



Lynchburg City School Board

Sharon Y. Carter
School Board District 2

James E. Coleman
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Derek L. Polley
School Board District 1

Jennifer R. Poore
School Board District 2

Katie Snyder
School Board District 3

J. Marie Waller
School Board District 2

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Student Learning and Success

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
August 4, 2015 5:30 p.m.
School Administration Building
Board Room

A. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 1
Discussion (30 Minutes)

B. SPECIAL PRESENTATION

- 1. Statistical Data Regarding Graduates and Post-Secondary Education: Heritage High School and E. C. Glass High School
Scott S. Brabrand. Page 2
Discussion

C. CONSENT AGENDA

- 1. School Board Meeting Minutes: July 21, 2015 (Regular Meeting)
- 2. Personnel Report
Marie F. Gee. Page 3
Discussion/Action

D. UNFINISHED BUSINESS

E. NEW BUSINESS

- 1. School Board Finance Committee
Scott S. Brabrand. Page 5
Discussion/Action
- 2. School Board Policy 4-46: Monies in School Building
Ben W. Copeland. Page 8
Discussion
- 3. Lynchburg City School Board Policy Updates
Ben W. Copeland. Page 10
Discussion

4. Administrative Regulation IICB-RIICC-R Guidelines for
Community Resource Persons/School Volunteers
Ben W. Copeland.Page 43
Discussion

F. SUPERINTENDENT’S COMMENTS

G. BOARD COMMENTS

H. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 18, 2015, 5:30 p.m., Board
Room, School Administration Building

I. ADJOURNMENT

Agenda Report

Date: 07/21/15

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

In accordance with Policy BDDH Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 08/04/15

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Statistical Data Regarding Graduates and Post-Secondary Education: Heritage High School and E. C. Glass High School

Summary/Description:

Representatives from Heritage High School and E. C. Glass High School will provide the school board with information about graduates and post-secondary education for their students.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item.

Agenda Report

Date: 08/04/15

Agenda Number: C-2

Attachments: Yes

From: Scott S. Brabrand

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 21 – August 4, 2015, appear as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for July 21 – August 4, 2015.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2015-2016:				
Kelso, Trumaine	Radford University	B.A./0 yrs. (Lv. 0 2)	Heritage Elementary Movement Education	08-06-15
Malok, Mary	Univ. of Mary Washington	M.A./1 yr. (Lv. 1 3)	Sandusky Middle Science	08-06-15
Mitchell, Sandra	Lynchburg College	M. Ed/36 yrs. (Lv. 36 1)	Dearington Elementary Reading Specialist	08-06-15
McCain, Michael	Liberty University	B.A./0 yrs. (Lv. 0 2)	Bedford Hills Elementary Special Education	08-06-15
Terry, Annie	Liberty University	M.A./0 yrs. (Lv. 0 3)	Bedford Hills Elementary Movement Education	08-06-15
VanKuren, Kay	Texas A&M University	B.A./3 yrs. (Lv. 3 3)	Perrymont Elementary Reading	08-06-15
RESIGNATIONS:				
Estes, Edward	Liberty University	B.A./1 yr. (Lv. 1 2)	Heritage Elementary Movement Education	06-06-15

Agenda Report

Date: 08/04/15

Agenda Number: E-1

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: School Board Finance Committee

Summary/Description:

In an effort to keep school board members more informed about the school division's operating budget, the school board formed and approved a finance committee. Membership is determined by the school board chairman and includes the superintendent, the chief financial officer, and three school board members. Membership also includes the chairman and an alternate school board member, but they serve as ex-officio members. The committee meets quarterly or as needed at noon at the School Administration Building. Specific dates will be determined.

This committee assumed the responsibilities of the school division's Internal Audit Committee. That committee's purpose was to review reports from the Office of Internal Audit and to make suggestions for areas to be audited. Further, internal audits assisted officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accurateness of activities and programs.

Proposed membership for the committee includes:

Michael J. Nilles
James E. Coleman

Derek L. Polley
Katie K. Snyder (Alternate)

These members will serve from August 4, 2015 – June 30, 2016.

A copy of the guidelines for the finance committee appears as an attachment to this agenda report.

Disposition: **Action**
 Information
 Action at Meeting on:

Recommendation:

The superintendent recommends that the school board approve the membership of the School Board Finance Committee for the period August 4, 2015 – June 30, 2016.

Finance Committee Guidelines

Purpose

The purpose of the Finance Committee is to monitor the school operating budget revenues and expenditures, to monitor the school division's fund balance, to review student enrollment reports, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year, and to review the management letter prepared as a result of the annual audit. The committee will also review reports from the Office of Internal Audit and make suggestions for areas to be audited. Internal audits assist officials and management in carrying out their responsibilities by appraising the effectiveness, efficiency, and accuracy of activities and programs.

To facilitate the Finance Committee's meetings, the agenda is divided into two sections: General Business and Other Information. The following is an example of items that might be included in those sections.

I. General Business

1. Proposed Amendments to Fiscal Management Policies
2. Review of Revenue Projections
3. Quarterly Financial Reports
4. School Operating Fund Balance
5. Student Enrollment Trends
6. Internal Audit

II. Other Information

Agenda items designated as other information do not require immediate school board action. They are presented as informational items or to inform school board members about pending issues. Those items could include changes in accounting identified by the Governmental Accounting Standards Board (GASB), changes in Virginia Retirement System costs, and/or the receipt of grants that will impact the school operating budget.

The school board chairman will appoint three committee members who shall be the sole voting members during the first regular school board meeting in August. Participants would also include the superintendent, the chief financial officer, the chairman, and an alternate school board member. The chairman and the alternate school board member will serve as ex-officio members.

The chairman of the committee will be determined by the three voting members at the committee's first meeting. The school board chairman, the alternate school board member, and the school administrators are non-voting members.

