

SCOTT COUNTY SCHOOL BOARD

AUGUST 1, 2023

MINUTES OF REGULAR MEETING

The Scott County School Board met for a regular School Board meeting on Tuesday, August 1, 2023, at 6:30 p.m. at the Scott County Career & Technical Center, 387 Broadwater Avenue, Gate City, VA 24251 with the following members present:

David Templeton, Chairman
Lon Stephen Sallee, Vice Chairman
Linda Gillenwater
Gail McConnell
William "Bill" Houseright
Robin Hood

ABSENT: None

OTHERS PRESENT: John Ferguson, Superintendent; Jason Smith, Assistant Superintendent; Will Sturgill, School Attorney; Kim Henderson, Clerk of the Board/Purchasing Clerk; Gabe Edmunds, Scott County Virginia Star/Heritage TV; Kathy Musick, VPE Representative; Makayla Jaramillo, SCEA Representative; Jan Meade, Lisa Bevins and Grant Quinn with Ivils' Tutors, Inc.; Patricia Edwards, community member; Amanda Kim, Gate City High School parent; Misty and Joe Gillenwater, TSHS parents; Ramona Stapleton, Fort Blackmore Representative and Terry Wininger, Scott County Democrats Representative.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman David Templeton called the meeting to order at 6:30 p.m. and welcomed everyone. He asked everyone to please stand for the moment of silence and led in reciting the *Pledge of Allegiance*.

ITEMS TO ADD TO THE AGENDA: Chairman David Templeton asked if there were any changes to be made to the agenda. Vice Chairman Steve Sallee asked to add an item to the agenda. Item K – Discussion/Approval of Ballard Health Agreement was added under Superintendent's Report.

APPROVAL OF AGENDA: On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the agenda as amended.

APPROVAL OF MINUTES FOR JULY 11, 2023 REGULAR MEETING: On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board voted to approve the minutes for July 11, 2023 regular meeting as written.

APPROVAL OF CLAIMS: On a motion by Chairman David Templeton, seconded by Mr. Robin Hood, all members voting aye, the Board voted to approve the claims as follows:

School operating fund invoices and payroll in the amount of \$477,054.71 as shown by warrants #8137596-8137603, #5000139-5000159, #5000205-5000223, #5000252-5000253, #5000284-5000307 (voided #5000210 and #5000292) and #9030000; electronic payroll direct deposit in the amount of \$2,130,973.78 and electronic tax deposits in the amount of \$609,946.88. Cafeteria fund invoices and payroll in the amount of \$50,938.50 as shown by warrants #1030000-1030020; electronic payroll direct deposit for cafeteria in the amount of \$46,214.54 and electronic tax deposits in the amount of \$12,977.61. Head Start invoices totaling \$52,118.40 as shown by warrants #24299-24329.

PUBLIC COMMENT: Misty Gillenwater, Twin Springs High School parent and Amanda Kim, Gate City High School parent, each addressed the Board regarding the harassment charges being investigated by the Scott County Sheriff's Office regarding a Twin Springs High School teacher.

SUPERINTENDENT'S REPORT:

APPROVAL OF APPALACHIAN FOOTBALL OFFICIALS ASSOCIATION PROPOSAL FOR 2023-2024 (APPENDIX A): On a motion by Mr. Bill Houseright, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Appalachian Football Officials Association Proposal (Appendix A) as amended from last meeting for 2023-2024.

APPROVAL OF APPALACHIAN UMPIRES ASSOCIATION CONTRACT FOR 2023-2024 (APPENDIX B): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, all members voting aye, the Board approved the Appalachian Umpires Association Contract (Appendix B) as amended from last meeting for 2023-2024.

APPROVAL OF 10 POINT GRADING SCALE (APPENDIX C): On a motion by Mr. Robin Hood, seconded by Chairman David Templeton, all members voting aye, the Board approved the 10 point grading scale (Appendix C) as presented.

APPROVAL OF 2023-2024 POLICY MANUAL (APPENDIX D): On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board approved the changes to the 2023-2024 Policy Manual (Appendix D).

APPROVAL OF 2023-2024 STUDENT PARENT HANDBOOK AND CODE OF CONDUCT (APPENDIX E): On a motion by Mr. Gail McConnell, seconded by Mr. Robin Hood, all members voting aye, the Board approved the changes to the 2023-2024 Student Parent Handbook and Code of Conduct (Appendix E).

APPROVAL OF SCHOOL NUTRITION ALA CARTE PRICES AND PAYMENT/DEBT PROCEDURES (APPENDIX F): On a motion by Mrs. Linda Gillenwater, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the School Nutrition Ala Carte Prices and Payment/Debt Procedures (Appendix F).

APPROVAL OF GOOGLE CHROMEBOOK 1:1 INITIATIVE PARENT/STUDENT HANDBOOK (APPENDIX G): On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Google Chromebook 1:1 Initiative Parent/Student Handbook (Appendix G).

APPROVAL OF AMENDMENT TO SPECIAL EDUCATION POLICY AND PROCEDURAL MANUAL RECOGNIZING FORT BLACKMORE PRIMARY AS FORT BLACKMORE CENTER OF EXCELLENCE (SERVING STUDENTS IN PRE-K THROUGH 12TH GRADE WITH DISABILITIES) (APPENDIX H): Mrs. Brenda Robinette addressed the Board for approval of an amendment to special education policy and procedural manual recognizing Fort Blackmore Primary as Fort Blackmore Center of Excellence. Fort Blackmore Center of Excellence will be serving students with disabilities in Pre-K through 12th Grade.

On a motion by Mr. Gail McConnell, seconded by Mr. Bill Houseright, all members voting aye, the Board approved the amendment to recognize Fort Blackmore Primary as Fort Blackmore Center of Excellence (Appendix H).

APPROVAL OF HEAD START FINANCIAL REPORT, JUNE 2023 (APPENDIX I): On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the Head Start Financial Report for June 2023 (Appendix I).

HEAD START ANNUAL REPORT 2022-2023: Superintendent John Ferguson presented the Head Start Annual Report for 2022-2023 on behalf of Head Start Director Cindy Raymond. With no comments or questions raised regarding the report, the next agenda item was presented.

DISCUSSION/APPROVAL OF BALLAD HEALTH AGREEMENT BASED ON LEGAL REVIEW (APPENDIX J): On a motion by Chairman David Templeton, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the Ballard Health Agreement (Appendix J) based on legal review from School Attorney Will Sturgill.

CLOSED MEETING: Vice Chairman Steve Sallee made a motion to enter into closed meeting at 7:09 p.m. to discuss Head Start personnel, teachers, teaching assistants, coaches, secretaries, custodians and maintenance staff as provided in Section 2.2-3711A (1) of the Code of Virginia as amended, the motion was seconded by Mr. Gail McConnell, all members voting aye.

RETURN FROM CLOSED MEETING: All members present returned from closed meeting at 8:40 p.m. with a roll call vote being held and on a motion by Vice Chairman Steve Sallee, seconded by Mr. Gail McConnell, the Board returned to regular session and cited the following certification of the closed meeting.

CERTIFICATION OF CLOSED MEETING:

WHEREAS, the Scott County School Board has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Freedom of Information Act and,

WHEREAS, Section 2.2-3711A (1) of the Code of Virginia requires certification, by this Scott County School Board that such meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED, that the Scott County School Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Scott County School Board in the closed meeting.

ROLL CALL VOTE:

AYES: David Templeton, Steve Sallee, Linda Gillenwater, Gail McConnell, Robin Hood and Bill Houseright

NAYES: None

ABSENT: None

ITEMS BY ASSISTANT SUPERINTENDENT JASON SMITH – PERSONNEL:

RESIGNATIONS: On a motion by Vice Chairman Steve Sallee, seconded by Mrs. Linda Gillenwater, all members voting aye, the Board voted to accept the following resignations:

Sherri Miller, paraprofessional, effective July 6, 2023

Kala Ball, teacher, effective July 14, 2023

Becky Meade, custodian, effective August 15, 2023
Lisa Rhoton, cross country coach, RCHS, effective July 17, 2023
April Amyx, teacher, effective July 21, 2023
Angela Taylor, head start teacher, effective July 18, 2023

EMPLOYMENTS: On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye with Robin Hood abstaining, the Board approved the employment of Christi Jones, teacher, effective for the 2023-2024 school year.

On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the following employments:

Pennie Jarrett, teacher, effective for the 2023-2024 school year
Angela Taylor, teacher, effective for the 2023-2024 school year
Jeffrey Mitchell, teacher, effective for the 2023-2024 school year
Kimberly Hickman, teacher, effective for the 2023-24 school year
Chelsie Cassel, teacher, effective for the 2023-24 school year
Sarah Smith, paraprofessional, effective for the 2023-2024 school year
Anna Haskins, administrative assistant, effective July 26, 2023
Sarah Stewart, paraprofessional, effective for the 2023-24 school year
Heather Edwards, paraprofessional, effective for the 2023-24 school year
Avelina Fowler, paraprofessional, effective for the 2023-24 school year
Sydney Lyall, non-stipend cross country coach, TSHS, effective July 26, 2023
Breanna Magnusson, Early Head Start Teacher, effective August 1, 2023
Ethan Rhoton, paraprofessional, effective for the 2023-2024 school year
Will Humphreys, non-stipend football coach, GCHS, effective for the 2023-2024 school year
Zach Jones, non-stipend football coach, GCHS, effective for the 2023-2024 school year
Matt Clabaugh, non-stipend football coach, GCHS, effective for the 2023-2024 school year
Robyn Lamb, teacher, effective for the 2023-2024 school year
Scott Burke, assistant football coach, TSHS, effective for the 2023-2024 school year
Morgan Culbertson, non-stipend assistant golf coach, TSHS, effective July 27, 2023
Tyler Hickman, custodian, effective August 3, 2023
Chris Carter, non-stipend assistant coach, GCHS, effective for the 2023-2024 school year
Scotty Lucas, custodian, effective August 7, 2023
Lexie Franklin, cross country coach, RCHS, effective for the 2023-2024 school year (split stipend)
Hannah Shepard, cross country coach, RCHS, effective for the 2023-24 school year (split stipend)
Jon Howell, non-stipend assistant football coach, RCHS, effective for the 2023-2024 season
Jackson Barnette, non-stipend assistant football coach, RCHS, effective for the 2023-24 season
David Kern, non-stipend assistant golf coach, RCHS, effective for the 2023-2024 season

RETIREMENT: On a motion by Vice Chairman Steve Sallee, seconded by Chairman David Templeton, all members voting aye, the Board voted to accept the retirement of Kathy Funkhouser, school/court liaison, effective January 1, 2024.

SUBSTITUTES: On a motion by Mr. Gail McConnell, seconded by Vice Chairman Steve Sallee, all members voting aye, the Board approved the substitute list as presented.

APPROVAL OF RELIGIOUS EXEMPTION HOMESCHOOL REQUEST FOR TWO STUDENTS: On a motion by Vice Chairman Steve Sallee, seconded by Mr. Robin Hood, all members voting aye, the Board approved the religious exemption to homeschool request for two students (#07900V and #07042018).

BOARD MEMBER COMMENTS:

Vice Chairman Steve Sallee wished everyone a good school year.

Mrs. Linda Gillenwater welcomed everyone back to a new school year and well wishes for a good year.

Mr. Bill Houseright seconded what the others had said.

Mr. Robin Hood gave a shout out to Fort Blackmore School and the excellent job they are doing there.

Mr. Gail McConnell welcomed all the new employees and wished everyone a good year.

Chairman David Templeton seconded Mr. Hood's comments and wished everyone a good year.

ADJOURNMENT: With no further business to discuss, the regular meeting of the Scott County School Board was adjourned at 8:48 p.m. The next meeting of the Scott County School Board will be Thursday, September 7, 2023, at 6:30 p.m. at the Scott County Career and Technical Center.



David Templeton, Chairman

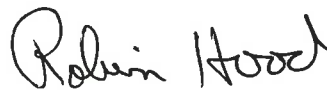


Kim Henderson, Clerk of the Board

CERTIFICATIONS PURSUANT TO THE CODE OF VIRGINIA SECTION 2.2-3119

I, Robin Hood, Scott County School Board member, pursuant to the Code of Virginia 2.2-3119(F), hereby certify that I had no involvement with the hiring decision of Christi Hood Jones, as a teacher for the School County school division.

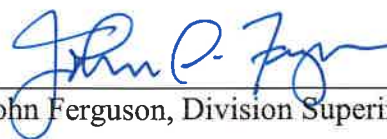
Dated this 10th day of August, 2023.



Robin Hood, Board Member

The undersigned John Ferguson, Division Superintendent for Scott County Public Schools, certifies that the above referenced employment action was based upon merit, fitness, and competitive ratings of qualifications and that no member of the Board had any involvement with the hiring decision.

Dated this 10th day of August, 2023.



John Ferguson, Division Superintendent

ATTEST:



School Board Clerk

APPENDIX INDEX

APPENDIX A – Approval of Appalachian Football Officials Association Proposal for 2023-2024

APPENDIX B – Approval of Appalachian Umpires Association Contract for 2023-2024

APPENDIX C – Approval of 10 Point Grading Scale

APPENDIX D – Approval of 2023-2024 Policy Manual

APPENDIX E – Approval of 2023-2024 Student Parent Handbook and Code of Conduct

APPENDIX F – Approval of School Nutrition Ala Carte Prices and Payment/Debt Procedures

APPENDIX G – Approval of Google Chromebook 1:1 Initiative Parent/Student Handbook

APPENDIX H – Approval of Amendment to Special Education Policy and Procedural Manual Recognizing Fort Blackmore Primary as Fort Blackmore Center of Excellence (serving students in Pre-K through 12th grade with disabilities)

APPENDIX I – Approval of Head Start Financial Report, June 2023

APPENDIX J – Discussion/Approval of Ballard Health Agreement Based on Legal Review

Appalachian Football Officials Association

10720 Maple Grove Road

Wise, VA 24293

As required by Virginia High School League, the Appalachian Football Officials Association continues to be incorporated, with its own set of officers, constitution and by-laws.

In this mailing you will find an Agreement between the Appalachian Football Officials Association and your school division for the 2023 and 2024 Football Seasons. Please sign the document on page 3 and initial Exhibit A. Please send a copy of the signed Agreement to the below address or email:

Christopher Davis

10720 Maple Grove Road

Wise, VA 24293

cdd3s@uvawise.edu

Should anyone in your school system have questions or concerns, a list of the AFOA Board and the Assignor's contact information can found within Exhibit A.

Our board and our officials look forward to working with your schools, school administrators, coaches but most of all the student-athletes of Southwest Virginia.

