather or unusual circumstances.

Should it be necessary to close schools while the students are at school, the announcement will be placed on the radio immediately giving the time for drivers to report to their respective schools and the time schools will dismiss. The dismissal time will be announced for Mathews County Public Schools. Principals will be notified as to the time of dismissal.

Students who work or drive will be released at the same time as those students who ride the school buses. Students may be released earlier if a parent or authorized adult comes for them.

Buses will follow their regular routes; this includes transfers from one bus to another.

Bus drivers will be requested to listen to the radio for announcements in the event of snow or ice. The transportation supervisor will attempt to call drivers; however, the radio will serve as the primary channel for communication.

The decision to close schools is a responsible one. Usually the opinion of several persons are sought in different areas of the county before an official announcement is made; therefore, a decision cannot be made quickly. The following procedure will be followed:

If at all possible the announcement will be made no later than 10:00 p.m. the night before.

If there is a question or if snow or ice falls during the night, the announcement will be made on the morning that schools will be closed. IF NO ANNOUNCEMENT TO CLOSE SCHOOLS IS MADE BY 7:00 A.M., SCHOOLS WILL BE OPEN.

Adopted: April 16, 1997

## 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: July 15, 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/ GAB-R	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGB	Public Conduct on School Property
	KGC	Use of Tobacco and Electronic Cigarettes on School Premises
	KJ	Advertising in the Schools
	KL	Public Complaints
	KQ	Commercial, Promotional, and Corporate Sponsorships and Partnerships



## INVENTORY AND REPORTING OF LOSS OR DAMAGE

### I. Inventories

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

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

### II. Reporting Losses

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

Adopted: July 15, 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

## 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: July 15, 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

## BOMB THREATS

### I. Purpose

To establish procedures for handling bomb threats.

### II. Procedures

The following procedures shall be followed whenever a bomb threat is received within Mathews County Public Schools.

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

#### A. Person Receiving the Call:

1. Have someone else also listen to the call if possible.
2. Take notes for the police investigation. Record caller's exact words.
3. Attempt to determine the caller's gender, accent or other distinguishing speech characteristics.
4. Listen for background noises that may help in identifying the location of the caller.
5. Ask called 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; and requirement for prior notification to school security may be omitted. Students should be evacuated to a location at least 300 feet from the building.
4. If events warrant, request a building search. The search should be supervised by police, but school personnel should provide any assistant requested.

Adopted: April 20, 1999

## 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: July 15, 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

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: July 18, 2017

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Legal Ref.: 20 U.S.C. § 6312.

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

Cross Refs.:	EEAB	School Bus Scheduling and Routing
	EEAC	School Bus Safety Program
	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

Escorts

Parents and/or other patrons serving as escorts for school-sponsored trips on school board buses must have prior approval by the building principal.

Children Not Enrolled in School

Bus drivers who transport their children, members of their households, or those for which they have legal guardianship who are not yet attending school, shall submit a request, in writing, to the superintendent annually for permission to continue transporting said children. In addition, children under the age of four years must be in approved restraining seats while being transported on school board buses.

Adopted: April 16, 1997

## PERSONNEL

### Use of Private Cars for Transporting Students

Under certain circumstances school board employees and/or parents may use their cars to transport students to school-related events, such as small field trips when no other form of transportation is available and the event could not occur if private transportation were not made available by the school board employees and/or parents.

The employee and/or parent is required to submit a request on the standard field trip request form to the building principal or immediate supervisor stating the details of the trip. The employee is responsible for seeing that all parent permission forms are gathered from the students who are to go on the trip. Prior to actually taking the trip the employee and/or parent is required to provide a statement of his personal car insurance coverage.

The present ruling of the insurance carrier for the school board is that the employee's and/or parent's personal insurance would be used in the case of an accident to cover medical and liability payments for the employee and occupants of the car. The school board's general liability and excess liability coverages specifically exclude automobile coverage. Under the automobile liability policy carried by the school board, the school board is covered for liability suits. The same policy also can be used as excess coverage after an individual employee's personal policy has been exhausted.

Adopted: April 16, 1997



## 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: July 16, 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, are reported to the transportation supervisor.

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

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

Adopted: July 18, 2017

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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: July 21, 2009

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

Cross Ref.: IICA Field Trips

EMPLOYEE USE OF SCHOOL BOARD VEHICLES

To ensure an effective instructional program, the School Board provides public vehicles for the transportation of materials, students, and school personnel.

Adopted: April 16, 1997

## BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Motor Vehicles: Compulsory Use of Seat BeltsA. Generally

The provisions of subsections D, E, F, G, and H of Code of Virginia, 46.1-300.2 cited in the regulatory authority notwithstanding this regulation shall apply to all division employees.

B. Compulsory Use of Seat Belts

All employees who drive or occupy the front seat of division vehicles or a privately-owned vehicle on official school business shall wear their safety belts at all times whenever the vehicle is in motion and equipped with safety belt systems. This regulation shall not apply to employees who have a physical or other bona fide medical reason, determined in writing by a licensed physician and presented to the central office, which would make wearing a safety belt impractical.

C. Infractions/Penalties1. First Infraction

A warning shall be issued and a copy placed in the employee's personnel file. When an accident occurs concurrently with the first infraction subsection 2 following will apply.

2. Second and subsequent-Infractions

Suspension without pay. Number of days of suspension is to be determined by the superintendent. Continuing infractions may constitute grounds for dismissal.

D. Publicizing/Compliance

Administrative and supervisory personnel shall publicize this regulation and insure compliance.

E. Effective Date

This regulation shall become effective on January 1, 1988 and shall remain in full force until revised or rescinded by the school board.

Adopted: April 16, 1997

## 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: July 15, 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

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS****School Lunch - Sale of Food Items****A. State and Federal Regulation**

Income from the sale of ALL FOOD and DRINK items sold in the school from 6:00 a.m. until the close of the last lunch period (as required by state and federal regulations) must be deposited in the School Food Service account for use only for the School Food Service Program and must comply with regulations regarding their nutritional content.

The following provisions shall apply in implementing this regulation:

1. "Food items" covers both food and drink.
2. "Lunch period" is the time from the beginning of the first lunch period through the end of the last lunch period.
3. This regulation does not prohibit the sale of a la carte items. It does limit the a la carte items to those which can be served as part of the Type A lunch and breakfast such as sandwiches, soup, salads, fruit, fruit juice, desserts, chocolate milk. A review of the Type A menus will provide guidance for a la carte items.
4. All income from sale of food items during the breakfast and lunch period in the lunchroom and other locations in the building shall accrue to the School Food Service account.
5. It is strongly recommended that food items sold in high school at times other than the lunch period be of recognized nutritional value.

**B. School Division Regulation**

These items cannot be sold to students on school premises (all areas of the school) from the beginning of the school day until after the close of the last lunch period.

1. Chewing Gum
2. Candy
3. Soft Drinks

The prohibition applies only to students. This regulation does not prohibit the sale of these items to employees when in areas only for employees.

Adopted: April 16, 1997

## FREE AND REDUCED PRICE FOOD SERVICES

The Mathews 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 Mathews 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: July 18, 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: July 21, 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 Mathews 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 Assistant 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: July 15, 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

## 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: July 15, 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.