The school board will consider the following financial items during its regular business meetings:

- Capital Improvement Plan
- School Operating Budget
- Proposed Capital Improvement Projects
- Requests for Funding by Outside Agencies
- Fund Balance
- Third Quarter Adjustments

Agenda Report

Date: 08/04/15

Agenda Number: E-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: School Board Policy 4-46: Monies in School Building

Summary/Description:

The school administration proposes the attached revisions to School Board Policy 4-46: Monies in School Building for school board consideration.

Disposition: Action
 Information
 Action at Meeting on: 08/18/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 18, 2015.

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Monies in School Building

~~There shall be no monies left in any school building overnight.~~ ***{No monies greater than the following amounts shall be left in any school overnight:***

<i>Elementary Schools</i>	<i>\$100.00</i>
<i>Middle Schools</i>	<i>\$250.00</i>
<i>High Schools</i>	<i>\$500.00}</i>

The superintendent shall implement such regulations as are necessary to see that daily deposits are made of all school or other funds.

This policy of the board is to receive widespread publicity throughout the school division and the city by whatever means the superintendent deems appropriate.

Adopted by School Board: June 5, 1973

Agenda Report

Date: 08/04/15

Agenda Number: E-3

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Lynchburg City School Board Policy Updates

Summary/Description:

The Virginia School Boards Association (VSBA) recently released updates to several of the policies listed below which have been reviewed by legal counsel and reflect the latest changes in state and federal laws and regulations. Policy GAD Access to Employee Social Media Accounts is a brand new VSBA policy which went into effect July 1, 2015. Regulation JJAC-R Return to Learn Protocol was developed by the Lynchburg City Schools' Concussion Management Team following Virginia Board of Education guidelines. A few policies were revised for editorial reasons or to correct technical errors. These policy revisions from the VSBA May 2015 update appear as attachments to the agenda report.

BBBB	Student Representative to the School Board	BDDD	Quorum
BBBC	Board Member Oath of Office	CM	School Division Annual Report
BBFA	Conflict of Interests and Disclosure of Economic Interests	GAD	Access to Employee Social Media Accounts (<i>new</i>)
BCC	School Board Clerk	JJAC	Student-Athlete Concussions during Extracurricular Activities
BCG	School Attorney	JJAC-R	Return to Learn Protocol
BDC	Closed Meetings		
BDDE	Rules of Order		
BFE (also CHD)	Administration in Policy Absence		
CHD (also BFE)	Administration in Policy Absence		

Disposition: Action
 Information
 Action at Meeting on: 08/18/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 18, 2015.

STUDENT ~~LIAISON~~ ***{REPRESENTATIVE}*** TO THE SCHOOL BOARD

The opinions and concerns of the students in Lynchburg City School division are important to the Lynchburg City School Board. Therefore, the School Board ~~shall select~~ ***{selects}*** a student ~~liaison~~ ***{representative}***.

The principal of each high school ~~shall nominate~~ ***{nominates}*** one student from the school to serve as the student ~~liaison~~ ***{representative}*** to the School Board, subject to final approval by the School Board. The student ~~liaison~~ ***{representative}*** ~~shall serve~~ ***{serves}*** a one year term.

The student ~~liaison~~ ~~shall serve~~ ***{representative serves}*** in an advisory capacity and ~~shall~~ ***{does}*** not vote. The student ~~liaison~~ ~~shall~~ ***{representative does}*** not attend closed meetings. The school division ~~shall provide~~ ***{provides}*** the meeting agenda and other public materials to the student ~~liaison~~ ***{representative}*** in advance of each open meeting. The student ~~liaison~~ ~~shall~~ ***{representative does}*** not have access to confidential information, including student or personnel records. The student ~~liaison~~ ***{representative}*** is expected to attend all regular, open meetings and complete assignments for research and data collection when requested by the School Board.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-86.1.

BOARD MEMBER OATH OF OFFICE

All new school board members shall qualify by taking the oath prescribed for officers of the Commonwealth ~~on or before the day their term of office begins~~ ***before entering upon the duties of office***. Failure to take the oath of office within the time allowed by law renders the office vacant.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 15.2-1522, 15.2-1524, 22.1-31, 49-1, 49-3.

CONFLICT OF INTERESTS AND DISCLOSURE OF ECONOMIC INTERESTS

A. Purpose

The Lynchburg City School Board seeks, through the adoption of this policy, to assure that the judgment of its members, officers and employees will be guided by a policy that defines and prohibits inappropriate conflicts and requires disclosure of economic interests, as defined by the General Assembly in the State and Local Government Conflict of Interests Act.

B. Areas of Regulation

The State and Local Government Conflict of Interests Act establishes five principal areas of regulation applicable to board members, officers, and employees of the Lynchburg City School Division. They are:

- Special anti-nepotism rules relating to School Board members and superintendents of schools.
- General rules governing public conduct by School Board members regarding acceptance of gifts and favors.
- Prohibited conduct regarding contracts.
- Required conduct regarding transactions.
- Disclosures required from School Board members.

C. Definitions

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidiary relationship, that exists when

- one business entity has a controlling ownership interest in the other business entity;
- a controlling owner in one entity is also a controlling owner in the other entity; or
- there is shared management or control between the business entities.

Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means any individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency which involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision of it.

"Council" means the Virginia Conflict of Interest and Ethics Advisory Council established in Va. Code § 30-355.