Agreement between the Appalachian Football Officials Association and the Scott County School System

Parties: The Parties to this agreement are the Appalachian Football Officials Association (AFOA) and the Scott County School System, which include the following schools:

Gate City High

Rye Cove High

Twin Springs High

Recitals

WHEREAS, the Parties each have unique roles and responsibilities with regard to the conduct of high school athletic contests, and

WHEREAS, the Parties desire to provide for the consistent administration of athletic contest as set forth by the Virginia High School League and the National Federation of High Schools

Now, therefore, in consideration of the mutual covenants and promises contained herein the Parties, intending to be legally bound, hereby agree as follows:

- 1. Term of Agreement:** This Agreement shall be in effect from July 1, 2023 to June 30, 2025 with an option of a third-year role over if both parties agree. Any part of this Agreement may be modified, and upon mutual agreement, in writing, by the Appalachian Football Officials Association (AFOA) and the above school district.
- 2. Service Area:** The services provided by the AFOA, includes all Varsity sports which are provided at the above schools, unless, otherwise noted within this Agreement. Only AFOA/VHSL registered officials are eligible to officiate scheduled contests. School representatives do not have the authority to solicit officials directly for contests. All assignments must be made by and through the AFOA Assignor.
- 3. Officials Qualifications** Officials must be registered with the Virginia High School League for the sport of football and must be a member of the AFOA as defined in the AFOA By-Laws.
- 4. Necessary Information:** The attachments collectively (Exhibit A) list information pertinent:
 - a. Assignors Contact Information and Assigning Fee
 - b. Date that schedule must be submitted to that assignor
 - c. Number of officials assigned to the contest
 - d. Type of contest(s) and the required payment

- 5. Exempting Officials:** Each school, can request not to have one (1) particular official officiate any of their contests in that particular sport. This may include home and/or away contests. To exempt an official, the school must send a letter to the Assignor, signed by the principal of the school. This letter should be on a school letterhead and should specifically name the official, and the school year for the requested exemption and a brief description of the reason for the sport of football. Exemptions will be honored for regular season. Exemptions must be submitted by 8/11/23 for the 2023 Season and 8/9/2024 for the 2024 Season.
- 6. Payment of Service:** Payment of the said services shall be made in a timely manner which should not exceed 30 days.
- 7. Cancellation/Postponements:** If for any reason a school needs to postpone a contest they must notify the Assignor as soon as possible. If the cancellation is made the day of contest, the school(s) are required to make a reasonable effort to contact each game official via text, by phone and/or by email. In the event an official has not been notified and arrives at the school after the contest has been canceled or postponed the official is entitled to half a game fee.
- 8. No Show Penalty:** If a confirmed contest cannot be played due to the lack of assigned officials not showing up due to the failure AFOA Assignor, the school can petition the AFOA Board to consider a monetary penalty of all game fees related to the contest in question.
- 9. Individual School responsibilities:**
 - I. Provide the names, email addresses and telephone numbers (including cell phone numbers) of the Athletic Administrator (Athletic Director) to the Assignor for each specific sport (football). All this information is on the Arbiter website, but will need to be verified by each school.
 - II. Provide schedules as set forth in this agreement. The due dates are provided in the **"Necessary Information:" (Exhibit A)** of this agreement.
 - III. Provide schedule changes in writing specifically showing the schedule change (not just another complete schedule), after confirming availability of officials with the Assignor. The AFOA assignor requests that each Athletic Director weekly confirms that the upcoming games are on the arbiter schedule and assigned, for your school.
 - IV. **The Athletic Administrator (or designee) will meet the officials upon arrival at the site, and be available throughout the contest. Game Day Administrator should not be an individual who has coaching responsibilities for the contest.**

- V. Athletic Administrator (or designee) should have a security plan in place that **will maintain a safe environment before, during and after any contest.**
- VI. Provide adequate dressing facilities and parking

10. Association/ABOA Board

- I. Provide schools with the names, email addresses and telephone numbers (including cell phone numbers) of all officials and an up-to-date list of AFOA board members. All this information is on the Arbiter website.
- II. Confirm coverage of contest through the appropriate software (Arbiter)
- III. Adhere to all conditions as set forth and outlined by the AFOA Board and the VHSL.

11. General Provisions

- I. Any other matter not covered in this agreement should be attempted to be resolved by the AFOA Board and a School Representative. In any event, the remainder of this agreement shall remain in effect.
- II. Nothing in this agreement shall interfere with the independent judgement and discretion of officials assigned to any given contest.

Signatures

Superintendent of Schools

Date

Scotty McCracken and Christopher Davis

June 20, 2023

Chairman of the Appalachian Football Officials Association
Commissioner/Assignor Appalachian Football Officials Association

Date

Exhibit A

Appalachian Football Official Association (AFOA)
Contract for Football Contest
Fall 2023 and 2024

Board Member:

Scotty McCracken	Steve Lester	Christopher Davis, Assignor-Non-Voting
Caleb Goodman	Charles Sturgill	Robbie Perry

Due Date for Schedule to Assignor: July 1, 2023

Assignors Fee \$75 for assigning only Varsity Football
 \$125 for assigning both Varsity and Sub-Varsity

Schedules emailed to & Checks made out to:

Christopher Davis
10720 Maple Grove Rd.
Wise, VA 24293
cdd3s@uvawise.edu
276-275-4686(c) 276-376-4505 (o)

Pay for Scrimmages: Officials for scrimmages will not work more than 6 quarters or 2 hours unless other arrangements are made. **\$25 per hour per official**

Pay for Jamborees: **\$25 per hour per official (3 hours = \$75, 2.5 hours = \$62.50)**

Pay for Benefit Games: **Regular game fee (\$120)**

Number of Officials for a regular season Varsity	5
Number of Officials for post-season (contest per VHSL)	7
Number of Officials for 8 th grade and/or JV	4

Pay per Official for regular season	\$120
Pay per Official for 8 th grade/JV (if assigned by the AFOA)	\$120
Pay per Official for one Sub Varsity game	\$75

Initials of Superintendent/Designee _____

Initials of ABOA Board Member SM and CDD

John Ferguson

From: Christopher Davis <cdd3s@uvawise.edu>
Sent: Friday, July 21, 2023 9:59 AM
To: John Ferguson
Subject: Appalachian Football Officials Association

Mr. Ferguson,

Please use this email as an addendum to the new Appalachian Football Officials' Association 2023 and 2024 Contract.

Per our conversation:

- 5. Exempting Officials:** Each school, can request not to have one (1) particular official officiate any of their contests in that particular sport. This may include home and/or away contests. To exempt an official, the school must send a letter to the Assignor, signed by the principal of the school. This letter should be on a school letterhead and should specifically name the official, and the school year for the requested exemption and a brief description of the reason for the sport of football. Exemptions will be honored for regular season and **post season playoffs**. Exemptions must be submitted by 8/11/23 for the 2023 Season and 8/9/2024 for the 2024 Season.

I will absolutely honor the request on not assigning each schools "scratched" official from both regular season and post-season football contests.

Best Regards,

Chris

Christopher Davis (pronouns: he/him/his)

Director of the David J. Prior Convocation Center

437 Stadium Drive

Wise, VA 24293

276-376-4505 (office)

276-275-4686 (cell)

276-376-3431 (box office)

276-328-2149 (fax)

web: uvawise.edu/convocationcenter / email: cdd3s@uvawise.edu



Somebody should tell us, right at the start of our lives, that we are dying. Then we might live life to the limit, every minute of every day. Do it! I say. Whatever you want to do, do it now! There are only so many tomorrows. ~ Pope Paul VI

Agreement between the Appalachian Umpires Association and the Scott County School System

Parties: The Parties to this agreement are the Appalachian Umpires Association (AUA) and the Scott County School System, which include the following schools:

Gate City High

Rye Cove High

Twin Springs High

Recitals

WHEREAS, the Parties each have unique roles and responsibilities with regard to the conduct of high school athletic contests, and

WHEREAS, the Parties desire to provide for the consistent administration of athletic contest as set forth by the Virginia High School League and the National Federation of High Schools

Now, therefore, in consideration of the mutual covenants and promises contained herein the Parties, intending to be legally bound, hereby agree as follows:

- 1. Term of Agreement:** This Agreement shall be in effect from July 1, 2023 to June 30, 2024. Any part of this Agreement may be modified, and upon mutual agreement, in writing, by the Appalachian Umpires Association (AUA) and the above school district.
- 2. Service Area:** The services provided by the AUA, includes all Junior Varsity and Varsity sports which are provided at the above schools, unless, otherwise noted within this Agreement. Only AUA/VHSL registered officials are eligible to officiate scheduled contests. School representatives do not have the authority to solicit officials directly for contest. All assignments must be made by and through the AUA Assignor. Schools are asked to work with the Assignor, in regard to the use of newer officials for sub-varsity contest. The AUA feels that this can be an excellent training tool for these newer officials, which in turn can help fill the needs of the association in the future.
- 3. Officials Qualifications** Officials must be registered with the Virginia High School League for the sport of baseball and/or Softball and must be a member of the AUA as defined in the AUA By-Laws.
- 4. Necessary Information:** The attachments collectively (Exhibit A) list information pertinent:
 - a. Assignors Contact Information and Assigning Fee
 - b. Date that schedule must be submitted to that assignor
 - c. Number of officials assigned to the contest
 - d. Type of contest(s) and the required payment

5. **Exempting Officials:** Each school, can request not to have particular officials officiate any of their contests in that particular sport. This may include home and/or away contests. To exempt an official, the school must send a letter or email and or a text to the Assignor, signed by the principal of the school. This letter should be on a school letterhead and should specifically name the official, and the school year for the requested exemption and a brief description of the reason for the sport of baseball and or softball. Exemptions will be honored for regular season and post season. Exemptions must be submitted by 02/1/2024.
6. **Payment of Service:** Payment of the said services shall be made in a timely manner which should not exceed 45 days.
7. **Cancellation/Postponements:** If for any reason a school needs to postpone a contest they must notify the Assignor as soon as possible. If the cancellation is made the day of contest, the school(s) are required to make a reasonable effort to contact each game official via by text, by phone and by email. In the event an official has not been notified and arrives at the school after the contest has been canceled or postponed the official is entitled to half a game fee.
8. **No Show Penalty:** If a confirmed contest cannot be played due to the lack of assigned officials not showing up due to the failure AUA Assignor, the school can petition the AUA Board to consider a monetary penalty of all game fees related to the contest in question. A representative of the school system should attend an AUA Board meeting and are to provide the board with an itemized list of alleged damages that were dispersed due to the failure of an official to appear at a contest.
- 9 **Individual School responsibilities:**
- i. Provide the names, email addresses and telephone numbers (including cell phone numbers) of the Athletic Administrator (Athletic Director) to the Assignor for softball and baseball. All this information is on the Arbiter website, but will need to be verified by each school.
 - ii. Provide schedules as set forth in this agreement. The due dates are provided in the “**Necessary Information:**” (**Exhibit A**) of this agreement.
 - iii. Provide schedule changes in writing specifically showing the schedule change (not just another complete schedule), after confirming availability of officials with the Assignor. The AUA assignor requests that each Athletic Director daily confirm that the upcoming games are on the arbiter schedule and assigned, for your school.
 - iv. Athletic Administrator (or designee) should have a security plan in place that will maintain a safe environment before, during and after any contest.

Association/AUA Board

- i. Provide schools with the names, email addresses and telephone numbers (including cell phone numbers) of all officials and an up-to-date list of AUA board members. All this information is on the Arbiter website.
- ii. Confirm coverage of contest through the appropriate software (Arbiter)
- iii. Adhere to all conditions as set forth and outlined by the AUA Board and the VHSL.

10 General Provisions

- a. Any other matter not covered in this agreement should be attempted to be resolved by the AUA Board and a School Representative. In any event, the remainder of this agreement shall remain in effect.
- b. Nothing in this agreement shall interfere with the independent judgement and discretion of officials assigned to any given contest.

Signatures

Superintendent of Schools or Designee Date

President of the Appalachian Umpires Association Date

To: Scott County School Board Members

From: John I. Ferguson, Superintendent

RE: Ten Point Grading Scale

Date: July 28, 2023

I respectfully request your consideration/approval in changing our current grading scale to a ten point grading scale beginning the 2023-2024 school year.

Current Grading Scale

100-95	A
94-86	B
85-75	C
74-70	D
<70	F

Proposed Ten Point Grading Scale

100-90	A
89-80	B
79-70	C
69-60	D
<60	F

Thank you for your consideration.

100-90 A
89-80 B
79-70 C
69-60 D
<60 F

Numerical/ Letter Grade

105	A+	95	A	85	B	75	C	65	D
104	A+	94	A	84	B	74	C	64	D
103	A+	93	A	83	B	73	C	63	D
102	A+	92	A-	82	B-	72	C-	62	D-
101	A+	91	A-	81	B-	71	C-	61	D-
100	A+	90	A-	80	B-	70	C-	60	D-
99	A+	89	B+	79	C+	69	D+	<60	F
98	A+	88	B+	78	C+	68	D+		
97	A	87	B+	77	C+	67	D+		
96	A	86	B	76	C	66	D		

Grade Point Average

105	5	95	3.9075	85	2.909	75	2	65	0.5
104	4.8	94	3.889	84	2.818	74	1.8	64	0.4
103	4.6	93	3.778	83	2.727	73	1.6	63	0.3
102	4.4	92	3.667	82	2.636	72	1.4	62	0.2
101	4.2	91	3.556	81	2.545	71	1.2	61	0.1
100	4	90	3.444	80	2.455	70	1	60	0.09
99	3.9815	89	3.333	79	2.364	69	0.9	<60	0
98	3.963	88	3.222	78	2.273	68	0.8		
97	3.9445	87	3.111	77	2.182	67	0.7		
96	3.926	86	3	76	2.091	66	0.6		

Explanation of Revisions – October 2022 Policy Update

<u>Policy Code</u>	<u>Page</u>	<u>Revision</u>
IIA		Instructional Materials Policy updated to reflect enactment of Va. Code § 22.1-16.8 by SB 656. SB 656 also required the Virginia Department of Education to develop model policies for local school boards by July 31, 2022, and each local school board to adopt a policy consistent with the VDOE model policies by January 1, 2023. Legal References and Cross Reference updated.
IIAB		Supplementary Materials Selection and Adoption Policy updated to include reference to procedures required by Policy IIA Instructional Materials. Legal References and Cross References updated.

Explanation of Revisions – February 2023 Policy Update

<u>Policy Code</u>	<u>Page</u>	<u>Revision</u>
CBG		Evaluation of the Superintendent Policy updated to reflect requirement of HB 1904/SB 1196 (2021). Legal Reference updated.
DA		Management of Funds Policy updated.
DGC		School Activity Funds Policy revised to reflect content of Legal References. Legal Reference updated to correct typographical error. Cross References updated.
ECAB		Vandalism Cross References updated to remove reference to deleted regulation JFC-R Standards of Student Conduct.
GAB/IIBEA		Acceptable Computer System Use Policy and Cross References updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020)

GCBEB	Military Leave and Benefits Policy updated to reflect amendment of Va. Code § 44-93 by HB 231.
GCI	Professional Staff Assignments and Transfers Policy updated.
GCPB	Resignation of Staff Members Policy updated to reflect content of Legal Reference.
IIBD	School Libraries/Media Centers Policy, Legal References, and Cross References updated.
IIBEA/GAB	Acceptable Computer System Use Policy and Cross References updated. Legal References updated to reflect enactment of Va. Code § 22.1-23.3 by HB 145/SB 161 (2020)
IJD	College and Career Readiness Legal Reference updated to reflect codification of HB1299/SB738 by the Code Commission.
JN	Student Fees, Fines and Charges Policy updated.
LA	Education Agency Relations Goals Cross References updated to remove reference to deleted policy.
LI	Relations with Educational Accreditation Agencies Policy updated to reflect contents of Legal References.

Explanation of Revisions – May 2023 Policy Update

Policy Code	Page	Revision
AF		Comprehensive Plan Policy updated to reflect amendment of Va. Code § 22.1-253.13:6 by HB 319/SB 616 (2022) and HB 1526 and SB 1175 (2023).
BBA		School Board Powers and Duties Policy updated to reflect amendment of Va. Code § 22.1-79 by <ul style="list-style-type: none"> ○ HB 1630/SB 1479 regarding specialized support positions, ○ HB 2021 regarding back to school nights,

- HB 2025 regarding sending SNAP information and free and reduced price meals application home, and
- HB 2161 and SB 1151 regarding changing the amount of notice required before public hearings.

Legal References updated.

BBFA

Conflict of Interests and Disclosure of Economic Interests

Policy provisions regarding required COIA training updated to reflect amendment of Va. Code § 2.2-3132 by HB 2122/SB 1460.

Policy provisions regarding gifts from certain foreign dignitaries updated to reflect amendment of Va. Code § 2.2-3103.1 by HB 1911/SB 1002.

BCE

School Board Committees

Policy and Cross References updated.

BCEA

Disciplinary Committee

Policy and Cross References updated.

BCF

Advisory Committees to the School Board

Cross References updated.

BDA

Regular School Board Meetings

Cross References updated.

BDD

Electronic Participation in School Board Meetings from Remote Locations

Title of Policy changed.

Cross References updated to reflect new optional policy BDDL Electronic Participation in Committee Meetings from Remote Locations and to correct typographical error.

BDDA

Notification of Meetings

Cross References updated.

BDDF

Voting Method

Cross References updated.

BDDG

Minutes

Cross References updated.

