

# REGULATIONS

EB-R

## Safety Program

A safety program will be established to provide a high degree of safety for students and employees of the division.

Accidents are undesirable, unplanned occurrences that can be prevented and often result in bodily harm, loss of school time, property damage and even death. It will be the policy of the School Board to take every reasonable precaution for the safety of the students, employees and visitors. The School Board believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Safety within our facilities, including conditions and the actions of individuals, can no longer be taken for granted. It is necessary for us to show that action has been taken that will establish an ongoing attention toward maintaining a safe environment and proper orientation of all personnel.

Two major actions are mandated:

1. Establish a Safety Committee at each school. This committee should be charged with examining the facility, developing needed procedure, recommending changes, planning, training, etc. A log of Committee activities shall be maintained.
2. Establish a procedure for the investigation of accidents. An approved form is to be used in investigating any accident. Supervisory personnel and responsible for establishing procedures and conducting an investigation for completing the accident investigation report for accidents in the assigned area.

It will be the responsibility of the Superintendent to execute this policy and develop a comprehensive program.

Effective: February 2002

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## AMELIA COUNTY PUBLIC SCHOOLS ACCIDENT INVESTIGATION REPORT

Site:

\_\_\_\_\_

Name: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Job Description: \_\_\_\_\_

How long on this job: \_\_\_\_\_

Describe the injury:

Describe how and where the accident occurred:

Describe how this accident can be prevented in the future:

Describe actions taken to prevent reoccurrence:

Person completing report: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Send one copy to the Superintendent and retain one copy for your files.

Effective: February 2002

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## Tornado Drills

Tornados are devastating weather conditions that can cause a considerable amount of destruction in a short period of time. Schools must practice for this possible occurrence. Each of the public schools in Amelia County will hold a tornado drill at least once during the first twenty (20) days of school and once each nine-week grading period thereafter.

School will use the guidelines recommended by the National Weather Service when practicing tornado drills.

Effective: February 2002

# REGULATIONS

EBCD-R

## School Closing

The Administrative Assistant to Support Services will select a group of employees from maintenance and transportation to serve on the inclement weather team. The team will organize to check roads and the schools so that information is provided to the Administrative Assistant to Support Services by 5:30 a.m. for establishing a recommendation for the opening or closing of schools. The recommendation will be presented to the Superintendent by 5:45 a.m. for a decision. Schools can be opened on time, opened two hours late, or closed.

All twelve-month employees are expected to report on time for delayed openings. All other employees report on time or no later than the time commensurate with the delay.

When schools are closed, it will be communicated as closed. All ten and eleven month employees generally follow the student calendar and may stay home without pay penalty when schools are closed. All twelve-month employees are expected to work on closed school days. However, twelve-month employees may choose not to report and use traded time, comp time, general leave, or vacation leave. However, “essential personnel” are expected to report on a school closing upon a declaration of “essential personnel report”. Essential personnel include administrators, custodians, transportation/maintenance personnel, and mechanics.

Essential personnel may also be placed on “essential personnel stand by”. Essential personnel stand by, means that all essential personnel need to be accessible by a telephone and be ready to report if needed. The stand by status is the same as at work for payroll purposes. If telephone communications cannot be made, then stand by payment will not be provided. Stand by status can be called off with telephone notification or the attempt of telephone notification.

Upon school closings and the reporting of the essential personnel, the team will report to the bus garage for assignments by the Administrative Assistant to Support Services. If snow removal is needed, all custodians and transportation/maintenance personnel will work together as a team under the direction of the Administrative Assistant to Support Services. Schools will be cleaned one at a time as a team.

On the rare occasion of a declared emergency or if the weather is so treacherous that no one should be on the road, a code red day will be called. No one should report on a code red day unless specifically arranged. Code red days are paid and will not count against the twelve-month, 240-day contract length.