"Employee" means all persons employed by a governmental or advisory agency.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in subsection A of Va. Code § 13.1- 501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings, and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" does not include any offer of a ticket, coupon, or other admission or pass unless the ticket, coupon, admission, or pass is used; honorary degrees; any athletic, merit, or need-based scholarship or any other financial aid awarded by a public or private school, institution of higher education, or other educational program pursuant to such school, institution or program's financial aid standards and procedures applicable to the general public; a campaign contribution properly received and reported pursuant to Va. Code § 24.2-945 et seq.; any gift related to the private profession or occupation of ~~an officer~~ ***{the School Board member}*** or employee or of a member of the ~~officer~~ ***{School Board member's}*** or employee's immediate family; ***{food or beverages consumed while attending an event at which the School Board member or employee is performing official duties related to his public service; food and beverages received at or registration or attendance fees waived for any event at which the School Board member or employee is a featured speaker, presenter or lecturer; unsolicited awards of appreciation or recognition in the form of a plaque, trophy, wall memento or similar item that is given in recognition of public, civic, charitable or professional service; a devise or inheritance; travel disclosed pursuant to the Campaign Finance Disclosure Act (Va. Code § 24.2-945 et seq.); travel paid for or provided by the government of the United States, any of its territories or any state or any political subdivision of such state; travel related to an official meeting of the Commonwealth, its political subdivisions, or any board, commission, authority, or other entity, or any charitable organization established pursuant to § 501(c)(3) of the Internal Revenue Code affiliated with such entity, to which such person has been appointed or elected or is a member by virtue of his office or employment;}*** or gifts from relatives or personal friends. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, or nephew ***{or first cousin}***; a person to whom the donee is engaged to be married; the donee's or ~~his~~ ***{donee's}*** spouse's parent, grandparent, grandchild, brother, or ~~sister~~, ***{step-parent, step-grandparent, step-grandchild, step-brother or step-sister}*** or the donee's brother's or sister's spouse. For the purpose of this definition, "personal friend" does not include any person that the ~~officer~~ ***{School Board member}*** or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist's principal as defined in Va. Code

§ 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board. For purposes of this definition, "person, organization, or business" includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this policy.

"Immediate family" means (i) a spouse and (ii) any ~~child~~ *{other person}* who resides in the same household as the ~~officer~~ *{School Board member}* or employee and who is a dependent of the ~~officer~~ *{School Board member}* or employee.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to ~~an officer~~ *{a School Board member}* or employee or to a member of ~~his~~ *{the}* immediate family *{of the School Board member or employee}*. Such interest shall exist by reason of

- ownership in a business if the ownership interest exceeds three percent of the total equity of the business;
- annual income that exceeds, or may reasonably be anticipated to exceed, \$5,000 from ownership in real or personal property or a business;
- salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed \$5,000 annually;
- ownership of real or personal property if the interest exceeds \$5,000 in value and excluding ownership in a business, income or salary, other compensation, fringe benefits or benefits from the use of property;
- personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or
- an option for ownership of a business or real or personal property if the ownership interest will consist of the first or fourth bullets above.

"Personal interest in a contract" means a personal interest which an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business which is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business, or governmental agency, or represents or provides services to any individual or business and such property, business, or represented or served individual or business is

- the subject of the transaction or
- may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the action of the agency considering the transaction

Notwithstanding the foregoing, such personal interest in a transaction shall not be deemed to exist where (a) an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity or (b) an officer, employee, or elected member of a local governing body is appointed by the local governing body to serve on a governmental agency, or an officer, employee, or elected member of a separate local governmental agency formed by a local governing body is appointed to serve on a governmental agency, and the personal interest in the transaction of the governmental agency is a result of the salary, other compensation, fringe benefits, or benefits provided by the local governing body or the separate governmental agency to the officer or employee.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

D. Special Anti-Nepotism Rules Relating to School Board Members and Superintendents

1. The School Board may not employ or pay, and the Superintendent may not recommend for employment, the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law, of the Superintendent or of a School Board member. This provision shall not be construed to prohibit the employment, promotion, or transfer within the school division, of any person within a relationship described above when such person
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the taking of office of any member of the Board or Superintendent; or
 - has been employed pursuant to a written contract with the School Board or employed as a substitute teacher or teacher's aide by the School Board prior to the inception of such relationship; or
 - was employed by the School Board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of the School Board or Superintendent.

A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the School Board in the last full school year prior to the taking of office of such board member or Superintendent or to the inception of such relationship.

2. The School Board may employ or pay, and the Superintendent may recommend for employment, any family member of the Superintendent or of a School Board member provided that
 - a) the member certifies that he had no involvement with the hiring decision; and
 - b) the Superintendent certifies to the remaining members of the school board in writing that the recommendation is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.
3. No family member (as listed in section D.1., above) of any employee may be employed by the School Board if the family member is to be employed in a direct supervisory and/or administrative relationship either supervisory or subordinate to the employee. The employment and assignment of family members in the same organizational unit is discouraged.

E. General Rules Governing Public Conduct by School Board Members *{and Employees}*
Regarding Gifts and Favors

1. Prohibited Conduct

Neither the School Board collectively, nor any member of the board, shall solicit or

- accept money, or anything else of value, for services performed within the scope of his or her official duties other than his or her regular compensation, expenses or other remuneration;
- offer or accept money, or anything else of value, for or in consideration of obtaining employment, appointment, or promotion in the school division;
- offer or accept any money or anything else of value for or in consideration of the use of his public position to obtain a contract for any person or business with the school division. use for his or her own economic benefit, or anyone else's, confidential
- information gained by reason of his or her office, and which is not available to the public; accept any money, loan, gift, favor or service that might reasonably tend to
- influence the discharge of duties; accept any business or professional opportunity from which a School Board member may gain a financial benefit, where the member
- knows or should know that there is a reasonable likelihood that the opportunity is being offered with intent to influence his or her conduct in the performance of official duties.