BDDL	<p>Electronic Participation in Committee Meetings from Remote Locations</p> <p>NEW optional policy for school boards which want to adopt a policy governing electronic participation in meetings of the board's committees.</p>
BHB	<p>School Board Member In-Service Activities</p> <p>Policy updated to reflect amendment of Va. Code § 2.2-3132 by HB 2122/SB 1460.</p> <p>Legal Reference updated to correct typographical error.</p>
CBA	<p>Qualifications and Duties for the Superintendent</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-79.3 by HB 1630/SB 1479 regarding critical shortage areas and Va. Code § 22.1-279.8 by HB 1704/SB 821 regarding division safety officials.</p> <p>Legal References and Cross References updated.</p>
CBB	<p>Appointment and Term of the Superintendent</p> <p>Legal References updated to reflect revisions to Virginia Department of Education's website.</p>
DB	<p>Annual Budget</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-92 by HB 2161 and SB 1151.</p>
DJF	<p>Purchasing Procedures</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-296.1 by HB 1822.</p>
EB	<p>School Crisis, Emergency Management and Medical Emergency Response Plan</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-279.8 by HB 1704/SB 821.</p> <p>Legal References and Cross References updated.</p>
EBB	<p>Threat Assessment Teams</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-79.4 by SB 1359.</p>
EFB	<p>Food Services</p> <p>Policy updated to reflect amendment of Va. Code § 22.1-207.2:2 by HB 587 from 2022, which had a delayed effective date until 8/1/23.</p>

	Legal References and Cross References updated.
GAB/IIBEA	<p>Acceptable Computer System Use Policy updated to reflect enactment of Va. Code § 2.2-5514.1 by SB 1459.</p> <p>Legal References updated.</p>
GBE	<p>Staff Health Policy updated to reflect amendment of Va. Code § 54.1-2957.02 by SB 975.</p>
GBEC (also JFCH and KGC)	<p>Tobacco Products and Nicotine Vapor Products Cross References updated.</p>
GC	<p>Professional Staff Policy updated to reflect amendment of Va. Code § 22.1-299 by HB 2375 and SB 1052.</p>
GCDA	<p>Effect of Criminal Conviction or Founded Complaint of Child Abuse or Neglect Policy updated to reflect amendment of Va. Code § 22.1-296.1 by HB 1822.</p>
GCE	<p>Substitute Teachers Title of Policy changed. Policy updated to reflect enactment of Acts 2023, c. 641, derived from HB 2457, and to reflect content of Legal References.</p> <p>Cross References updated.</p>
GCL	<p>Professional Staff Development Policy updated to reflect enactment of Va. Code § 22.1-298.8 by HB 2457 and amendment of Va. Code § 22.1-253.13:5 by HB 319/SB 616 (2022) and HB 1526 and SB 1175 (2023).</p>
IGBG	<p>Off-Site Instruction and Virtual Courses Policy updated to reflect amendment of Va. Code § 54.1-2957.02 by SB 975.</p>
IIBEA/GAB	<p>Acceptable Computer System Use Policy updated to reflect enactment of Va. Code § 2.2-5514.1 by SB 1459.</p> <p>Legal References updated.</p>

IKF	<p>The Virginia Assessment Program and Graduation Requirements Policy updated to reflect enactment of Va. Code §§ 22.1-370, 22.1-371, and 22.1-380 by HB 1929.</p> <p>Cross References updated.</p>
IL	<p>Testing Programs Policy updated to reflect amendment of Va. Code § 22.1-253.13:3 by HB 2225/SB 1253.</p>
JEA	<p>Compulsory Attendance Policy revised to include requirements of Va. Code § 22.1-261.</p> <p>Legal References updated.</p>
JEC	<p>School Admission Policy updated to reflect enactment of Va. Code §§ 22.1-369, 22.1-370, and 22.1-373 by HB 1929.</p>
JECA	<p>Admission of Homeless Children Policy updated to reflect amendment of 42 U.S.C. § 11302.</p>
JFC	<p>Student Conduct Policy updated to reflect amendment of Va. Code § 22.1-279.6 by HB 1592/SB 1072 regarding notification of bullying allegations and § 22.1-279.3 by HB 1982 regarding notification by principal when a student's conduct is likely to result in suspension or filing of a court petition.</p> <p>Legal References updated.</p>
JFCF	<p>Drugs in School Policy revised to reflect content of Legal References.</p> <p>Legal References updated.</p>
JFCH (also GBEC and KGC)	<p>Tobacco Products and Nicotine Vapor Products Cross References updated.</p>
JGD/JGE	<p>Student Suspension/Expulsion Policy updated to reflect amendment of Va. Code § 22.1-277.07 by HB 2/SB 70 (2020).</p>
JHCA	<p>Physical Examination of Students</p>

	Policy updated to reflect amendment of Va. Code § 22.1-270 by HB 1450/SB 798.
JHCB	Student Immunizations Policy updated to reflect amendment of Va. Code §§ 22.1-271.2 and 54.1-2957.02 by SB 975.
JHCC	Communicable Diseases Policy updated to reflect amendment of Va. Code § 54.1-2957.02 by SB 975 Legal References updated.
JHCD	Administering Medicines to Students Policy updated to reflect amendment of Va. Code § 22.1-274.2 by HB 2429.
KBA-E	Rights and Responsibilities Exhibit updated to reflect amendment of Va. Code § 2 .2-3704.1 by HB 2007.
KF	Distribution of Information/Materials Policy and Cross References updated.
KGC (also GBEC and JFCH)	Tobacco Products and Nicotine Vapor Products Cross References updated.
KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships Policy updated to reflect amendment of Va. Code § 22.1-296.1 by HB 1822.
LEB	Advanced/Alternative Courses for Credit Policy updated to reflect amendment of 8 VAC 20-131-140.

Explanation of Revisions – July 2023 Policy Update

<u>Policy Code</u>	<u>Page</u>	<u>Revision</u>
IKF		The Virginia Assessment Program and Graduation Requirements Policy updated to reflect wording from VDOE.
IKEC-R		Grading System Regulation updated to reflect ten point grading scale.

IKG-R

Honors, Awards, and Class Rank

Regulation updated to reflect changes in diploma seals and grade point average calculation.

2023-2024 Student/Parent Information Handbook and Code of Conduct Changes/Updates

****Policy/Regulations Updated As Noted Below**

Page 1	Compulsory School Attendance
Page 2	School Admission
Page 6	Administering Medicines to Students
Page 8	School Safety and Crisis Management
Page 13	2023-2024 Student Accident Insurance Coverage
Page 18	Grading System
Page 20	Graduation (Diploma) Seals of Achievement
Page 27	Honors, Awards and Class Rank
Page 31	Standards of Learning and Graduation Requirements
Page 37	Student Fees, Fines, and Charges
Page 49	School Nutrition Program Payment/Debt Procedures
Page 50	School Nutrition Program Payment/Debt
Page 50	2023-2024 Café Prices
Page 51	Tobacco-Free School for Staff and Students
Page 58	Child Find for Students with Disabilities
Page 60	Special Education Programs
Page 61	Fort Blackmore Center of Excellence Center-Based Program Description
Page 86	Drugs in School
Page 90	Student Suspension/Expulsion

SCOTT COUNTY VIRGINIA SCHOOLS

“Every Child, Every Opportunity”

SCHOOL BOARD MEMBERS

David M. Templeton - Chairman
L. Stephen Sallee, Jr. – Vice-Chairman
Linda D. Gillenwater
Robin Hood
William D. “Bill” Houseright
Gail L. McConnell



DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

SCHOOL NUTRITION PROGRAM PAYMENT/DEBT PROCEDURES

1. Students will always be served a reimbursable meal (breakfast or lunch). No student will be denied a meal.
2. Students who charge will receive a reimbursable meal.
3. Students will not be required to throw meals away, do chores in exchange for a meal or wear a wristband or handstamp.
4. Students will not be denied the opportunity to participate in any extracurricular school activity because the student cannot pay for a meal at school or owes a school meal debt.
5. School employees will direct any communication relating to a school meal debt to the student's parent. Communication will be made by a letter addressed to the parent to be sent home with the student or phone call.
6. Balances (positive and negative) will be carried forward from year to year.
7. All cafeteria accounts have a \$25 charge limit. Students may not purchase a la carte items if they have a \$10.00 negative balance. (Bottled water, extra entrée, etc.)
8. All outstanding debt to the office and café must be paid in full.
9. When students have reached the maximum \$25.00 charge limit, the child's parents/guardians must be notified with a call from the school office. The office will cover the cost of meals for that day.
10. No charges for a la carte items will be allowed after May 1st for the remainder of the school year.
The following procedures will be followed for students with outstanding debts:
 - Weekly notification will be made to all students who have a debt. (School Messenger)
 - When debt reaches \$10, written notification should be sent to parents.
 - Manager will notify school office and central office in writing when debt reaches \$25.00.
11. SCPS will not file a lawsuit against a student or the student's parent because the student cannot pay for a meal at school or owes a school meal debt.
12. SCPS will not solicit and receive donations or other funds for the purpose of offsetting or eliminating school meal debt.

Parents are also encouraged to check their child's balance weekly at www.Myschoolbucks.com.

Parents/Guardians are also encouraged to sign up for online account at myschoolbucks.com in order to add money to their account, and view activity and balances

New Meal Pattern Requirements and Nutrition Standards

- Age-appropriate calorie limits
- Larger servings of vegetables and fruits (students must take at least one serving of produce)
- A wide variety of vegetables, including dark green and red/orange vegetables and legumes
- Fat-free or 1% milk
- Whole grains
- Less Sodium

2023-2024 Café Prices

Elementary Breakfast	High/Middle School Breakfast	Adult Breakfast	Elementary Lunch	High/Middle School Lunch	Adult Lunch
No Cost	No Cost	See Ala Carte Prices	No Cost	No Cost	See Ala Carte Prices

Ala Carte Prices: Lunch/Breakfast 2023-2024

Entrée /Large Salad	\$1.75
Salad w/meal	\$1.50
Ala carte side (fruit, Veggies)	\$.75
Ala carte Entrée/WO meal	\$1.75
Ala carte Entrée W/meal	\$1.00
Baked Potato	\$1.00
Dinner Roll	\$.30
PB & J	\$1.00
Large water	\$1.00
Plain Biscuit	\$.50
Breakfast Entrée	\$1.00
Milk	\$.50
Yogurt	\$.75
Yogurt parfait	\$1.25

You may check your child's cafe balance, participation report, and to also add money to your child's account at the following link: www.Myschoolbucks.com.

SCOTT COUNTY SCHOOL NUTRITION

Ala Carte Prices: Lunch/Breakfast 2023-24

<i>Entrée /Large Salad</i>	<i>\$1.75</i>
<i>Salad w/meal</i>	<i>\$1.50</i>
<i>Ala carte side (fruit. Veggie)</i>	<i>\$.75</i>
<i>Ala carte Entrée/WO meal</i>	<i>\$1.75</i>
<i>Ala carte Entrée W/meal</i>	<i>\$1.00</i>
<i>Baked Potato</i>	<i>\$1.00</i>
<i>Dinner Roll</i>	<i>\$.30</i>
<i>PB & J</i>	<i>\$1.00</i>
<i>Large water</i>	<i>\$1.00</i>
<i>Plain Biscuit</i>	<i>\$.50</i>
<i>Breakfast Entrée</i>	<i>\$1.00</i>
<i>Milk</i>	<i>\$.50</i>
<i>Yogurt</i>	<i>\$.75</i>
<i>Yogurt parfait</i>	<i>\$1.25</i>

Nutrition Matters



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

Scott County Virginia Public Schools



**Google Chromebook
1:1 Initiative**

Parent/Student Handbook

2023-2024

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 - B. Part Two: Website & Social Media Guidelines

The mission of the 1:1 Chromebook initiative in Scott County Public Schools is to help propel our personalized learning initiatives and establish the foundation for a seamless program that supports individualized instruction in our classrooms. It supports anytime access to online resources for learning, by providing portable devices for all students in grades PreK-12. This ensures that students can access what they need from wherever they are.

The focus of the Chromebook program at Scott County Public Schools is to provide tools and resources for the 21st Century learner. Excellence in education requires that technology is integrated seamlessly throughout the educational curricula. Increasing access to technology is essential in build upon college and career readiness skills. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

Learning is a result of the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime and anywhere.

The policies, procedures, and information within this document apply to all Chromebooks and other technology-able devices used in Scott County Public Schools considered by the Administration to come under this policy.

*Teachers/schools may set additional requirements for use in their classroom.

1. GENERAL INFORMATION

A. Receiving Your Chromebook

- i. An insurance plan will be offered but optional, please see Section 10.
- ii. Chromebooks will be distributed after the parent/guardian signs the SCPS Chromebook Agreement.
- iii. Parents and students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook will be issued.

B. Chromebook Check-in

- i. Chromebooks will be returned before the end of the school year, on dates to be provided, so they can be checked for serviceability and be stored for the summer. If a student transfers out of the Scott County Public School district during the school year, the Chromebook, charger and any peripheral device or accessory will be returned at that time.
- ii. Students who graduate early, withdraw, are expelled, or terminate enrollment at Scott County Public Schools for any reason must return the Chromebook, charger and any peripheral device or accessory, on or before the date of termination.
- iii. If a student fails to return the Chromebook, charger and any peripheral device or accessory at the end of the school year or upon termination of enrollment in Scott County Public Schools, that student will be subject to criminal prosecution or civil liability and district records may be withheld. The student will also pay the replacement cost of the Chromebook, charger and any peripheral device or accessory. Failure to return the Chromebook, charger and any peripheral device or accessory could result in theft charges being filed against the student and/or parent/guardian.

C. Check-in Fines

- i. If at any point during the school year there is damage, loss, or theft of a Chromebook, the student must contact administration immediately.
- ii. Any technical issue with the device must be brought to the attention of administration or technology support staff immediately. This includes, but is not limited to; Chrome Operating System, battery issues, loss of network connectivity, failure of apps to launch, etc.
- iii. Any hardware/software repairs that are not due to misuse or damage will be covered without cost; however, any accidental or intentional damage to the device will incur the cost of repair. A member of the Scott County Public Schools Technology Staff must perform all repairs.
- iv. After two incidents of accidental damage, the student may lose some privileges of the Chromebook 1:1 program and may not be permitted to take the device home. This may also result in disciplinary action.
- v. All reports will be investigated and addressed on a case-by-case basis.

2. TAKING CARE OF YOUR CHROMEBOOK

A. General Precautions

The Chromebook is school property and all users will follow this policy and the Scott County Public Schools Acceptable Use Policy for technology.

- i. No food or drink is allowed next to your Chromebook while it is in use.
- ii. Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- iii. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- iv. Chromebook and Chromebook accessories must remain free of any writing, drawing, stickers, or labels that are not the property of the Scott County Public School System.
- v. Chromebooks must never be left in an unlocked locker, unlocked car or in any unsupervised area.
- vi. Students are responsible for keeping their Chromebook's battery charged for school each day.
- vii. Chromebooks are very sensitive to extreme heat and extreme cold therefore leaving the devices in cars, direct sunlight, etc. could expose the device to these conditions and is potentially harmful to the device and should be avoided.
- viii. Do not stack any books, heavy materials, etc. on top of the Chromebook as it could damage the device.
- ix. Take care to protect your password. Do not share your password.
- x. Lock your screen when you leave your Chromebook unattended for ANY amount of time.

B. Screen Care

The Chromebook screens can be damaged if subject to rough treatment. The screens are extremely sensitive to damage from excessive pressure on the screen.

- i. Chromebooks should never be carried while the screen is open
- ii. Do not lean on top of the Chromebook when it is closed.
- iii. Do not place anything near the Chromebook that could put pressure on the screen front or back.
- iv. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- v. Clean the screen with a soft, dry cloth or antistatic cloth.
- vi. Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually cause damage to the Chromebook.

3. USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks are intended for use during school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes, unless instructed otherwise.

A. Charging your Chromebook's Battery

- i. Chromebooks must be brought to school each day in a fully charged condition.
- ii. Repeat violations (Minimum of three days, not consecutively) of this policy will result in a phone call home and a referral to school administration. Additional offenses will result in detention(s).
- iii. In cases where use of the Chromebook has caused batteries to become discharged, students will be allowed to connect their Chromebooks to a power outlet in class.

B. Photo Library, Screensavers, Background Photos

- i. Inappropriate media should not be on the device and may not be used as a screensaver or background photo.

- ii. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.
- iii. Photos/Videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photo/videos should not be taken or stored.

C. Sound, Music, Games, or Programs

- i. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- ii. Data Storage on the Chromebook is limited and should be managed by the students so that the full educational potential of the Chromebook is available. Any instance of downloading apps that have not been approved by the district are carefully monitored.
- iii. Students may be directed by school personnel to remove apps, music, videos, etc. if the storage of instructional materials is compromised.
- iv. Only Music/Sound files that are obtained legally for educational purposes are allowed.
- v. Headphones may be used at the discretion of the teacher. Headphones are not provided by SCPS.