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### Closing Code Notifications

- Closed: Schools closed and all twelve-month employees have the option of reporting to work on time or using an appropriate form of leave.
- Closed, essential personnel report (time): Schools closed and essential personnel report to work. If no time is specified, then regular hours are observed. All other twelve-month employees have the option of reporting to work on time or using an appropriate form of leave.
- Closed, essential personnel on stand by (time): Schools closed and essential personnel are to stay by the telephone to await instruction. All other twelve-month employees have the option of reporting to work on time or using an appropriate form of leave.
- Closed, Code Red: No one reports to work unless specifically arranged and no employee's pay will be penalized for time missed.

Effective Date: 2004

# REGULATIONS

ECAB-R

## BOMB THREATS

### Procedures

The following procedures shall be followed whenever a telephone bomb threat is received at an Amelia County Public School or other facility.

**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.**

#### 1. Person Receiving the Call:

- a. Have someone else also listen to the call – if possible.
- b. Immediately get another person to inform the building principal or person in charge of the facility (if someone other than those persons answers the call).
- c. Take notes for the police investigation. Record caller's exact words – if possible.
- d. Attempt to determine the caller's gender, accent or other distinguishing speech characteristics.
- e. Listen for background noises that may help in identifying the location of the caller.
- f. Ask the caller for the following information:
  - (1) Time of detonation
  - (2) Location of the explosive device
  - (3) Type of explosive device
  - (4) Physical appearance of the device
  - (5) Reason device was placed at the school (facility)
  - (6) Caller's name

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- g. When police arrive, give them all the information that you have been able to gather.

### 2. Principal or Designee

- a. Ensure proper notifications are made.
  - (1) 911
  - (2) Superintendent
- b. Decide if building will be evacuated. This decision should be based on all available information. The police may offer guidance but the decision is the responsibility of the school official.
- c. If evacuation is necessary, conduct the evacuation using fire drill procedures. Students should be removed to a location at least 300 feet from the building.
- d. Request a search that should be supervised by police with school personnel providing assistance as requested.

Effective: February 2002

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## Questions to Ask When Receiving Bomb Threats

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

## **EXACT WORDING OF THE THREAT:**

Sex of caller: M F      Race:      Age:      Length of Call:

Number at which call is received:

Caller's Voice (Circle those that apply)

calm	angry	excited	slow	rapid	soft
loud	laughter	crying	normal	distinct	slurred
nasal	stutter	lisp	raspy	deep	ragged
throat	breathing voice		disguised	accent	familiar

If voice sounds familiar, who did it sound like?



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Background noises (Circle those that apply)

street noises	crockery	voices	PA system	music	house noises
booth	factory	animals	clear	static	
long distance		motor	office machines	other:	

Threat Language

well spoken (educated)	taped	irrational	incoherent	foul
message read by caller				

Other Remarks:

Report call immediately to (Name and number):

Date:	Name:	Phone Number:
	Sheriff's Office	561-2118
	State Police	1-800-552-9965

Effective: February 2002

## REGULATIONS

### AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

This regulation addresses the use of school division facilities, supplies, materials, equipment by employees and outside organization.

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

#### Fuel Cards

Fuel cards are to be used only in school owned vehicles.

Adopted: May 12, 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 Tobacco Use on School Premises

## **REGULATIONS**

FILE: EEAB-R

### **Field Trip and Athletic Bus Usage**

Field trips and athletic trips should be assigned newer buses that are in the best mechanical condition. In all cases, the head mechanic or designee should insure that only newer buses in the best mechanical condition should be assigned to field trips or athletic trips. Buses are to be returned in the same condition that they were received.

In addition, a GPS should be provided to drivers that are unfamiliar with their destination.