2. Prohibited Gifts

For purposes of this subsection:

~~“Intangible gift” means a thing of temporary value or a thing that upon the happening of a certain event or expiration of a given date loses its value. “Intangible gift” includes entertainment, hospitality a ticket, admission, or pass, transportation, lodgings and meals that are reportable on Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117.~~

~~“Tangible gift” means a thing of value that does not lose its value upon the happening of a certain event or expiration of a given date. “Tangible gift” includes currency, negotiable instruments, securities, stock options or other financial instruments that are reportable on Schedule E of the disclosure form prescribed in Va. Code § 2.2-3117. “Tangible gift” does not include payments or reimbursements received for an intangible gift.~~

~~“Person, organization or business” includes individuals who are officers, directors or owners of or who have a controlling ownership interest in such organization or business.~~

{“Widely attended event” means an event at which at least 25 persons have been invited to attend or there is a reasonable expectation that at least 25 persons will attend the event and the event is open to individuals (i) who share a common interest, (ii) who are members of a public, civic, charitable or professional organization, (iii) who are from a particular industry or profession or (iv) who represent persons interested in a particular issue.}

~~School Board members and employees required to file a Statement of Economic Interests as prescribed in VA. Code § 2.2-3117 (i) shall not solicit, accept or receive within any calendar year any single tangible gift with a value in excess of \$250 or a combination of tangible gifts with an aggregate value in excess of \$250 from any person that the member or employee knows or has reason to know is (a) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (b) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (c) a person, organization or business who is a party to or is seeking to become a party to a contract with the School Board ***{and members of their immediate families shall not solicit, accept or receive any single gift with a value in excess of \$100 or any combination of gifts with an aggregate value in excess of \$100 within any calendar year for the School Board member or employee or a member of the School Board or employee’s immediate family from any person that the School Board member or employee or a member of the School Board’s or employee’s immediate family knows or has reason to know is (i) a lobbyist registered pursuant to Va. Code § 2.2-418 et seq.; (ii) a lobbyist’s principal as defined in Va. Code § 2.2-419; or (iii) a person, organization, or business who is or is seeking to become a party to a contract with the School Board. Gifts with a value of less than \$20 are not subject to aggregation for purposes of this prohibition.}***~~

~~School Board members and employees required to file a Statement of Economic Interests shall report any tangible gift with a value of \$250 or less or any intangible gift received from any person listed in clause (i) on Schedule E of such disclosure form; and shall report any payments for talks, meetings, and publications on Schedule D of such disclosure form.~~

{Notwithstanding the above, School Board members and employees required to file a Statement of Economic Interests and members of their immediate families may accept or receive

- *a gift of food and beverages, entertainment or the cost of admission with a value in excess of \$100 when such gift is accepted or received while in attendance at a widely attended event and is associated with the event. Such gifts shall be reported on the Statement of Economic Interests;*
- *a gift from a foreign dignitary with a value exceeding \$100 for which the fair market value or a gift of greater or equal value has not been provided or exchanged. Such gift shall be accepted on behalf of the Commonwealth or a locality and archived in accordance with guidelines established by the Library of Virginia. Such gift shall be disclosed as having been accepted on behalf of the Commonwealth or a locality, but the value of such gift shall not be required to be disclosed;*
- *certain gifts with a value in excess of \$100 from a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board if such gift was provided to such School Board member or employee or a member of the immediate family of the School Board member or employee on the basis of a personal friendship. A lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School board may be a personal friend of such School Board member or employee or the immediate family of the School Board member or employee. In determining whether a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board is a personal friend, the following factors shall be considered: (i) the circumstances under which the gift was offered; (ii) the history of the relationship between the person and the donor, including the nature and length of the friendship and any previous exchange of gifts between them; (iii) to the extent known to the person, whether the donor personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iv) whether the donor has given the same or similar gifts to other persons required to file the disclosure form prescribed in Va. Code §§ 2.2-3117 or 30-111; and*
- *gifts of travel, including travel-related transportation, lodging, hospitality, food or beverages, or other thing of value, with a value in excess of \$100 that is paid for or provided by a lobbyist, lobbyist's principal or a person, organization or business who is or is seeking to become a party to a contract with the School Board when the School Board member or employee has submitted a request for approval of such travel to the Council and has received the approval of the Council pursuant to Va. Code § 30-356.1. Such gifts shall be reported on the Statement of Economic Interests.}*

The \$250 ~~{~~*\$100*~~}~~ limitation imposed in accordance with this section shall be adjusted by the Council every five years, as of January 1 of that year, in an amount equal to the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor, rounded to the nearest whole dollar.

{No person shall be in violation of this policy if (i) the gift is not used by such person and the gift or its equivalent in money is returned to the donor or delivered to a charitable organization within a reasonable period of time upon the discovery of the value of the gift and is not claimed as a charitable contribution for federal income tax purposes or (ii) consideration is given by the donee to the donor for the value of the gift within a reasonable period of time upon

the discovery of the value of the gift provided that such consideration reduces the value of the gift to \$100 or less.}

3. *{Awards to Employees for Exceptional Service}*

Nothing herein shall be construed to prohibit or apply to the acceptance by a teacher or other employee of Lynchburg City School Board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

F. Prohibited Conduct Regarding Contracts

1. No School Board member shall have a personal interest in (i) any contract with the School Board or (ii) any contract with any government agency which is subject to the ultimate control of the Board;
2. Exceptions - The above prohibition shall not be applicable to:
 - A Board member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the School Board
 - Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public
 - A contract awarded to a member of the School Board as a result of competitive sealed bidding where the School Board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the School Board; however, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the School Board, by written resolution, shall state that it is in the public interest for the member to bid on such contract
 - The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof
 - The publication of official notices
 - An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract

- Contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating or approving the contract
- Contracts for the purchase of goods or services when the contract does not exceed \$500
- Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering governmental agency
- An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee
- Employment contracts and other contracts entered into prior to August 1, 1987, provided such contracts were in compliance with the Virginia Conflict of Interests Act (or the Comprehensive Conflict of Interests Act) at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. The employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of the persons is employed in a direct supervisory and/or administrative position with respect to the spouse or other relative residing in his household and the annual salary of the subordinate is \$35,000 or more.

G. Prohibited Conduct Regarding Transactions

1. Each School Board member and School Board employee who has a personal interest in a transaction
 - a. shall disqualify himself from participating in the transaction if
 - (i) the transaction has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidiary or affiliated business entity relationship with the business in which he has a personal interest, or
 - (ii) he is unable to participate pursuant to subdivision G.1.b, G.1.c., or G.1.d. of this policy.