D. Printing

- i. Printing will not be available inside Scott County Public Schools with the Chromebooks. The nature of the device minimizes the need to print. Students may print school assignments using the computers in the library.

E. Home Internet Access

- i. Students are allowed to setup access to their home wireless networks on their Chromebooks. This will assist students with the ability to complete, retrieve, access, etc. educational content used in classes with the Chromebook successfully.
- ii. Scott County Schools' internet filtering remains in effect off premises. If parents/ guardians are interested in providing additional content filtering at home, it is suggested that the parents/guardians contact their provider for details and support.

4. MANAGING YOUR FILES & SAVING YOUR WORK

A. Saving to your Chromebook

- i. Students will save work to their Google accounts via the Chromebook.
- ii. Storage space will be available on the Chromebook, but since the device has storage limitations, it is vital that the storage space be privileged for educational use only. It is also important to note that in case of resetting the device will not back up the Chromebooks.
- iii. It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- iv. Chromebook malfunctions are not an acceptable excuse for not submitting work on time.

B. Network Connectivity

- i. Scott County Public Schools makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the division will not be responsible for lost or missing data. Students will not be

penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.

5. SOFTWARE ON CHROMEBOOKS

A. Originally Installed Software

- i. The Extensions/Apps originally installed by Scott County Public Schools must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps/extensions.

B. Additional Software

- i. Students are not allowed to load extra Extensions/Apps on their Chromebook. Students are responsible for the content on their Chromebook. Apps and other media must be appropriate per SCPS Acceptable Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These Apps/Extensions will be available upon logging into the device using the official school approved email address.
- ii. Any attempt to "Jailbreak" the Chromebook or change the configuration will result in an immediate disciplinary action.
- iii. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, images, eBooks, and apps as noted in section 3-E above. Immediate removal of material (or full reset of the device), contact with parents/guardians, and disciplinary action will take place.

C. Inspection

- i. Students may be selected at random to provide their Chromebook for inspection.
- ii. Reasons for Chromebook inspection may include but are not limited to the following: functionality, maintenance, serviceability, and various violations of student acceptable responsibilities when using the Chromebook.

D. Procedure for Re-loading Software

- i. If technical difficulties occur or illegal software is discovered, the Chromebook will be reset.. The division does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.
- ii. Students are highly encouraged to create a backup of all Chromebook documents and work as identified in section 4 above.
- iii. Students are highly encouraged to manage their backup data to ensure that enough space is available for school created content.

E. Software Upgrades

- i. Upgrade version of licensed software/apps may become available from time to time. Students may be required to check in their Chromebook for periodic updates.

- ii. Students are encouraged to periodically upgrade the apps on the Chromebook as prompted. Chromebooks run Chrome OS (Operating Software) Web browser. OS updates are conducted automatically on the OS.

6. ADDITIONAL RESPONSIBILITIES AND EXPECTATIONS

A. Parent/Guardian Responsibilities

- i. Talk to your children about values and the standards that your children should follow on the use of the just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- ii. Become increasingly active participants by asking your child/children to show you what sites they are navigating to and/or what apps are being used and how they work.
- iii. The following resources will assist in promoting positive conversation(s) between you and your child/children regarding digital citizenship as it relates to internet safety, conduct, and netiquette:
 - a) NetSmartz: [Http://www.netsmartz.org/Parents](http://www.netsmartz.org/Parents)
 - b) CommonSense Media: <http://www.commonsensemedia.org/blog/digitalcitizenship>
- iv. Ensure that siblings and other family members are not using the device for personal use.

B. School Responsibilities:

- i. Provide internet and online course material access to students.
- ii. Provide internet filtering and blocking of inappropriate materials as able.
- iii. Chromebooks will be treated similar to the policy surrounding school lockers. Scott County Public Schools reserves the right to review, monitor, and restrict information stored on or transmitted by Scott County Public Schools owned equipment and to investigate inappropriate use of resources.
- iv. Provide staff guidance to aid students in doing research and help ensure student compliance of the Acceptable Use Policy.

C. Student Responsibilities:

- i. Use computers/devices in a responsible and ethical manner.
- ii. Obey general school rules concerning behavior and communication that apply to technology use.
- iii. Use all technology resources in an appropriate manner so as to not damage school equipment. Take a proactive role to aid Scott County Public Schools in the protection of our computer system/devices by contacting an administrator about any security problems that they may encounter.
- iv. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- v. Plagiarism is a violation of the Scott County Public Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the , such as graphics, movies, music and text.
- vi. Use or possession of hacking software is strictly prohibited and violators will be subject to Scott County Public Schools Student/Parent Handbook.

Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Division.

- vii. If a student should receive messages containing inappropriate or abusive language or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.
- viii. Return Chromebooks to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at Scott County Public Schools for any other reason must return their individual school Chromebook and other peripherals on or before the date of termination.
- ix. Monitor all activity on their account(s).

D. Student Activities Strictly Prohibited:

Students are strictly prohibited from the following actions while using their Chromebook (Scott County Public Schools reserves the right to modify this list at any time.):

- i. Illegal installation or transmission of copyrighted materials.
- ii. Any action that violates an applicable existing or future policy and any applicable laws.
- iii. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- iv. Use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.
- v. Messaging services (i.e. MSN Messenger, ICQ, KIK, etc.)
- vi. Use of outside data disk or external attachments without prior approval from the administration.
- vii. Changing of Chromebook settings (exceptions include personal setting such as font size, brightness, etc.)
- viii. Spamming (sending mass or inappropriate emails)
- ix. Using the to access personal (non-school related) accounts i.e. non-school provided email accounts, Facebook, other social media sites, etc.
- x. Gaining access to another student's or staff member's accounts, files and/or data.
- xi. Use of the division's internet/email accounts for financial or commercial gain or for any illegal activity.
- xii. Sending anonymous or misleading communications for any inappropriate purpose via any means.
- xiii. Students are not allowed to give out personal information without the permission and supervision of their parents or a school staff member over the . This includes, but is not limited to, setting up accounts including those necessary for chat rooms, eBay, Amazon, email, etc.
- xiv. Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- xv. Vandalism (any malicious attempt to harm or destroy hardware, software, or data, including but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer system and/ or damage software components) of school equipment will not be allowed.
- xvi. Transmission or accessing materials that are obscene, offensive, threatening, or otherwise intended to harass or demean recipients.

- xvii. Bypassing the Scott County Public Schools web filter.

E. Chromebook Care

- i. Students will be held responsible for maintaining their individual Chromebook and peripherals, and keeping them in good working order.
- ii. Chromebook batteries must be charged and ready for school each day.
- iii. Only labels or stickers approved by Scott County Public Schools may be applied to the device.
- iv. Chromebooks that malfunction or are damaged must be reported to the administration. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse, neglect or are intentionally damaged will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.
- v. Chromebook damage: Students may be responsible for any and all damage as circumstances warrant.
- vi. Chromebooks that are stolen must be reported immediately to the Scott County Sheriff's Department (the police report must be submitted) and to school administration.

F. Legal Propriety

- i. Comply with all applicable laws, including but not limited to trademark and copyright laws and license agreements.
- ii. Plagiarism is a violation of the Scott County Public Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to Scott County Public Schools Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the division.

G. Student Discipline

- i. If a student violates any part of the policies, procedures or expectations outlined in this document, the student handbook, or division policies, he/she will be disciplined in accordance with our discipline policy (outlined in the Student Handbook and the Acceptable Use Policy).

7. PROTECTING & STORING YOUR CHROMEBOOK

A. Chromebook Identification

- i. The division will maintain a log of all Chromebooks including: Chromebook serial number, asset tag code, name and ID number of the student assigned to the device. Each student will be assigned the same Chromebook for the duration of his/her time at SCPS. They will be collected at the end of each school year.

B. Storing Your Chromebook

- i. When students are not using their Chromebooks, they should be stored in their lockers. During gym periods, Scott County Public Schools recommends the students use their gym locker either provided by the school district or place them in their student lockers.

- ii. To prevent damage, nothing should be placed on top of the Chromebook.
- C. Chromebooks Left in Unsupervised Areas**
- i. Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways.
 - ii. Any Chromebooks left in these areas are in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Library Media Center or the main office and may result in disciplinary action.

8. ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, after school detentions, In School Suspensions, and Out of School Suspensions.

Examples of conduct warranting disciplinary action include, but are not limited to the following:

- Downloading inappropriate apps and media.
- Leaving Chromebook unattended.
- Deleting school installed settings from a Chromebook.
- Lack of adequate care for Chromebook and peripherals.
- Resetting Chromebook to factory defaults.
- Placing the Chromebook in developer mode.
- Adjusting setting on someone else's Chromebook.
- Adding a credit/debit card to a Google Account (Google Wallet) to purchase music/videos/unapproved apps.
- Logging in under personal Google Account to download purchased apps for yourself or another student(s).
- Leaving Chromebook at home. Lack of preparation for classes.
- Loaning of student device to other students inside and outside of school.
- Multiple damage instances cause by lack of care for the Chromebook and other peripheral devices.

9. DIGITAL CITIZENSHIP

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

10. Chromebook Repair Process/Insurance

A. Vendor Warranty

- i. The equipment vendor has a one year hardware warranty on the Chromebook.
- ii. The vendor warrants the Chromebooks from defects in materials and workmanship.
- iii. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide normal replacement parts necessary to repair the Chromebook or Chromebook replacement.
- iv. The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or Chromebook viruses/spyware.
- v. Please report all Chromebook problems to your school's Media Specialist.

B. Chromebook Technical Support

- i. ALL REPAIRS must be completed by SCPS Tech Staff
- ii. Your school's media specialist will coordinate with our tech staff should your Chromebook need repair.

C. Chromebook Insurance (Optional)

Insurance will be offered as optional, but recommended to all parents. The cost to enroll is \$25 per student. The first incident will be covered with cost of enrollment. There will be a \$50 deductible or cost of incident-whichever is less-for the second incident. The student will be responsible for full replacement part price for third incident or more for the year. **At the beginning of each school year, parents will have the option to re-enroll in the insurance program if they have used the insurance for Chromebook repairs in the previous year. If not, there will be no additional insurance cost until insurance is used.**

Chromebook 11	\$213.00
Replacement System Board	\$180.70
Replacement AC Adapter and Cord	\$60.03
Replacement Battery Pack	\$44.46
Replacement Keyboard and Touch Pad	\$42.25
Replacement WiFi Card	\$46.15
Replacement Display Screen	\$104.00
Replacement Display Enclosure	\$24.70
Replacement Webcam and Microphone	\$25.32
Replacement Speakers	\$8.22

AMENDMENT #1

Fort Blackmore Center of Excellence Center-Based Program Description

Fort Blackmore Center consists of one Early Childhood Special Education class, two Early Childhood Special Education ABA classes, three Elementary ABA classes, one Secondary ABA class, and three Life Skills classes.

Fort Blackmore Center offers specialized instructional services for students ages 2-22 with the disability designations of developmental delays (DD), multiple disabilities (MD), autism (AUT), intellectual disabilities (ID) or other health impairment (OHI). Placement is through a referral process. This school is considered a public day school as part of the continuum of special education services for students who are not able to demonstrate progress with appropriate accommodations and strategies in less restrictive educational settings (i.e., special education services in a special education setting in a general education school setting). Most students who attend Fort Blackmore Center receive special education services primarily due to emotional and/or behavioral needs. The majority of the students also have special education needs specific to academic difficulties as well as deficits in social skills and executive functioning skills. Occasionally, students may be placed at Fort Blackmore Center due to the severity of behaviors through a Behavior Intervention Plan.

The Early Childhood Special Education (ECSE) class includes special instruction and related services provided to all children ages 2 through 5, who qualify under the Individuals with Disabilities Act. Services are based on an individualized education program (IEP) which is developed with the parents of each child who is eligible for special education services. The curriculum is language rich and emphasizes communication, early literacy, and social development along with development in other areas.

The ECSE ABA classes are designed to address the specific needs of preschool-age children who have been identified as having Autism Spectrum Disorder or present characteristics on the autism spectrum, and who cannot benefit from the early childhood class-based program. The program uses Applied Behavior Analysis (ABA) and Verbal Behavior (VB) to foster communication, social skills, appropriate behavior and other skill development. Classes are designed with a reduced adult to student ratio and systematic instruction is provided in a highly structured setting to maximize learning.

Some students who attend the life skills classes at Fort Blackmore Center are severely cognitively delayed and/or exhibit delays in all areas of development. Some students in the life skills programs have medical conditions, as well. All students may require significant instructional adaptations, and many require hand-over-hand assistance to perform simple tasks and need some level of support to complete daily living activities.

Applied Behavior Analysis is also implemented in our elementary and secondary ABA classrooms. Applied behavior analysis (ABA) is the application of behavioral principles to shape behaviors and teach new skills. Behaviors are observed and analyzed to determine their function. The antecedents and consequences (events preceding and subsequent to the behavior) are analyzed and manipulated in an effort to shape or

change behavior. Skills are broken down into small, discrete steps and taught systematically. In designated classrooms, ABA is used to modify behaviors, teach new skills, and prepare students to function as independently as possible. Our Board-Certified Behavior Analyst provides ongoing training for parents at parent request and direct support to school staff to enhance the delivery of services using ABA methodologies. This includes the development and implementation of individualized instructional curricula and behavioral programs.

Typical Program Features:

- Stand-alone building
- Principal
- Nurse
- Itinerant guidance counselor
- Specifically-trained instructional and support staff
- Low student to staff ratio
- Early academic curriculum, life skills curriculum, and SOL/ASOL curriculum
- Data collection
- Board Certified Behavior Analyst
- Speech Therapy
- Physical Therapy
- Occupational Therapy
- Adaptive PE
- School Resource Officer

Applied Behavior Analysis Classroom Handbook and Guidelines

Fort Blackmore Center of Excellence
214 Big Stoney Creek Road
Fort Blackmore, VA 24250
Phone: (276) 995-2471
Fax: (276) 995-2654

Classrooms

The Applied Behavior Analysis (ABA) based classrooms will attempt to enroll no more than 10 students per classroom and each classroom will have three adults.

One-on-one assistants will not be assigned to individual students. All staff in the classroom will be trained to work with each student equally. The more individuals a student can work with, the more likely the skills that are taught will generalize to other individuals or environments that were not used in original teaching trials (i.e., parents and home).

ABA based instruction will be provided within regular school hours (8:30 am – 3:00 pm). Students are served from all areas of the county; therefore, instruction time may vary based on bus routes. Parents are encouraged to implement procedures developed for their students at home. Parent training on ABA techniques may be provided by the behavior analyst upon request. Parents are encouraged to request training on implementing ABA techniques for their child.

Scott County Public Schools has nine ABA classrooms available including two Early Childhood Special Education classrooms, a kindergarten-second grade elementary classroom, a kindergarten-second grade life skills classroom, a third-fourth grade elementary classroom, a third-fifth life skills classroom, a fifth-seventh grade secondary classroom, a sixth-twelfth grade life skills classroom, and an eighth-twelfth grade secondary classroom. Students can stay enrolled in Scott County Public Schools with an IEP until the age of 22.

Assessments

Assessments will be conducted to provide a baseline measure of the student's current performance. The following assessments will be utilized depending on the student's area of need and ability:

- The Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP)
 - The VB-MAPP is a developmental assessment that measures 170 learning and language milestones that are sequenced and balanced across three development levels (e.g. 0-18 months, 18-30 months, and 30-48 months). The skills that are outlined in each level correspond with the learning and language skills demonstrated by typically developing children within those age ranges.
- Essential for Living
 - Essential for Living is a curriculum-based assessment for communication, behavior, and functional skills for children and adults with moderate-to-

severe disabilities. Essential for Living is an assessment and curriculum that is composed of functional skills and behaviors which are essential for effective daily living. Although no score is provided with Essential for Living, the assessment is curriculum-based and provides a current and on-going measure of a student's performance. Essential for Living outlines the following eight skills (called the Essential Eight) as crucial skills for an individual to have:

1. Making requests
2. Waiting
3. Accepting removals, making transitions, sharing, taking turns
4. Completing 10 consecutive, brief, previously acquired tasks
5. Accepting 'No'
6. Following directions related to health and safety
7. Completing daily living skills related to health and safety
8. Tolerating situations related to health and safety.