Approved: November 10, 2009

# REGULATIONS

EGAA-R

## REPRODUCTION OF COPYRIGHTED MATERIALS INTERPRETATION FOR EDUCATORS IN AMELIA COUNTY PUBLIC SCHOOLS

### I. INTRODUCTION

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

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

### II. Photocopying

- A. Single Copy – Teachers preparing to teach a class may make or request to have made a single copy of:
- A chapter of a book
  - An article from a newspaper or periodical
  - A short story, essay, or short poem, whether or not from a collective work
  - A chart, graph, diagram, cartoon, drawing, or picture from book, periodical or newspaper

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B. Multiple Copies – Teachers desiring to duplicate a copy of a work for each student must include a notice of copyright with each copy AND meet these three tests.

1. BREVITY TEST: For poetry; a copy of a poem if less than 350 words and if printed on no more than two pages or, not more than 250 words if from a longer poem;

For prose; any complete story, essay or articles less than 2500 words; or excerpts of not more than 1,000 words or 10% of the work, whichever is less, but expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

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

2. SPONTANEITY TEST: The inspiration of the individual teacher to use the work must occur soon prior to classroom use, and that it would not be reasonable for the teacher to write for and receive permission to duplicate the material. The teacher must request the copying and not as directed by an administrator.

3. CUMULATIVE EFFECTS TESTS:

- Copies of the material must be for only one course in the school in which copies are made; No more than one short poem, article, story, essay or two excerpts may be copied from the same author;
- More than three copies from the same collective work or periodical during one class term;
- There must not be more than nine instances of such multiple copying for one course during one class term.

NOTE: The above cumulative effects tests do not apply to current news periodicals and newspapers and current news sections of other periodicals.

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4. ALWAYS PROHIBITED regardless of the otherwise permissible use:
  - Educators may not through photocopying create or replace or substitute for anthologies, compilations or collective works whether brought together in one collection or reproduced and used separately;
  - Copying must not substitute for the purchase of books, periodicals, or reprints. There shall be no copying of consumable materials in the course of study or of teaching. This includes workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material;
  - The teacher must not duplicate the same item from one term to another; and
  - No charge shall be made to the student beyond the actual cost of photocopying.

### III. Music

#### A. Permissible Copying

1. Educators are permitted to make copies of music in an emergency to replace purchased copies which for any reason are not available for an imminent performance provided purchased replacement copies shall be substituted in due course.
2. For academic purposes other than performances, a teacher or researcher may duplicate a single copy of an entire “performable unit:” (section, movement, aria, etc.) if that unit is unavailable except in a larger work and if it is out of print, as confirmed by the copyright proprietor. For other nonperformance educational purposes, multiple copies of no more than 10% of the whole work may be made as long as the excerpt does not comprise a performable unit. This multiple copying should not exceed one copy per student.
3. Printed copies of purchased music may be edited or simplified except for alterations of lyrics or addition of lyrics if none exist.

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4. A single copy of a sound recording of copyrighted music may be made for use in “constructing aural exercises or examinations.” This pertains only to the copyright of the music itself and not to any copyright that may exist in the sound recording.
5. A single copy of a recording of the performances by students is permissible for evaluation or rehearsal purposes and may be retained by the teacher or educational institution.

### B. Prohibited Copying

1. To create or replace or substitute for anthologies, compilations, or collective works.
2. Copying from works intended to be “consumable” in the course of study, such as workbooks, exercises, standardized tests and answer sheets.
3. For the purpose of performance, except as A(1) above.
4. Copying for the purpose of substituting for the purchase of music, except as in A (1) and A (2) above.
5. Copying without the inclusion of the copyright notice, which appears on the printed copy.

### IV. PHOTOCOPYING BY LIBRARY MEDIA STAFF

- Copying is to take place only at the specific request of users or other libraries.
- Employees are permitted to make a single copy of a work as long as the library receives no financial gain and affixes notice of copyright on all duplicated works.
- In addition to the above requirements, the library media center may make copies only under the following conditions.
- Duplication in facsimile form a published, copyrighted work that is damaged, deteriorating, lost or stolen if there is no reasonable possibility for replacement.