Any disqualification under this subsection shall be recorded in the School Board's public records. The School Board member or employee shall disclose his personal interests as required by Va. Code § 2.2-3115E and shall not vote or in any manner act on behalf of the School Board in the transaction. The member or employee shall not

- (i) attend any portion of a closed meeting authorized by the Virginia Freedom of Information Act when the matter in which he has a personal interest is discussed; or
- (ii) discuss the matter in which he has a personal interest with other governmental officers or employees at any time.

- b. may participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons, the members of which are affected by the transaction, and he complies with the declaration requirements of Va. Code § 2.2-3115 G;
 - c. may participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of Va. Code § 2.2-3115 H; or
 - d. may participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.
2. Disqualification under this section shall not prevent any employee having a personal interest in a transaction in which his employer is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this policy.
 3. If disqualifications under subsection 1.a. of this section leave less than the number required by law to act, the remaining member or members of the board shall constitute a quorum for the conduct of business and have authority to act for the board by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members.
 4. The provisions of this section shall not prevent a board member or employee from participating in a transaction merely because such a board member or employee is a defendant in a civil legal proceeding concerning such transaction.

H. Disclosure Requirements for School Board Members

1. School Board members file, as a condition of assuming office, ~~with the Council~~ a disclosure statement of their personal interests and other information as is specified on the ***{Statement of Economic Interests}*** form set forth in Va. Code § 2.2-3117 and thereafter file such statement semiannually by December 15 for the preceding six-month period complete through the last day of October and by June 15 for the preceding six-month period complete through the last day of April. ***{ The disclosure forms are filed and maintained as public records for five years in the office of the clerk of the School Board.}***
- {2. School Board members and employees required to file the Statement of Economic Interests who fail to file such form within the time period prescribed shall be assessed a civil penalty of \$250. The clerk of the School Board shall notify the attorney for the Commonwealth for the locality of any School Board member's or employee's failure to file the required form and the attorney for the Commonwealth shall assess and collect the civil penalty. The clerki shall notify the attorney for the Commonwealth within 30 days of the deadline for filing.}***

~~2.~~~~3.~~ Any board member or employee who is disqualified from participating in a transaction under Section G.1.a. of this policy, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate and such disclosure shall be reflected in the school board's public records in the division Superintendent's office for a period of five (5) years.

~~3.~~~~4.~~ Any board member or employee who is required to disclose his interest under Section G.1.b. of this policy shall declare his interest by stating:

- the transaction involved;
- the nature of the board member's or employee's personal interest affected by the transaction;
- that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction; and
- that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day. The board member or employee shall also orally disclose the existence of the interest during each School Board meeting at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

~~4.~~~~5.~~ A board member or employee who is required to declare his interest pursuant to subdivision G.1.c. of this policy shall declare his interest by stating

- (i) the transaction involved;
- (ii) that a party to the transaction is a client of his firm;
- (iii) that he does not personally represent or provide services to the client; and
- (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest.

The board member or employee shall either make his declaration orally to be recorded in written minutes of the board or file a signed written declaration with the clerk of the board who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the board member or employee shall prepare and file the required declaration by the end of the next business day.

Adopted: June 4, 2013
Revised: December 16, 2014
Revised: May 22, 2015

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3101, 2.2-3102, 2.2-3103, *{2.2-3103.2,}*
2.2-3104.1, 2.2-3108, 2.2-3109, 2.2-3110, 2.2-3112, 2.2-3115, 2.2-3119 *{and 2.2-3124}*.

Cross Ref.: CBCA Disclosure Statement Required of Superintendent
GCCB Employment of Family Members

SCHOOL BOARD CLERK

On recommendation of the Superintendent, a clerk shall and a deputy clerk may be appointed annually at the organizational meeting of the School Board.

The clerk and deputy clerk ~~shall each be~~ *{, if any, are each}* bonded in an amount no less than ten thousand dollars (\$10,000), and the School Board ~~shall pay~~ *{pays}* the premiums for each bond. The clerk and deputy clerk *{, if any,}* ~~shall~~ discharge under the general direction of the ~~division~~ Superintendent all duties as required by law and such other duties as may be required by the School Board or the ~~State~~ Board of Education.

Adopted by School Board: June 4, 2013

Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-76, 22.1-77.

SCHOOL ATTORNEY

The School Board may retain an attorney for legal counsel and services. The school attorney, upon request by the School Board, may attend ~~regular~~ meetings of the Board and ~~other meetings of the Board or its committees.~~

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-82.

CLOSED MEETINGS

- A. Closed meetings may be held by the School Board or any committee thereof only in accordance with Virginia law, for purposes including the following:
1. Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of the School Board. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter which involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the School Board.
 2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student in the Lynchburg City School system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents or guardians so request in writing and such request is submitted to the presiding officer of the School Board.
 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the School Board.
 4. The protection of the privacy of individuals in personal matters not related to public business.
 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
 6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where if made public initially, the financial interest of the School Board would be adversely affected.
 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the School Board; and consultation with legal counsel employed or retained by the School Board regarding specific legal matters requiring the provision of legal advice by such counsel. For purposes of this subsection, "probable litigation" means litigation which has been specifically threatened or on which the School Board or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. The closure of a meeting is not permitted merely because an attorney representing the School Board is in attendance or is consulted on a matter.

8. Discussion or consideration of honorary degrees or special awards.
 9. Discussion or consideration of tests or examinations or other records excluded from public disclosure pursuant to Va. Code § 2.2-3705.1.
 10. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the School Board in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the School Board or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.
 11. Discussion or consideration of medical and mental health records excluded from disclosure under Va. Code § 2.2-3705.5.
 12. Discussion of plans to protect public safety as it relates to terrorist activity *{or specific cyber security threats or vulnerabilities}* and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity *{matters}* or a related threat to public safety; *{discussion of records excluded from mandatory disclosure pursuant to subdivision 3 or 4 of Va. Code § 2.2-3705.2 where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system or software program;}* or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.
 13. Discussion or consideration of records excluded from mandatory disclosure pursuant to subdivision 11 of Va. Code § 2.2-3705.6 (the Public Private Education Facilities and Infrastructure Act) by the School Board or any independent review panel appointed to review information and advise the School Board concerning such records.
 14. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the School Board.
- B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the School Board, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.
- C. The School Board or any committee thereof may permit nonmembers to attend a closed meeting of the Board or committee if such persons are deemed necessary or if their presence will reasonably aid the Board or committee in its consideration of a topic which is a subject of the meeting.