- The Woodcock-Johnson III (WJ III) Tests of Achievement
 - The Woodcock-Johnson III Tests of Achievement is an educational assessment that measures a student's ability in each area listed below. The score provides an age equivalent and grade equivalent for each area.
 - Letter-word identification
 - Applied Problems
 - Spelling
 - Passage Comprehension
 - Calculation
 - Writing Samples
 - Reading Fluency
 - Math Fluency
 - Writing Fluency
-

Curriculum

Individual programs will be developed for each student based on their level of development and academic functioning. Individual programs will be developed and monitored by the Board-Certified Behavior Analyst (BCBA). The following assessments and/or curriculums will be used to develop individualized programs for each student. One or more of the curriculums listed below will be used depending on the needs of the individual student.

- The Verbal Behavior-Milestones Assessment and Placement Program (VB-MAPP) provides a comprehensive list of what skills a student should have depending on their developmental level is provided in the VB-MAPP. The VB-MAPP will be used to determine what areas need intensive intervention and what areas should be targeted for teaching. If a student receives a score that falls in the

Level 1 range, their individual programming will be consistent with areas of deficit in Level 1 skills rather than skills at a higher level (Level 3). The level of difficulty and intensity will increase based on the student's performance.

- Essential for Living provides a list of skills in each of the seven skill domains. Skills are designated as must-have, should-have, good-to-have, and nice-to-have within each domain. Skills that are listed as must-have are more functional, less difficult, and should be taught first. Skills that are designated as should-have, good-to-have and nice-to-have skills are progressively less functional and more difficult skills that will be taught following mastery of must-have skills. The level of skill that is taught to each student will depend on their current level of performance on the assessment and what is determined to be most appropriate for the functional development of the student.
 - The Life Skills Program Planner includes seven areas of focus including: functional academic skills, communication skills, interpersonal skills, independent living skills, leisure skills, pre-vocational skills, and vocational skills. A list of relevant skills for each of the seven components is provided as well as task analyses of each skill.
 - The Virginia Standards of Learning or Essential Standards of Learning will be used for students that are assessed using the Woodcock-Johnson III Tests of Achievement. The standards of learning that correspond with a student's grade-equivalent score on the WJ III will be used to develop educational programs for the student. Standards that are also considered to be more functional skills will be taught first.
 - The Individualized Goal Selection Curriculum contains 18 Areas of development including Maladaptive Behavior, Speech, Expressive/Receptive Language, Social Skills, Reading, Life Skills, Emotional and Self-Control Development, as well as other areas. There are approximately 2,000 individual tasks presented. The curriculum provides a guide for the selection of appropriate goals based on individual needs and areas of concern. The sequences of development presented serve as a framework to determine appropriate sequencing for each student.
-

Referral Process

Research has shown that Applied Behavior Analysis is an effective teaching method for children with autism spectrum disorders (ASD). Children with ASD or autistic characteristics will automatically be screened for the class and will receive priority for entry to the classroom. Children with other diagnoses and/or children who exhibit significant behavior problems that are interfering with their learning (and the learning of others) and that have a behavior intervention plan that is unsuccessful in the student's current education setting may also be considered for admittance to the

classroom. Recommendations from outside therapists and doctors will be considered but will not necessarily guarantee admittance to the class. The referral process is described below:

1. The responsible school will submit a referral to Fort Blackmore Center for the student in need.
2. Data will be presented to staff at Fort Blackmore Center, including all accommodations and modifications that were put into place at the student's responsible school.
3. The principal or BCBA will observe the student in his/her school environment.
4. Parent requests to view the services and program at the center will follow the SCPS board policy on classroom visitors. Permission form for such visits will also be required.
5. A meeting will be held with the parent(s), principal and/or designee from both schools, BCBA, teacher from receiving school, special education teacher, and any appropriate specialists. The most appropriate placement will be determined. A continuum of alternative options will always be considered and discussed.

The following will be discussed prior to a student being placed at Fort Blackmore Center:

1. Graduation and Diploma Status:
 - a. The following types of diplomas are available with the requirements listed for each one. The diploma status for students who attend Fort Blackmore Center may be affected depending on their placement and curriculum.
 - i. Advanced Studies Diploma: a student must earn at least 26 standard credits and 5 verified credits. Standard credits are earned by successfully completing required and elective courses; verified credits are earned by successfully completing require courses and completing end-of-course SOL tests or other assessments approved by the state Board of Education.
 - ii. Standard Diploma: a student must earn at least 22 standard credits and 5 verified credits. Standard credits are earned by successfully completing required and elective courses; verified credits are earned by successfully completing require courses and completing end-of-course SOL tests or other assessments approved by the state Board of Education.

- iii. Applied Studies Diploma: a student identified as having a disability who completes the requirements of their individualized education programs (IEPs) and meet certain requirements prescribed by the Board of Education pursuant to regulations, but do not meet the requirements for any named diploma.
 - iv. Certificate of Program Completion: a student who completes a prescribed program of study defined by a local school board but who do not qualify for diplomas.
2. The most appropriate curriculum based on student need/performance will be discussed with the parent and determined by the IEP team.
 3. All students attending Fort Blackmore Center will not have access to typically developing peers daily but will have numerous opportunities to be with typically developing peers who travel to the classroom from other schools in the county to engage in activities throughout the week for socialization.
 4. CTE courses and electives will be offered to 10th-12th grade students.

If you have questions about the referral process, please contact the following:

- Brenda Robinette: 276-386-6118 or brenda.robinette@scottschools.com
- Stacy Wood: 276-995-2471 or stacy.wood@scottschools.com
- Courtney Currier: 276-995-2471 or courtney.currier@scottschools.com.

Entry Guidelines for Placement in an Applied Behavior Analysis Classroom

The following entry guidelines will be utilized when placement in one of the Applied Behavior Analysis classrooms is being considered for students aged three to 22 with autism spectrum disorders and/or students with significant behavior problems that are interfering with their learning (or the learning of others) in another setting.

- A. Students who exhibit some or all of the following skills will be considered for entry:
 - a. Student demonstrates emerging skills necessary for learning in individual and group settings such as imitating actions, completing matching to sample tasks, and following 1-step instructions. The student should demonstrate the ability to complete one of the three skills listed below.
 - i. Student can independently imitate at least one gross motor or fine motor action or imitate a spoken word or sound within ten teaching trials.

- ii. Student can independently match one object or picture to a sample within ten teaching trials.
 - iii. Student can independently follow at least one instruction related to daily routines and/or follow at least one receptive instruction to do an action or touch an item within ten teaching trials.
- b. Student demonstrates responsiveness to reinforcement by acquiring or approximating a novel skill within ten teaching trials.
- c. On the most recent multidisciplinary evaluation there is documentation of regression or arrests in one or more developmental areas with consequent communication deficits, social isolation, or indifference and behavioral noncompliance, none of which are due to sensory impairment or global cognitive limitation.
- d. Student demonstrates emerging communicative intent.
 - i. Student is observed to make speech sounds in the natural environment.
 - ii. Student demonstrates basic wants and needs (visually references, points to, stands next to, or takes an individual to reinforcers).
- e. Students with more than one year of educational experience show documented difficulties making progress on 80% of IEP goals with limited responsiveness to other strategies.
- f. Students that would benefit from repetition, prompting, reinforcement, and intensive 1:1 instruction to attain skill acquisition in areas of deficit or to reduce excessive self-stimulatory or escape or avoidance-maintained behaviors.
- g. Recommendation by the Board-Certified Behavior Analyst or Principal after an observation has been completed.

Exit Guidelines for Placement Outside of an Applied Behavior Analysis Classroom

When utilizing the exit guidelines, a student may fall into section A that references the student's skill acquisition or section B that references the student's lack of skill acquisition. The IEP team will consider either section A or section B when determining the continuation or recommendation to no longer utilize Applied Behavior

Analysis Principles. Some of the guidelines below may not be applicable based on the student's placement.

A. Students should exhibit at least 80% of the following:

- a. Generalization
 - i. Student consistently demonstrates both stimulus and response generalization on the first or second trial.
- b. Range of Items and Events that Function as Reinforcers
 - i. Student engages with reinforcers that are intermittent, social, age appropriate, varied, and involve verbal information and change frequently.
- c. Rate of Acquisition of New Skills
 - i. Student consistently acquires new target skills daily averaging 5 trials or less.
- d. Retention of New Skills
 - i. Student typically retains acquired skills for at least 1 week without maintenance trials.
- e. Learning from the Natural Environment
 - i. Student easily and consistently learns new skills daily in the natural or group setting without intensive teaching.
- f. Language
 - i. Student will be able to request novel objects, actions, and/or information using short phrases and sentences in less than 5 teaching trials.
 - ii. Student independently tacts at least 25 items or actions per day without being asked to label those items or actions.
 - iii. Student demonstrates tact to intraverbal transfer for 10 topics or events without training.
 - iv. Student demonstrates transfer daily, involving advanced parts of speech and all speaker and listener skills.
- g. Adaptability to Change
 - i. Student handles change in routine well and ignores or copes with other distractions and changes.
- h. Social Behavior.,

- i. Student will initiate and maintain peer interactions for at least two exchanges.
 - ii. Student engages in interactive toy play with peers for up to 10 minutes with at least four social contacts with peers during that period.
- i. Group instruction
 - i. Student learns new academic skills in a group teaching format and does not require direct instruction.
 - ii. Student works independently on academic tasks for at least 10 minutes without adult prompting to stay on task.
- j. Self-Help Skills
 - i. Student is motivated, initiates approximations for most skills, and generalizes, but may need verbal prompts.
 - ii. Student initiates or mands to use the bathroom and independently completes all steps of the toileting routine.
 - iii. The student independently gets food items, eats, and uses utensils, cleans up independently, or with one verbal prompt.
- k. Behavior
 - i. The student no longer demonstrates high or sustained rates of problem behavior such as aggression, self-injury, and/or property destruction that interfere with their learning or the learning of others as determined by the IEP team.
 - ii. The student is aware of their behavior needs and initiates coping mechanisms with minimum reminders.
 - iii. The student demonstrates reduced rates of self-stimulatory or disruptive behaviors.

Glossary of Terms

The following words have been used throughout this document. Definitions have been provided for clarification.

- Applied Behavior Analysis: refers to the systematic application of behavior principles to change behavior. ABA procedures can be used to increase desired behaviors, decrease inappropriate behaviors, and to teach new behaviors to students of all functioning levels.
- Exchange: the reciprocal interaction between two or more individuals.
- Generalization: occurrence of a target behavior in circumstances other than the initial training environment (demonstrates skills across people, places, objects).
- Independent: The student responds to instruction(s) without additional prompts or cues.
- Intraverbal: the speaker responds to another speaker conversationally.
- Mand: the speaker communicates what they want or need.
- Reinforcement: application of a consequence following a behavior that increases the likelihood of a behavior reoccurring in the future.
- Spontaneously: is the demonstration of a response without instruction or prompting to perform the behavior.
- Tact: the speaker labels something in their environment
- Teaching trial (discrete trial): teaching session that consists of four parts
 1. The trainers presentation (S^D)
 - a. Appropriate prompt is provided (if needed)
 2. The student's response
 3. The consequence
 4. A short pause between the consequence and the next instruction.

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SCOTT COUNTY PUBLIC SCHOOL HEAD START

FINANCIAL REPORT, JUNE 2023

GRANT AWARDS

1/1/23-12/31/23 – YEAR IV 03CH011328-04		BASE FUNDING	T&TA	NFS	TOTAL
<i>Continuation - 00</i>					
	Head Start	\$1,326,280	\$18,132	\$336,103	\$1,680,515
	Early Head Start	\$573,451	\$10,974	\$146,106	\$730,531
<i>COLA/QI</i>					
	Head Start				
	Early Head Start				
TOTAL		\$1,899,731	\$29,106	\$482,209	\$2,411,046

NON-FEDERAL SHARE (NFS)

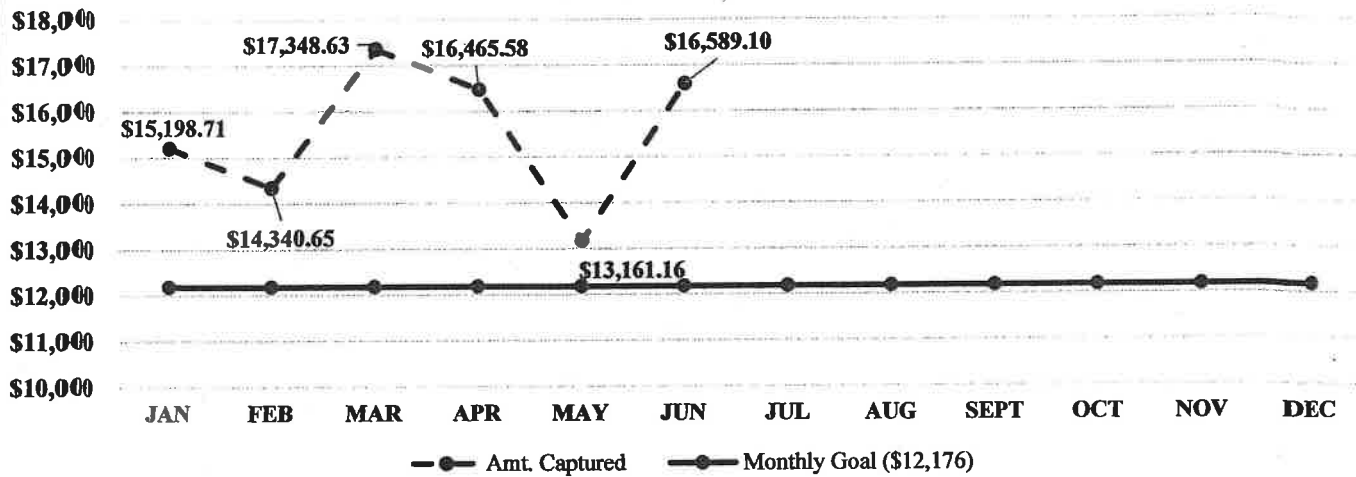
Non-federal funding match is a statutory requirement of the Head Start Act Section 640(b). The grantee agency must provide 20% of the total costs of the program.