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- Recordings are to be shown to students no more than twice during a 10-day period. The second showing shall be for instructional reinforcement only.
- After the 10-day period recordings may be viewed only by teachers.
- If several teachers request videotaping of the same program, duplicate copies are permitted. (ALL copies are subject to the same restrictions as the original).
- Off-air recordings may not be physically or electronically altered or combined with others to form anthologies, but not have to be shown in their entirety. Schools may not build library compilations of video or television programs.

## V. FROM PUBLIC BROADCASTING SERVICES

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

- Recordings may be made only by students, faculty or staff members in accredited, nonprofit education institutions.
- Recordings may be used only for instruction or educationally related activities in a classroom, laboratory or auditorium.
- Recordings may be used only in the school for which they were made. The recordings may be used “only during the seven day period of local ETV and other educational broadcast licensed by the distribution agency, and will be erased or destroyed immediately at the end of the period.
- All requests for taping must come directly from teachers and must be shown only to students and faculty for instructional purposes.

## VI. TELEVISION BROADCASTS TAPED BY TEACHERS

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



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## VII. VIDEO CASSETTE PROGRAMS RENTED, PURCHASED OR TAPED AT HOME BY TEACHERS

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

## VIII. PENALTIES FOR INFRINGEMENT OF COPYRIGHT

Educators who infringe the rights of copyright holders may be sued. The legal or Insurance protection of Amelia County Public Schools will not be extended to employees who knowingly violate copyright laws.

Educators should be aware that criminal charges of copyright violation can be brought. Those found guilty of “willfully infringing a copyright for private or commercial financial gain” could be fined up to \$100,000 or imprisoned for up to one year or both.

Effective: February 2002

# REGULATIONS

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## GENERAL PROCEDURES

In an effort to discourage violation of software copyright laws and to prevent illegal use of the computer system, staff shall follow the procedure listed below:

1. Division employees will be expected to adhere to provisions of software copyright law, which allows for the making a back-up copy of computer programs. This section provides that it is not an infringement for the owner of a copy of computer programs to make or authorize the making of a copy or adaptation of that computer program provided.
  - (a) That such a new copy of adaptation is created as an essential step in the utilization of the computer program in conjunction with the machine and that it is used in no other manner; or
  - (b) That such a new copy or adaptation is for archival purposes only and that all archival copies are destroyed in the event that continued possession of the computer program should cease to be rightful.

The following computer software may also be copied by or at the individual request of a staff member for classroom use:

- (a) In-house production; and
  - (b) Works that are not copyrighted or works in the public domain.
2. The proper use of computers will be taught through planned computer curriculum and computer-related instruction of students. Staff will address the ethical and practical problems caused by software piracy.
3. Division employees are expected to maintain software and supporting manuals in a safe place. The manual needs to be available for software and hardware audits.
4. When software is being used on a disk sharing system, efforts shall be made to secure this software from copying.
5. Illegal copies of copyrighted programs may not be made or used on school division equipment.

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6. The Superintendent or his/her designee is the only individual who may sign licensing agreements for software in the school division. Each school using the software should have a copy of the signed software duplication agreement.
7. No employee of the school division will illegally access any database or electronic bulletin board.
8. No employee of the school division shall encourage or allow any student to illegally duplicate computer software or illegally access any database or electronic bulletin board.
9. The principal of each school site or manager of each department is responsible for enforcing this regulation.

### PENALTIES FOR INFRINGEMENT OF COPYRIGHT

Educators, education institutions and school divisions may be sued if they violate or infringe the rights of copyright owners. The legal or insurance protection of Amelia County Public Schools will not be extended to employees who knowingly violate copyright laws.

Copyright infringement involving the reproduction or distribution of at least 10 copies of one or more copyrighted works with a retail value in excess of \$2500 (any kind, not lost computer software) within a 180-day period is a felony. A first offense is punishable in general by a sentence of up to 5 years and/or a fine of up to \$250,000 for individual and up to \$500,000 for organizations. Any subsequent offense is punishable in general by a sentence of up to 10 years and/or the fines specified above.

Effective: February 2002