- D. School Board members may attend closed meetings held by any committee or subcommittee of the Board, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise the Board. School Board members shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of Va. Code § 2.2-3707, the minutes of the committee or other entity shall include the identity of the School Board members who attended the closed meeting.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-3711, 2.2-3712.

Cross Ref.:	BCE	School Board Committees
	BCEA	Disciplinary Committee
	BCF	Advisory Committees to the School Board
	BDDA	Notification of School Board Meetings

QUORUM

At any meeting of a *{the Lynchburg City}* School Board, a majority of such Board shall constitute *{the Board constitutes}* a quorum.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-73.

RULES OF ORDER

Each *{The Lynchburg City}* School Board shall ~~establish its own~~ *{establishes}* rules of order and shall *{may}* adopt bylaws, policies and regulations.

In the absence of any specific bylaw of the Lynchburg City School Board Robert's Rules of Order (Revised) shall be considered the authority on parliamentary law.

Adopted by School Board: June 4, 2013

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

ADMINISTRATION IN POLICY ABSENCE

In cases where action must be taken by the school division and the School Board has provided no guidelines for administrative action, the Superintendent ~~shall have~~ *{has}* the power to act, but ~~his~~ *{the Superintendent's}* decisions ~~shall be~~ *{are}* subject to review by the School Board at its next regular meeting. It ~~shall be~~ *{is}* the duty of the Superintendent to inform the School Board promptly of such action and of the need for policy.

Adopted by School Board: June 4, 2013

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

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Adopted: June 17, 2014

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

SCHOOL DIVISION ANNUAL REPORT

The School Board, with the assistance of the Superintendent, ~~shall make~~ *{makes}* a report on or before September 15 of each year covering the work of the schools for the year ending June 30, to the ~~State~~ Board of Education on forms supplied by the Superintendent of Public Instruction.

Adopted by School Board: June 4, 2013

Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-81.

ACCESS TO EMPLOYEE SOCIAL MEDIA ACCOUNTS

The Lynchburg City School Board does not require current or prospective employees to disclose the username or password to the employee’s personal social media accounts or to add an employee, supervisor or administrator to the list of contacts associated with the employee’s personal social media account.

If the School Board or a School Board employee inadvertently receives an employee's username and password to, or other login information associated with, the employee's personal social media account through the use of an electronic device provided to the employee by the School Board or a program that monitors the School Board's network, the Board will not be liable for having the information but will not use the information to gain access to the employee's social media account.

This policy does not prohibit the School Board and its agents from viewing information about a current or prospective employee that is publicly available.

This policy does not prohibit the School Board from requesting an employee to disclose the employee’s username and password for the purpose of accessing a personal social media account if the employee's social media account activity is reasonably believed to be relevant to a formal investigation or related proceeding by the Board of allegations of an employee's violation of federal, state or local laws or regulations or of the Board's written policies. If the Board exercises its rights under this paragraph, the employee's username and password will only be used for the purpose of the formal investigation or a related proceeding.

Adopted:

Legal Ref.: Code of Virginia, 1950, as amended, § 40.1-28.7:5.

Cross Ref.: GAB/IIBEA Acceptable Computer System Use

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

The Lynchburg City Schools desires the safe return to activity for all student-athletes participating in extracurricular physical activities following an injury, but particularly after a concussion. The goal of this policy is to ensure (i) that coaches, school staff, volunteers, student-athletes, and their parents or guardian are aware of the short-term and long term effects of concussions; (ii) that concussed student-athletes are identified, removed from play immediately, and referred appropriately; and (iii) that concussed student-athletes are returned to play only after receiving appropriate medical care, given adequate time to heal, and are symptom free.

Definitions

Concussion: a brain injury that is characterized by an onset of impairment of cognitive and/or physical functioning, and is caused by a blow to the head, face or neck, or a blow to the body that causes a sudden jarring of the head (i.e., a helmet to the head, being knocked to the ground). A concussion can occur with or without a loss of consciousness, and proper management is essential to the immediate safety and long-term future of the injured individual.

Licensed Health Care Provider: a physician, physician assistant, osteopath or athletic trainer licensed by the Virginia Board of Medicine; a neuropsychologist licensed by the Board of Psychology; or a nurse practitioner licensed by the Virginia State Board of Nursing.

{Return-to-Learn: instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury allowing the student-athlete to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.}

Return to Play: to participate in a non-medically supervised practice, game, or athletic competition.

I. Lynchburg City Schools Concussion Management Team

- a. The Lynchburg City Schools Concussion Management Team (“CMT”) shall be appointed by the Superintendent and shall consist of a school administrator, an athletic administrator, a licensed health care provider, a coach, a parent or guardian of a student-athlete, a student athlete, and any such other person the Superintendent determines will assist the CMT in its actions.
- b. The CMT shall develop concussion training materials for school personnel, volunteers, student-athletes and parents of student-athletes. ***{Those materials may address the proper fitting and maintenance of helmets.}*** The CMT shall also develop concussion reporting, management and review protocols for the school division. The CMT shall maintain a record of all incidents where a student-athlete has been removed from a game, competition, or practice because he or she has been suspected of sustaining a concussion.

- c. The CMT shall meet at least once per semester and shall evaluate the division's training materials, concussion reporting, management, and review protocols annually.