EHS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ 14,144.76	\$ 72,197.20	\$ 121,834.00	\$ 49,636.80	41%
School District	\$ 1,707.28	\$ 16,083.98	\$ 16,964.00	\$ 880.02	5%
Donations	\$ 737.06	\$ 4,822.65	\$ 7,308.00	\$ 2,485.35	34%
Total	\$ 16,589.10	\$ 93,103.83	\$ 146,106.00	\$ 53,002.17	36%

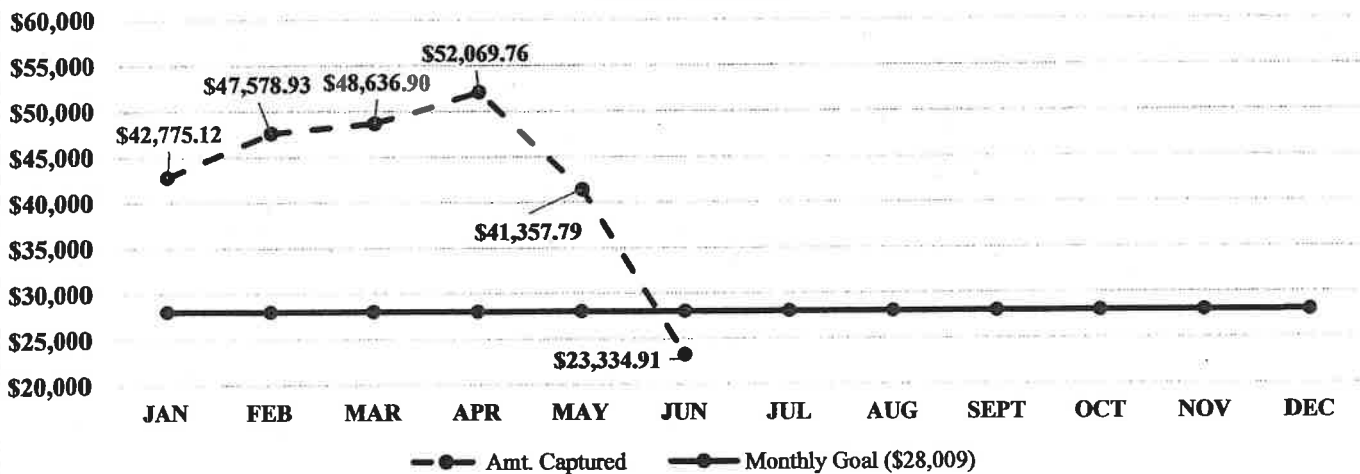
HS	Current Month	YTD	Budgeted	Remaining	% Remaining
Parents & Volunteer	\$ -	\$ 91,335.67	\$ 83,295.00	\$ (8,040.67)	-10%
School District	\$ 19,918.91	\$ 143,543.24	\$ 234,116.00	\$ 90,572.76	39%
Donations	\$ 3,416.00	\$ 20,874.50	\$ 18,692.00	\$ (2,182.50)	-12%
Total	\$ 23,334.91	\$ 255,753.41	\$ 336,103.00	\$ 80,349.59	24%

IN-KIND TREND ANALYSIS

EARLY HEAD START

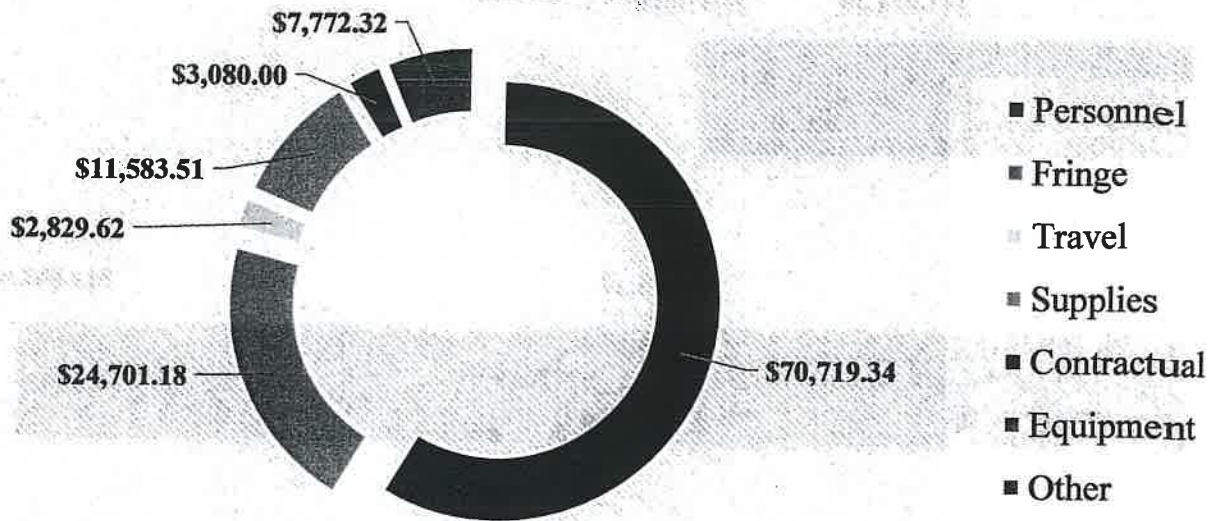


HEAD START

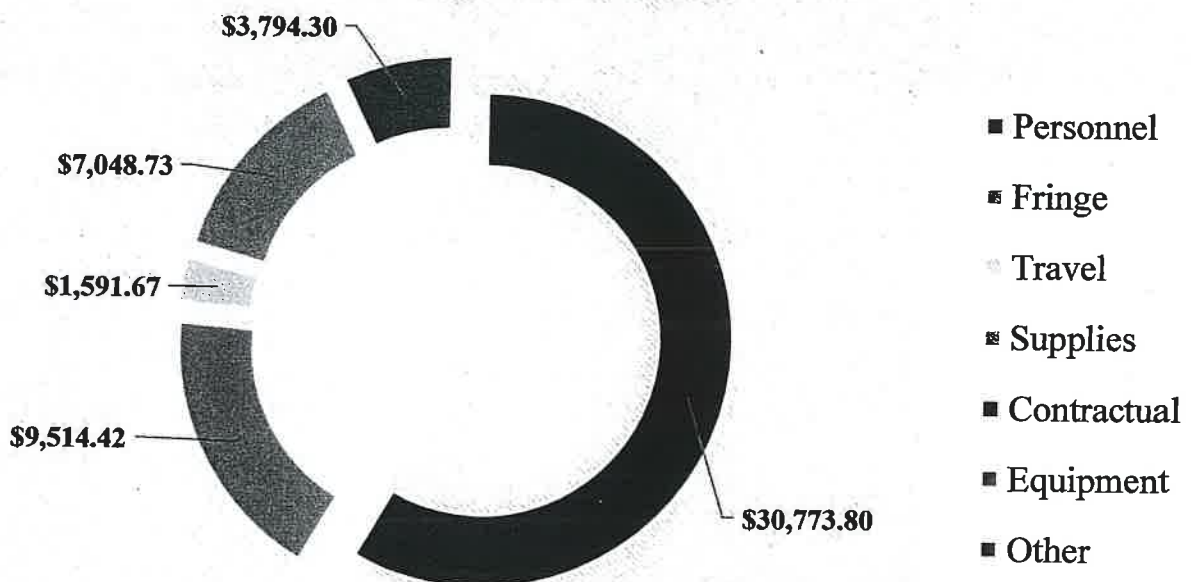


EXPENDITURES BY CATEGORY

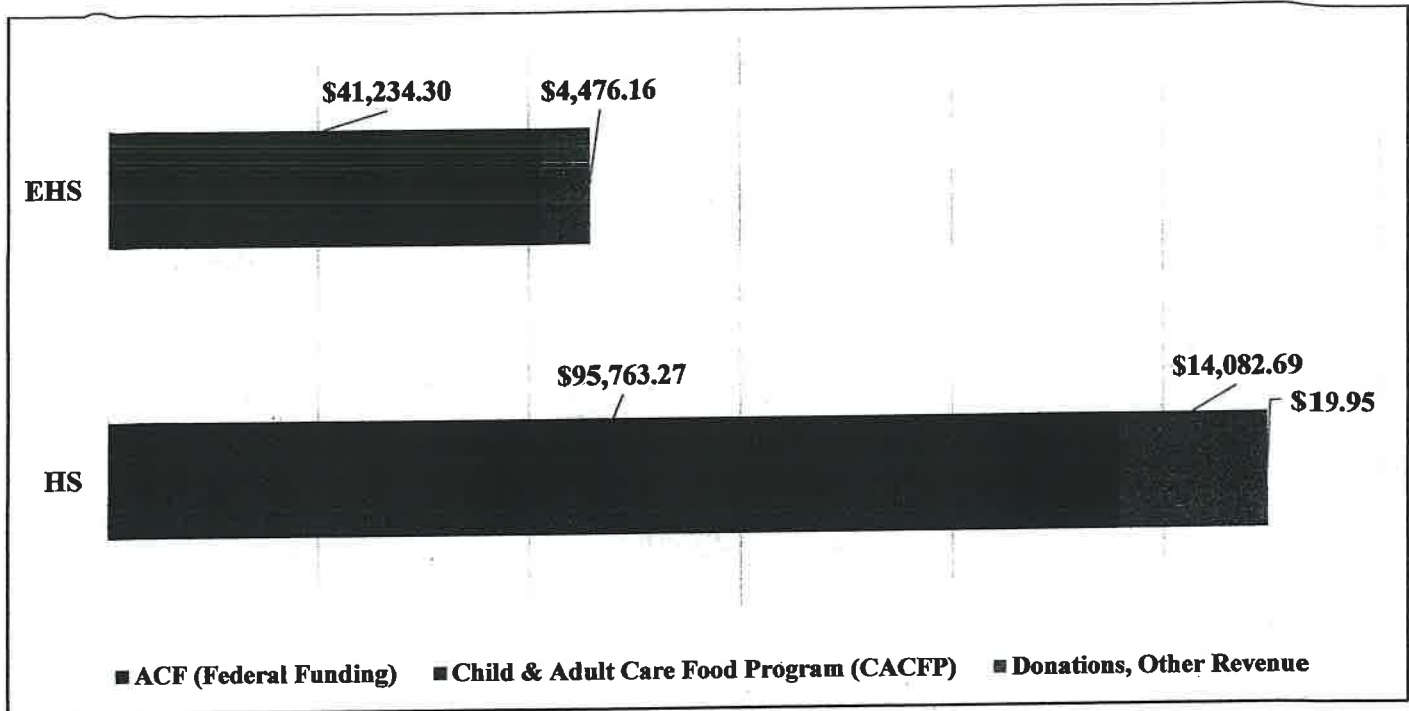
HEAD START



EARLY HEAD START



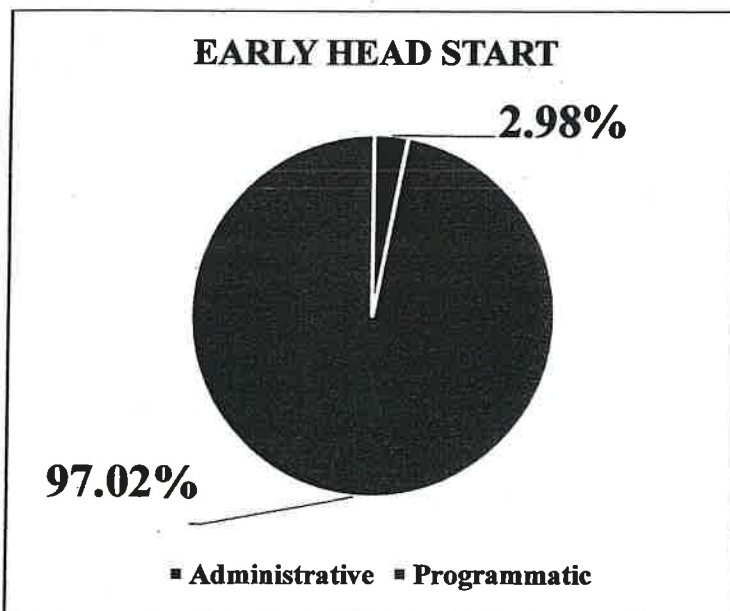
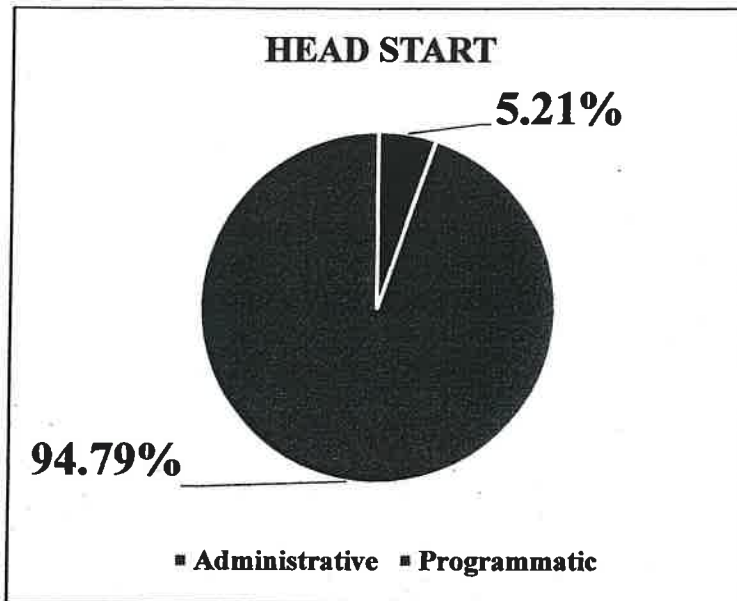
REVENUES BY FUNDING SOURCE



ADMINISTRATIVE COSTS

Allowable costs to develop and administer a program cannot exceed 15% of the total approved program costs, which includes both federal and non-federal costs. HSPPS 1303.5

YEAR-TO-DATE COSTS



CURRENT MONTH COSTS

HEAD START	
Personnel	\$10,505.14
Fringe	\$3,175.82
Travel	\$226.37
Supplies	\$45.96
Contractual	\$38.50
Other	\$1,051.85
Total	\$15,043.64
	.90%

EARLY HEAD START	
Personnel	\$2,464.28
Fringe	\$744.86
Travel	\$127.33
Supplies	\$73.31
Contractual	\$24.62
Other	\$383.27
Total	\$3,817.67
	.52%

HEAD START BUDGET - JUN. 2023

03CH011328-04 (01/01/23-12/31/23)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACFOHS	\$ 95,763.27	\$ 646,319.73	\$ 1,344,412	\$ 698,092.27	51.9%
CACFP	\$ 14,082.69	\$ 73,324.93	\$ 150,989	\$ 77,664.07	51.4%
Donations, Other Revenue	\$ 19.95	\$ 1,933.21	\$ -	\$ (1,933.21)	0.0%
Total	\$ 109,865.91	\$ 721,577.87	\$ 1,495,401	\$ 773,823.13	51.7%
EXPENDITURES					
Personnel	\$ 70,719.34	\$ 421,267.59	\$ 830,985	\$ 409,717.41	49.3%
Personnel Total	\$ 70,719.34	\$ 421,267.59	\$ 830,985	\$ 409,717.41	49.3%
Fringe	\$ 24,701.18	\$ 152,753.82	\$ 325,191	\$ 172,437.18	53.0%
Fringe Total	\$ 24,701.18	\$ 152,753.82	\$ 325,191	\$ 172,437.18	53.0%
Out of Town Travel	\$ 2,829.62	\$ 4,309.52	\$ 4,834	\$ 524.48	10.8%
Travel Total	\$ 2,829.62	\$ 4,309.52	\$ 4,834	\$ 524.48	10.8%
Office Supplies	\$ 574.55	\$ 3,575.84	\$ 7,111	\$ 3,535.16	49.7%
Postage	\$ 15.91	\$ 15.91	\$ 500	\$ 484.09	96.8%
Food Supplies	\$ 9,323.89	\$ 65,669.02	\$ 157,000	\$ 91,330.98	58.2%
Food Service Supplies	\$ 75.18	\$ 1,503.91	\$ 8,989	\$ 7,485.09	83.3%
Classroom/Ed. Supplies	\$ 1,522.04	\$ 2,164.80	\$ 11,857	\$ 9,692.20	81.7%
Medical & Dental Supplies	\$ 71.94	\$ 71.94	\$ 4,000	\$ 3,928.06	98.2%
Transition Supplies	\$ -	\$ -	\$ 1,000	\$ 1,000.00	100.0%
Janitorial Supplies	\$ -	\$ 1,193.40	\$ 4,500	\$ 3,306.60	73.5%
Supplies Total	\$ 11,583.51	\$ 74,194.82	\$ 194,957	\$ 120,762.18	61.9%
Mental Health Services	\$ 3,080.00	\$ 4,700.00	\$ 3,600	\$ (1,100.00)	-30.6%
Other Contractual Services	\$ -	\$ 7,134.87	\$ 13,420	\$ 6,285.13	46.8%
Contractual Total	\$ 3,080.00	\$ 11,834.87	\$ 17,020	\$ 5,185.13	30.5%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 729.00	\$ 4,194.00	\$ 8,748	\$ 4,554.00	52.1%
Utilities	\$ 890.68	\$ 7,681.40	\$ 18,630	\$ 10,948.60	58.8%
Telephone	\$ 842.14	\$ 5,020.77	\$ 13,770	\$ 8,749.23	63.5%
Child Liability Insurance	\$ -	\$ -	\$ 770	\$ 770.00	0.0%
Maintenance & Repair	\$ 1,897.85	\$ 2,841.02	\$ 7,768	\$ 4,926.98	63.4%
Local Travel	\$ 328.19	\$ 803.36	\$ 3,000	\$ 2,196.64	73.2%
Parent Activities	\$ 1,024.13	\$ 5,121.96	\$ 3,000	\$ (2,121.96)	-70.7%
Audit Fee	\$ -	\$ -	\$ 2,578	\$ 2,578.00	100.0%
Publications, Ads, & Printing	\$ 1,157.95	\$ 6,051.33	\$ 17,820	\$ 11,768.67	66.0%
Health Services	\$ -	\$ -	\$ 2,800	\$ 2,800.00	100.0%
Field Trips	\$ -	\$ 1,700.50	\$ 5,000	\$ 3,299.50	66.0%
Discretionary Funds	\$ 127.63	\$ 560.08	\$ 3,000	\$ 2,439.92	81.3%
Health Examinations/Wellness	\$ -	\$ -	\$ 800	\$ 800.00	100.0%
Assoc., Dues, & Fees	\$ 19.95	\$ 980.92	\$ 7,500	\$ 6,519.08	86.9%
Substitutes	\$ 322.80	\$ 4,481.00	\$ 18,360	\$ 13,879.00	75.6%
Training	\$ 432.00	\$ 3,132.68	\$ 8,870	\$ 5,737.32	64.7%
Other Total	\$ 7,772.32	\$ 42,569.02	\$ 122,414	\$ 79,844.98	65.2%
Expenditures Total	\$ 120,685.97	\$ 706,929.64	\$ 1,495,401	\$ 788,471.36	52.7%
Income (Loss)	\$ (10,820.06)	\$ 14,648.23			

EARLY HEAD START BUDGET - JUN. 2023

03CH011328-04 (01/01/23-12/31/23)

REVENUES	CURRENT MONTH	YTD	BUDGETED TOTAL	BUDGET REMAINING	% REMAINING
ACF-OHS	\$ 41,234.30	\$ 259,860.72	\$ 584,425	\$ 324,564.28	55.5%
CACFP	\$ 4,476.16	\$ 29,197.20	\$ 44,275	\$ 15,077.80	34.1%
Donations, Other Revenue	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 45,710.46	\$ 289,057.92	\$ 628,700	\$ 339,642.08	54.0%
EXPENDITURES					
Personnel	\$ 30,773.80	\$ 169,287.33	\$ 347,444	\$ 178,156.67	51.3%
Personnel Total	\$ 30,773.80	\$ 169,287.33	\$ 347,444	\$ 178,156.67	51.3%
Fringe	\$ 9,514.42	\$ 56,650.22	\$ 111,665	\$ 55,014.78	49.3%
Fringe Total	\$ 9,514.42	\$ 56,650.22	\$ 111,665	\$ 55,014.78	49.3%
Out of Town Travel	\$ 1,591.67	\$ 2,600.19	\$ 3,337	\$ 736.81	22.1%
Travel Total	\$ 1,591.67	\$ 2,600.19	\$ 3,337	\$ 736.81	22.1%
Office Supplies	\$ 183.72	\$ 1,451.68	\$ 3,000	\$ 1,548.32	51.6%
Postage	\$ 1.82	\$ 1.82	\$ 500	\$ 498.18	99.6%
Food Supplies	\$ 4,797.01	\$ 19,834.61	\$ 46,738	\$ 26,903.39	57.6%
Food Service Supplies	\$ 638.41	\$ 955.49	\$ 7,275	\$ 6,319.51	86.9%
Classroom/Ed. Supplies	\$ 632.17	\$ 1,408.97	\$ 14,751	\$ 13,342.03	90.4%
Medical & Dental Supplies	\$ 62.94	\$ 62.94	\$ 4,000	\$ 3,937.06	98.4%
Transition Supplies	\$ -	\$ -	\$ -	\$ -	#DIV/0!
Janitorial Supplies	\$ 732.66	\$ 1,170.33	\$ 4,500	\$ 3,329.67	74.0%
Supplies Total	\$ 7,048.73	\$ 24,885.84	\$ 80,764	\$ 55,878.16	69.2%
Mental Health Services	\$ -	\$ 172.50	\$ 2,160	\$ 1,987.50	92.0%
Other Contractual Services	\$ -	\$ 4,561.64	\$ 8,580	\$ 4,018.36	46.8%
Contractual Total	\$ -	\$ 4,734.14	\$ 10,740	\$ 6,005.86	55.9%
Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
Equipment Total	\$ -	\$ -	\$ -	\$ -	0.0%
Rent	\$ 171.00	\$ 1,206.00	\$ 2,052	\$ 846.00	41.2%
Utilities	\$ 442.11	\$ 3,707.51	\$ 4,370	\$ 662.49	15.2%
Telephone	\$ 538.43	\$ 3,210.01	\$ 3,230	\$ 19.99	0.6%
Child Liability Insurance	\$ -	\$ -	\$ 176	\$ 176.00	0.0%
Maintenance & Repair	\$ 964.01	\$ 1,656.49	\$ 11,576	\$ 9,919.51	85.7%
Local Travel	\$ 23.47	\$ 134.94	\$ 1,500	\$ 1,365.06	91.0%
Parent Activities	\$ 135.74	\$ 1,745.35	\$ 3,000	\$ 1,254.65	41.8%
Audit Fee	\$ -	\$ -	\$ 1,822	\$ 1,822.00	100.0%
Publications, Ads, & Printing	\$ 284.53	\$ 1,439.28	\$ 4,180	\$ 2,740.72	65.6%
Health Services	\$ -	\$ -	\$ 2,160	\$ 2,160.00	100.0%
Field Trips	\$ -	\$ 41.30	\$ 3,000	\$ 2,958.70	98.6%
Discretionary Funds	\$ 85.93	\$ 116.90	\$ 2,360	\$ 2,243.10	95.0%
Health Examinations/Wellness	\$ 20.00	\$ 70.00	\$ 800	\$ 730.00	91.3%
Assoc., Dues, & Fees	\$ 40.00	\$ 455.76	\$ 7,000	\$ 6,544.24	93.5%
Substitutes	\$ 946.08	\$ 5,519.42	\$ 21,672	\$ 16,152.58	74.5%
Training	\$ 143.00	\$ 1,798.32	\$ 5,852	\$ 4,053.68	69.3%
Other Total	\$ 3,794.30	\$ 21,101.28	\$ 74,750	\$ 53,648.72	71.8%
Expenditures Total	\$ 52,722.92	\$ 279,259.00	\$ 628,700	\$ 349,441.00	55.6%
Income (Loss)	\$ (7,012.46)	\$ 9,798.92			

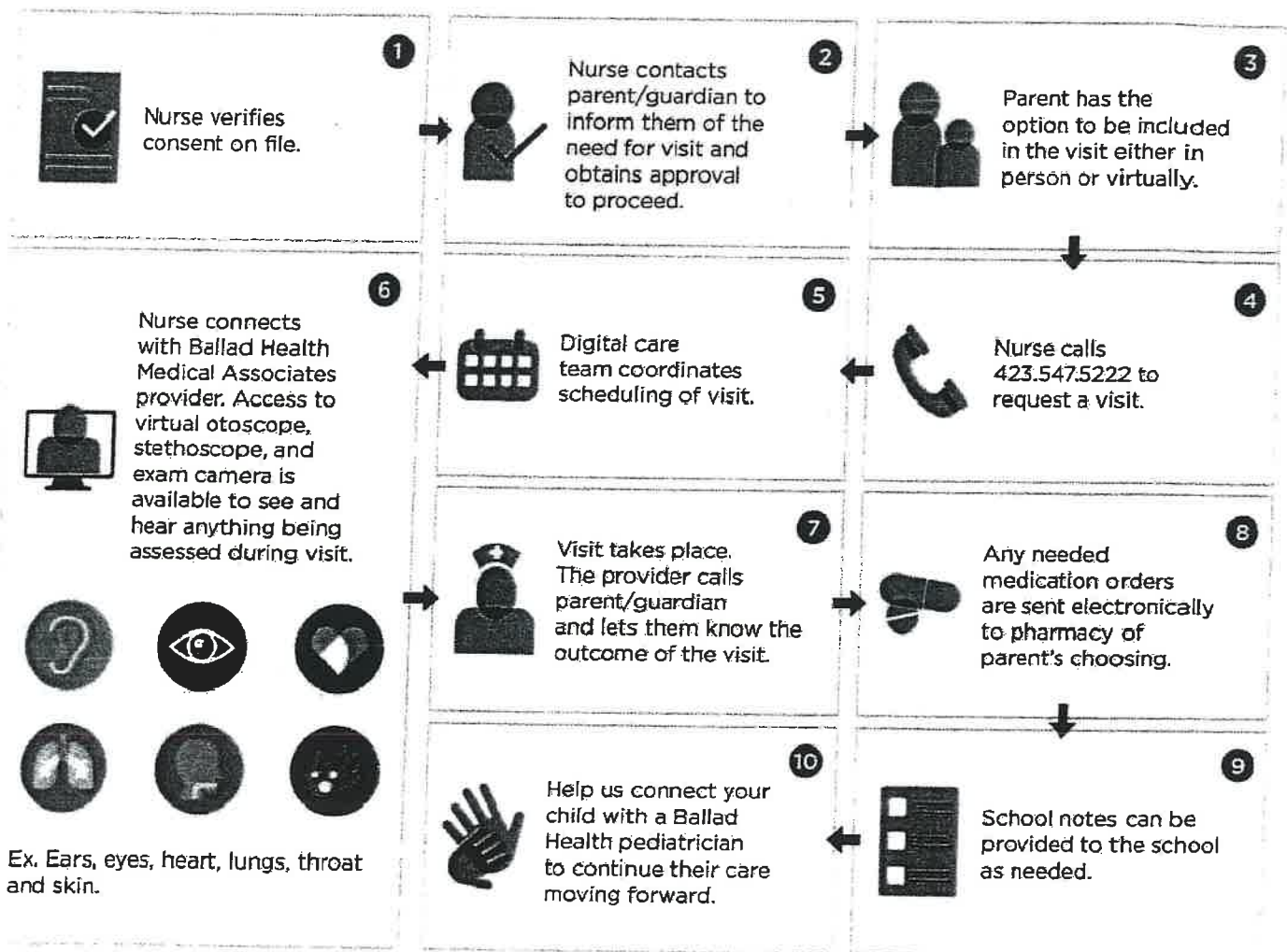
Scott County Public School Head Start Reconciliation Detail 2300 - Bank of America CC, Period Ending 06/30/2023

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						
Cleared Transactions						
Charges and Cash Advances - 18 Items						
Credit Card Charge	7/12/2023	6/22/23	Delta Hotels (Marriott)	✓	-637.35	-637.35
Credit Card Charge	7/12/2023	6/5/23	Target	✓	-316.90	-954.25
Credit Card Charge	7/12/2023	6/26/23	Zira Technologies Inc.	✓	-177.00	-1,131.25
Credit Card Charge	7/12/2023	6/5/23	Teachstone Training LLC	✓	-125.00	-1,256.25
Credit Card Charge	7/12/2023	6/15/23	Teachstone Training LLC	✓	-125.00	-1,381.25
Credit Card Charge	7/12/2023	6/27/23	Blink	✓	-105.30	-1,486.55
Credit Card Charge	7/12/2023	6/26/23	Trifolia	✓	-98.00	-1,584.55
Credit Card Charge	7/12/2023	6/15/23	Bays Mountain Park	✓	-80.00	-1,664.55
Credit Card Charge	7/12/2023	6/15/23	Shell	✓	-56.00	-1,720.55
Credit Card Charge	7/12/2023	6/16/23	RMG 1300 - Virginia Beach	✓	-44.70	-1,765.25
Credit Card Charge	7/12/2023	6/16/23	Gas N Go	✓	-36.00	-1,801.25
Credit Card Charge	7/12/2023	6/20/23	American Red Cross	✓	-36.00	-1,837.25
Credit Card Charge	7/12/2023	6/16/23	Fairfield BP	✓	-33.01	-1,870.26
Credit Card Charge	7/12/2023	6/16/23	Shorebreak Pizza	✓	-33.00	-1,903.26
Credit Card Charge	7/12/2023	6/16/23	Cracker Barrel	✓	-21.65	-1,924.91
Credit Card Charge	7/12/2023	6/16/23	Citrus	✓	-20.28	-1,945.19
Credit Card Charge	7/12/2023	6/16/23	Pelon's Baja Grill Oceanfront	✓	-18.56	-1,963.75
Credit Card Charge	7/12/2023	6/8/23	United States Postal Service	✓	-8.13	-1,971.88
Total Charges and Cash Advances					-1,971.88	-1,971.88
Payments and Credits - 4 Items						
Bill	6/9/2023	CC May 2023	Bank of America 1	✓	2,240.29	2,240.29
Bill	6/9/2023	CC May 2023	Bank of America 1	✓	3,941.37	6,181.66
Credit Card Credit	7/12/2023	6/16/23	Renaissance Portsmouth Hotel	✓	22.38	6,204.04
Credit Card Credit	7/12/2023	ck 24136	CC Accruals	✓	999.73	7,203.77
Total Cleared Transactions					5,231.89	5,231.89
Cleared Balance					-5,231.89	1,949.50
Register Balance as of 06/30/2023					-5,231.89	1,949.50
Ending Balance					-5,231.89	1,949.50

School-based telemedicine



If a visit is needed, nurse then proceeds with the following steps:



Reasons for visits:

- Allergy symptoms
- Abdominal pain
- Cold symptoms (cough, runny/stuffy nose)
- Diarrhea
- Ear pain
- Fever
- Flu symptoms
- Limb sprains/strains/contusions
- Nausea
- Skin rash/irritation/wound
- Sore throat/strep symptoms
- Urinary tract infection symptoms

Download the Ballad Health app and sign up for MyChart

With the **MyChart** online health management tool, you can:



Message your provider



Pay your bill



Review test results



Request prescription refills






Schedule appointments

All from your smartphone,
laptop or tablet!

Record your MyChart username here: _____




Choose an option to download the Ballad Health app:

For iPhone and iPad users:

1. Go to the App Store: 
2. At the bottom, click Search: 
3. In the search bar, type "ballad health"
4. Look for this icon: 
5. Open your smartphone camera and scan here:



For Google Android phone & tablet users:

1. Go to Google Play: 
2. Go to the Apps section: 
3. In the search bar, type "ballad health"
4. Look for this icon: 
5. Open your smartphone camera and scan here:



Ballad Health School-Based Telemedicine Services Allergy / Anaphylaxis Workflow

Notice

The following standing orders apply to persons who do not have individual orders provided by parents and/or private physicians. The guidelines apply to persons with allergic symptoms triggered by touching, inhaling, or ingesting allergens or by insect stings. Before administering medications, attempt to obtain a history from the patient or bystanders, and check for Med-Alert bracelets, etc., to ascertain if patient has any underlying condition that could mimic allergies or anaphylaxis.

Determine

Is the patient having a mild/moderate allergic reaction or a severe one?

Assess if it is a severe allergic reaction first

Severe Allergic Reaction

Is the patient exhibiting some or all of the following symptoms?

- Flushing, hives, swelling or itching, especially of the face, lips, mouth, eyes, tongue, or throat
- Difficulty breathing or swallowing, tightness in chest or mouth or throat, drooling
- Coughing, sneezing, wheezing, or stridor
- Fear or apprehension, feeling of impending doom
- Low BP w/rapid weak pulse, clammy/sweaty skin
- Nausea, vomiting, abdominal pain, diarrhea
- Dizziness, fainting, collapse, convulsions, or LOC (unconsciousness)

Yes, patient is exhibiting some or all of these symptoms.

Treatment

1. **Administer EpiPen immediately** (if patient is an infant or toddler who weighs less than 22 lbs check with physician or call NSCH ED prior to epinephrine administration, if possible.)
 - For **individuals 33 to 66 lbs**, give EpiPen Jr. 0.15mg intramuscularly
 - For **individuals over 66 lbs**, give EpiPen 0.3mg intramuscularly
2. See other page (Work Flow for EpiPen Administration) for guidelines on EpiPen administration.

No, patient is NOT exhibiting some or all of these symptoms.

Mild/Moderate Allergic Reaction

Is the patient exhibiting the following symptoms?

- a few hives
- itching or swelling at the site of the bite/sting

The patient is possibly experiencing a mild/moderate allergic reaction.