II. Required Concussion Training for School Personnel and Volunteers:

- a. Every coach, assistant coach, school staff, adult volunteer, or other person serving in a coaching or advisory role over student-athletes during games, competitions, or practices shall receive training in the signs and symptoms of sports-related concussions, strategies to reduce the risk of concussions, how to seek proper medical treatment for concussions, and the process by which a concussed student-athlete may safely return to practice or competition. Each school and the CMT shall maintain a written record of the names and dates of completion for all persons completing the school's concussion training.
- b. Each school shall ensure that no person is allowed to coach or advise a student-athlete in any practice, game, or competition who has not completed the school's concussion training within the previous twelve months.

III. Distribution of Training Materials for Student-Athletes and Parent/Guardian:

- a. Prior to participating in any extracurricular physical activity, each student-athlete and the student-athlete's parent or guardian shall review concussion training materials developed by the CMT and sign a statement acknowledging receipt of such information. The concussion training materials shall describe the short-and long-term health effects of concussions.
- b. The signed statements acknowledging the receipt of concussion training materials shall be valid for one calendar year and will satisfy the concussion training requirements for all of a student-athlete's extracurricular physical activities for a calendar year.

IV. Removal from Extracurricular Physical Activities

- a. A student-athlete suspected by a student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice, game, or competition shall be removed from the activity immediately, evaluated and, if necessary, referred for further treatment. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion shall not return to play that same day.
- b. In determining whether a student-athlete removed from play is suspected of having sustained a concussion, an appropriate licensed health care provider or other properly trained individual, shall evaluate the student-athlete at the time of removal utilizing a standardized concussion sideline assessment instrument (e.g., Sideline Concussion Assessment Tool (SCAT-II, *SCAT III, ChildSCAT3*), the Standardized Assessment of Concussion (SAC), or the Balance Error Scoring System (BESS)).
- c. The determination of whether a student-athlete removed from play is suspected of having

sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.

- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

- a. No student-athlete shall be allowed to return to extracurricular physical activities, which includes the student-athlete's practices, games or competitions, until the student presents a written medical release from the student-athlete's licensed health care provider. The written medical release shall certify that (i) the provider is aware of the current medical guidance on concussion evaluation and management; (ii) the student-athlete no longer exhibits signs, symptoms, or behaviors consistent with a concussion at rest or with exertion; and (iii) that the student-athlete has successfully completed a progressive return to sports participation program. The length of progressive return to sports participation program shall be determined by the student-athlete's licensed health care provider but shall last a minimum of five calendar days.
- b. The coach of a student-athlete may elect not to allow a student-athlete to return to extracurricular physical activities, even after the production of written medical release from the student-athlete's licensed health care provider, if the coach observes signs and symptoms of sports-related concussions. If the student-athlete's coach makes such a decision, the coach shall communicate the observations and concerns to the student-athlete's parent or guardian within one day of the decision not to allow such student-athlete to return to extracurricular physical activities.

VI. Return to Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.
- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom. *{Additional guidelines can be found in regulation JJAC-R Return to Learn Protocol}*

VII. Helmet Replacement and Reconditioning

- a. All helmets used in school physical activities must conform to the National Operations Committee on Standards for Athletic Equipment (NOCSAE) and certified as conforming by the manufacturer at the time of purchase.
- b. Reconditioned helmets that have been purchased must be recertified as conforming to the NOCSAE by the reconditioner.

{VIII. Athletic Activities Conducted by Non-School Organizations on School Property

The school division may provide this policy and the Board of Education’s Guidelines for Policies on Concussions in Student-Athletes to organizations sponsoring athletic activity for student-athletes on school property. The school division does not enforce compliance with the policy or Guidelines by such organizations.

Adopted: August 5, 2014

Legal Refs.: Code of Virginia, 1950, as amended, ~~§§~~ 22.1-271.5, **22.1-271.6**.

~~Acts 2014, c. 349.~~

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted ~~Jan. 13, 2014~~ **January 22, 2015**).

***{Cross Refs.: KG Community Use of School Facilities
 KGB Public Conduct on School Property}***

RETURN TO LEARN PROTOCOL

1. A student recovering from a brain injury shall gradually increase cognitive activities progressing through some or all of the following phases. Some students may need total rest with a gradual return to school, while others will be able to continue doing academic work with minimal instructional modifications. The decision to progress from one phase to another should reflect the absence of any relevant signs or symptoms, and should be based on the recommendation of the student's appropriate licensed health care provider in collaboration with school staff, including teachers, school counselors, school administrators, psychologists, nurses, clinic aides, or others as determined by local school division concussion policy.

a. Home: Rest

Phase 1: Cognitive and physical rest may include

- minimal cognitive activities – limit reading, computer use, texting, television, and/or video games;
- no homework;
- no driving; and
- minimal physical activity.

Phase 2: Light cognitive mental activity may include

- up to 30 minutes of sustained cognitive exertion;
- no prolonged concentration;
- no driving; and
- limited physical activity.

Student will progress to part-time school attendance when able to tolerate a minimum of 30 minutes of sustained cognitive exertion without exacerbation of symptoms or reemergence of previously resolved symptoms.

b. School: Part-time

Phase 3: Maximum instructional modifications including, but not limited to

- shortened days with built-in breaks;
- modified environment (e.g., limiting time in hallway, identifying quiet and/or dark spaces);
- established learning priorities;
- exclusion from standardized and classroom testing;
- extra time, extra assistance, and/or modified assignments;
- rest and recovery once out of school; and
- elimination or reduction of homework.

Student will progress to the moderate instructional modification phase when able to tolerate part-time return with moderate instructional modifications without exacerbation of symptoms or reemergence of previously resolved symptoms.

Phase 4: Moderate instructional modifications including, but not limited to

- established priorities for learning;

- limited homework;
- alternative grading strategies;
- built-in breaks;
- modified and/or limited classroom testing, exclusion from standardized testing; and
- reduction of extra time, assistance, and/or modification of assignments as needed.

Student will progress to the minimal instructional modification phase when able to tolerate full-time school attendance without exacerbation of existing symptoms or reemergence of previously resolved symptoms.

c. School: Full-time

Phase 5: Minimal instructional modification - instructional strategies may include, but are not limited to:

- built-in breaks;
- limited formative and summative testing, exclusion from standardized testing;
- reduction of extra time, assistance, and modification of assignments; and
- continuation of instructional modification and supports in academically challenging subjects that require cognitive overexertion and stress.

Student will progress to nonmodified school participation when able to handle sustained cognitive exertion without exacerbation of symptoms or re-emergence of previously resolved symptoms.

Phase 6: Attends all classes; maintains full academic load/homework; requires no instructional modifications.

2. Progression through the above phases shall be governed by the presence or resolution of symptoms resulting from a concussion experienced by the student including, but are not limited to
 - a. difficulty with attention, concentration, organization, long-term and short-term memory, reasoning, planning, and problem solving;
 - b. fatigue, drowsiness, difficulties handling a stimulating school environment (e.g., sensitivity to light and sound);
 - c. inappropriate or impulsive behavior during class, greater irritability, less able to cope with stress, more emotional than usual; and
 - d. physical symptoms (e.g., headache, nausea, dizziness).

3. Progression through gradually increasing cognitive demands should adhere to the following guidelines:
 - a. increase the amount of time in school;
 - b. increase the nature and amount of work, the length of time spent on the work, or the type or difficulty of work (change only one of these variables at a time);
 - c. if symptoms do not worsen, demands may continue to be gradually increased;
 - d. if symptoms do worsen, the activity should be discontinued for at least 20 minutes and the student allowed to rest

- 1) if the symptoms are relieved with rest, the student may reattempt the activity at or below the level that produced symptoms; and
 - 2) if the symptoms are not relieved with rest, the student should discontinue the current activity for the day and reattempt when symptoms have lessened or resolved (such as the next day).
4. If symptoms persist or fail to improve over time, additional in-school support may be required with consideration for further evaluation. If the student is three to four weeks post injury without significant evidence of improvement, a 504 plan should be considered.
 5. A student-athlete shall progress to a stage where he or she no longer requires instructional modifications or other support before being cleared to return to full athletic participation (return-to-play).

The American Academy of Pediatrics (AAP) Return to Learn Following a Concussion Guidelines (October 2013), and the American Medical Society for Sports Medicine (AMSSM) Position Statement (2013), are available online to assist health care providers, student-athletes, their families, and school divisions, as needed.

Agenda Report

Date: 08/04/15

Agenda Number: E-4

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Ben W. Copeland, Assistant Superintendent of Operations and Administration

Subject: Administrative Regulation IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers

Summary/Description:

Administrative Regulation IICB-R/IICC-R Guidelines for Community Resource Persons/School Volunteers provides clear parameters for volunteering in Lynchburg City Schools. This administrative regulation appears as an attachment to the agenda report and is being presented to the school board for discussion.

Disposition: Action
 Information
 Action at Meeting on: 08/18/15

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 18, 2015.

GUIDELINES FOR COMMUNITY RESOURCE PERSONS/SCHOOL VOLUNTEERS

All volunteer programs will operate under the management and supervision of the building principal. A School Volunteer Coordinator (SVC) will be appointed from school administrative staff by the principal to facilitate the volunteer programs.

All volunteers, except coaches, must complete the Application for Volunteer Service. The application is available online at [http _____](http://_____). A volunteer applicant will not be allowed to volunteer until the background check is complete and they have been approved in the Raptor system. If information received from the background check of a volunteer results in a discovery that an applicant is not suitable to serve as a volunteer in Lynchburg City Schools, a letter will be sent from the Superintendent's office notifying the building principal and the potential volunteer. All volunteers serve at the discretion of the Superintendent. Anyone convicted of a felony offense will be disqualified from volunteer activity. Anyone convicted of a misdemeanor may be disqualified depending upon the nature of the offense and/or volunteer activity.

Volunteer assistant athletic coaches, and coaches paid by third party organizations, must be screened according to the procedures for all Lynchburg City Schools employees.

Each school must conduct an orientation appropriate to the activity for its volunteers in which the Volunteer Guidelines, the Code of Student Conduct, and policy GAB and regulation GAB-R Acceptable Computer System Use are reviewed in depth. Chaperones should receive an orientation before the event or trip. School Volunteer Coordinators should emphasize that these guidelines are being provided for reasons of safety, protection, and uniformity. Among other things, volunteers should understand that it is the supervising teacher who will take necessary disciplinary action against a student, and not the volunteer.

Definitions

Traditional Volunteer: any individual or group of individuals, who, of their own free will, contribute goods or services to any Lynchburg City schools without pay or regard for their own personal gain.

Regular Service Volunteer: persons working on a regular basis at scheduled times and at regularly scheduled tasks.

Occasional Service Volunteer: individuals or groups of residents who provide a one time or occasional task.

School Volunteer Coordinator (SVC): a staff member from a LCS school with the responsibility, among other things, of coordinating volunteer services for a school. This responsibility may not be delegated to a non-employee or a teacher.

Volunteer Guidelines

The following responsibilities and expectations will apply to all Lynchburg City School volunteers:

1. The volunteer will operate only under the direct supervision of the principal or his/her designee.
2. The volunteer must be willing to accept direction and supervision from school staff.
3. The volunteer may provide assistance to students as directed by the appropriate school supervisor but may not do the work for the students.
4. The volunteer must treat students with fairness, honesty, patience, and kindness.
5. The volunteer must set a good example by being courteous and respectful of students and staff.
6. The volunteer must be knowledgeable of classroom rules and practices and emergency procedures. He or she must be familiar with the Volunteer Guidelines and the Code of Student Conduct.
7. The volunteer will report discipline issues to the appropriate staff member immediately.
8. The volunteer will respect the privacy of students and school staff and will not divulge confidential information.
9. Volunteers may not bring any children with them when volunteering.
10. The volunteer agrees to follow the School Board's policy GAB & regulation GAB-R Acceptable Computer System Use.