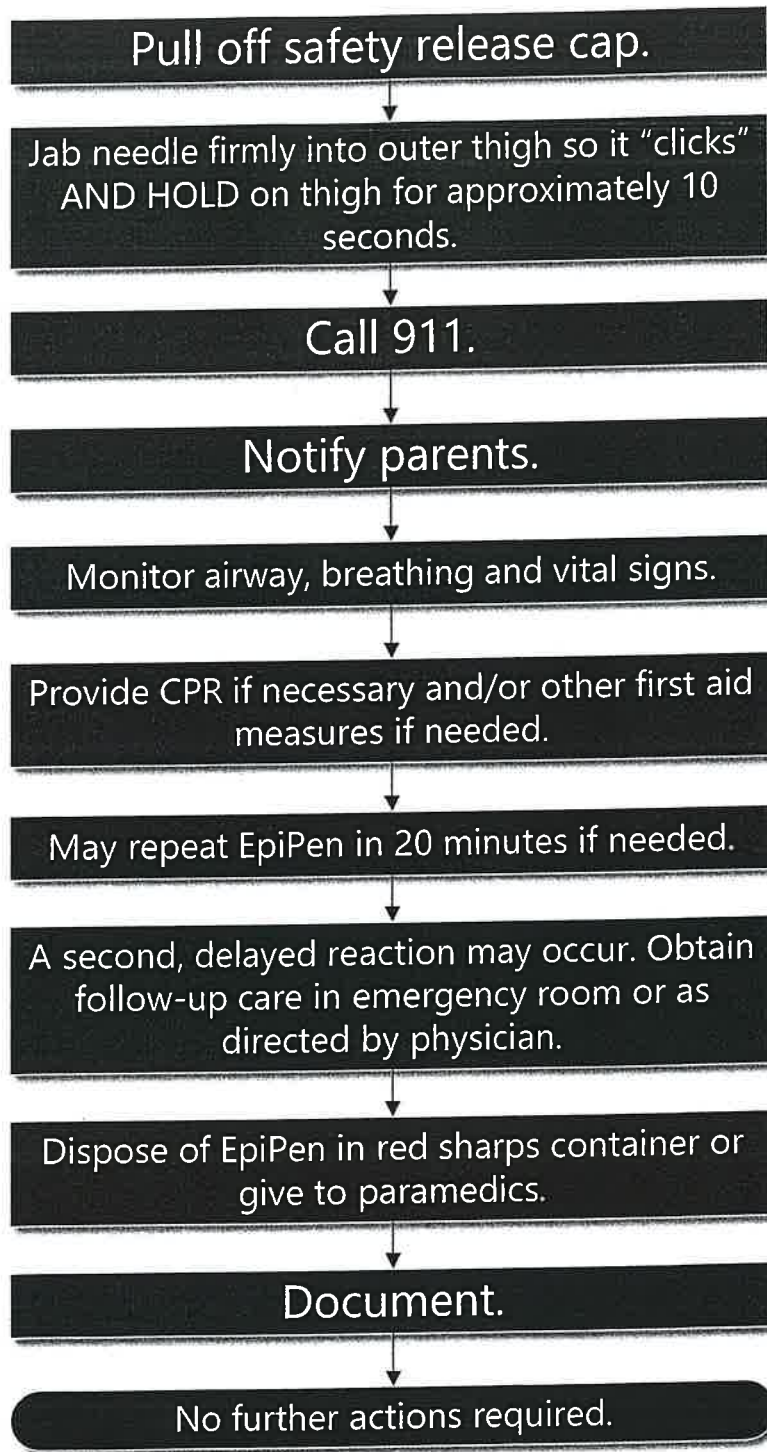
Treatment

1. If NOT allergic and no contraindications then administer Benadryl (liquid or tablets are acceptable, liquid preferred)
 - **2 to 6 years old**, 6.25 mg to 12.5mg orally
 - **6 to 12 years old**, give 12.5mg to 25 Benadryl orally
 - **Older than 12 years old**, give 25-50mg Benadryl orally
3. Monitor if symptoms improve or worsen
4. Notify parent and advise parent to consult with physician for follow-up if needed
5. Document care

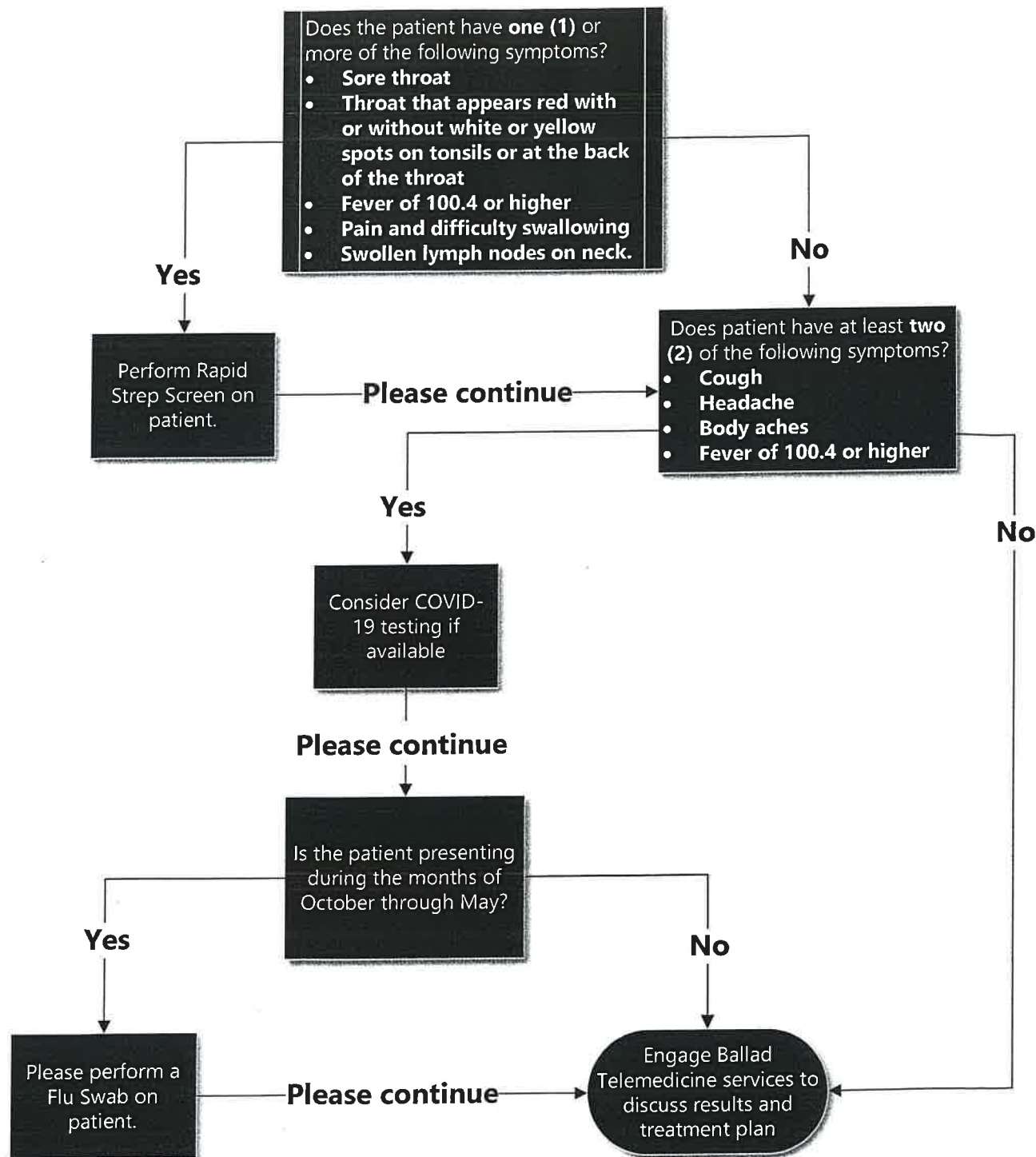
Ballad Health School-Based Telemedicine Services
EpiPen Administration Workflow

Notice

This document is a continuation of a previous document, "Work Flow for Allergy/Anaphylaxis Treatment." Please see previous document in order to assess if EpiPen treatment is necessary.



Ballad Health School-Based Telemedicine Services Upper Respiratory Tract Infection Workflow





Niswonger Children's Virtual Health

A school-based service provided by Ballad Health
Medical Associates Urgent Care

We can see you now.

Niswonger Children's Hospital has partnered with Ballad Health Medical Associates Urgent Care to provide students and staff with a convenient option to access high-quality care using virtual health technology while at school.

With permission, a school nurse will use live video technology to connect the student or staff member with an off-site Ballad Health Medical Associates Urgent Care doctor, physician assistant or nurse practitioner. The urgent care provider will have the ability to diagnose, order basic labs and send any needed prescriptions to the patient's pharmacy – all without leaving the school nurse's office.

Our goal is to provide quality healthcare that reduces time away from school or work.



Frequently asked questions

How does a school-based virtual health visit work?

With the help of technology, an off-site provider can receive information related to a patient's medical condition.

With the assistance of the school nurse, the off-site provider will interact live with the patient through the computer, view images of their throat/mouth, ears, eyes, skin rashes and so forth, as well as order basic labs and send prescriptions to the patient's pharmacy, if needed.

Our virtual health providers are doctors, physician assistants and nurse practitioners employed by Ballard Health Medical Associates Urgent Care.

What is offered through this school-based virtual health service?

We offer primary care services to students and staff, including the diagnosis and treatment of:

- Fever
- Sore throat/strep
- Allergy symptoms
- Ear pain
- Nausea/diarrhea
- Abdominal pain
- Skin irritation/rash/wound
- Inflammation
- Limb sprains/strains/contusions
- Cold/flu symptoms (cough, runny/stuffy nose, etc.)
- Sinus infection
- Pink eye

As a parent or guardian, can I attend the visit?

Yes, we encourage a parent/guardian to attend the visit in-person or remotely. The school nurse will contact you to invite you to the visit, and provide a link if you prefer to join remotely. If you have completed the proper paperwork and can't be reached in a timely manner, we will proceed with the virtual visit.

What happens after a telemedicine visit?

Our providers will follow up with the parent/guardian after the visit. If your child needs further treatment, this will be communicated to the parent/guardian by the school nurse. We will also fax a copy of the report to the patient's primary care provider if this is indicated on the enrollment paperwork.

If prescriptions are needed for treatment, the provider will electronically prescribe them to your preferred pharmacy.

When can a virtual visit be scheduled?

This service will be available Monday through Friday during normal school hours.

Will my child be able to stay at school after a virtual health visit, and will a doctor's note be provided?

Whether your child will be able to finish the day at school depends on your child's medical condition and symptoms. If applicable, a doctor's note will be sent to the attendance records office.

Does my insurance cover the virtual health visit?

We will file with your insurance, or you have the option to pay a flat fee of \$30 per visit. Please note there is an additional cost for flu and/or strep tests.

Billing your insurance

Please remember, if you have not met your deductible for the year, you will be responsible for the out-of-pocket portion determined by your plan. If your child does not have insurance, we can also work to determine if he/she is eligible for the state health insurance plan (TennCare).

Self-Pay

If you choose to pay the flat rate of \$30 per visit, please check the "Self-Pay" box on the Patient Information Form.

If I don't want my child to use this service, can he/she still see the school nurse?

Yes; simply disregard the enrollment forms. If your child becomes ill at school, he/she cannot use this service if the enrollment forms have not been completed.

How do I sign up?

Complete, sign and return all of the enrollment forms (patient information form, consents and history) in your back-to-school packet, or contact your school nurse. Please include a copy of your insurance card (front and back).

School name: _____ School district: _____

Patient Name: _____

Date of Birth: _____



Patient Information Form

Medical Associates

Instructions for parents: please complete this form on behalf of your child.

Patient information

Child's name (last name, first name, middle name): _____

SSN #: _____ Male: ☐ Female: ☐ Date of birth (month/day/year): ____ / ____ / ____

Child's street address: _____

Phone #: _____ Email: _____ Needs Interpreter: ☐ Yes ☐ No

Preferred Spoken Language: ☐ English ☐ Other: _____ Marital Status: _____

Preferred Written Language: ☐ English ☐ Other: _____

Race/Ethnicity (please select appropriate group): ☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander ☐ White or Caucasian ☐ Latino / Hispanic ☐ Other ☐ Decline to answer

Special Needs: ☐ Yes ☐ No Hearing Impaired: ☐ No ☐ Yes-Deaf ☐ Yes-Hard of Hearing

Vision Impaired: ☐ No ☐ Yes-Blind ☐ Yes-Low Vision

Pediatrician/Primary care provider: _____ Physician/Primary care provider phone/fax #: _____

Forward patient visit information to the pediatrician/primary care provider: ☐ Yes ☐ No

Pharmacy (Rx) name: _____ Rx Phone: _____ Rx Address: _____

Parent/Guardian information:

Child Lives with: (check all that apply) ☐ Mother ☐ Father ☐ Guardian/Other: _____

Mother's/Guardian's name: _____ Father's/Guardian's name: _____

Primary phone: _____ Alternate phone: _____ Primary phone: _____ Alternate phone: _____

Employer: _____ Work phone: _____ Employer: _____ Work phone: _____

Date of birth: _____ Email: _____ Date of birth: _____ Email: _____

Emergency contact - In case of an emergency, who should we contact?

Name: _____ Relationship: _____ Phone: _____

Insurance information

Ballad Health Medical Associates may disclose medical and billing information to this contact: ☐ Yes ☐ No

Self-pay ☐ I will pay the flat fee of \$30 per visit (plus lab test fees), please do not file with my insurance.

Insurance information

Is your child covered by insurance? ☐ Yes ☐ No Person(s) responsible for bill: ☐ Mother ☐ Father ☐ Other: _____

Street address: _____

Primary phone number: _____ Cell phone number: _____

Primary insurance

Policy holder: ☐ Child ☐ Mother ☐ Father ☐ Other: _____ Date of birth: _____

Insurance name: _____ Insurance phone #: _____

Insurance ID#: _____ Insurance group #: _____

Secondary insurance

Policy holder: ☐ Child ☐ Mother ☐ Father ☐ Other: _____ Date of birth: _____

Insurance name: _____ Insurance phone #: _____

Insurance ID#: _____ Insurance group #: _____

I certify that the information contained on this form is true and correct. Furthermore, I understand that it is my responsibility and duty to inform Ballad Health Medical Associates if any information on this form changes in the future.

Printed name of parent/legal guardian

Signature

Date

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Patient Name: _____

Date of Birth: _____

Health Questionnaire

Instructions for parents: please complete this form on your child's behalf, and attach a copy of your insurance card.

General health

Does your child have any known allergies (foods, medications, etc.)? ☐ Yes ☐ No

List all known allergies: _____

Is your child currently being treated for any health problems? ☐ Yes ☐ No

Specify who is providing the treatment:

If yes, explain: _____

Does your child take daily medications? ☐ Yes ☐ No Preferred Pharmacy: _____

Please list all medications, the dosage, and when given:

Name of medication	Dosage	When given	Name of medication	Dosage	When given
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Name of pediatrician/primary care provider _____

Please share any additional pertinent health information for your child.

Do you, your child, or anyone in the home:

Smoke ☐ Yes ☐ No

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Patient name: _____

Date of birth: _____

Consent for Care and Treatment

Ballad Health Medical Associates has partnered with your school to develop a collaborative school-based virtual health service. Our goal is to provide quality healthcare to staff and students in the convenience of the school setting. We aim to positively affect students' health, school attendance and academic performance. For more information, please refer to our "frequently asked questions" or contact the school nurse at your child's school.

In order for your child to receive school-based virtual health services, you must consent to the following and complete/sign this form where indicated.

- I give my consent for Ballad Health Medical Associates, its physician(s) and other healthcare providers (providers) to examine (student's name) _____ and to provide care and treatment, which may include the evaluation, diagnosis, consultation and treatment of my child's medical condition using advanced telecommunications technology (telemedicine services.)
- I understand that if my child requires telemedicine services, reasonable attempts will be made to contact me and invite me to join the medical visit by phone or video technology. If I cannot be reached in a timely manner, I understand and give consent for my child to be seen by providers in my absence and to provide me with a summary of the visit upon my request.
- I understand that telemedicine services may include audio, video or other electronic media and providers may: (1) be located off-site; (2) examine my child face-to-face via telemedicine technology and/or review health information transmitted via telemedicine technology; and (3) rely on information provided by my child and/or other on-site healthcare professionals.
- I understand and agree that providers shall not be held liable for factors beyond their control (such as technology failures, incomplete or inaccurate data provided by others, or distortions of images due to electronic transmission.) I understand that reasonable steps will be taken to protect the confidentiality of patient data, but the security of electronic information cannot be guaranteed.
- I understand that other individuals may be present during the visit to operate telemedicine equipment and technology, and I consent and authorize audio/video recording or photography to be taken in order to provide the telemedicine services to my child. These recordings or photographs may become part of my child's medical record.
- I understand that if a provider believes that further healthcare services are required or would benefit my child, a referral or recommendation for follow-up care may be made.

I have read this form or had it read to me, and I understand its contents. By signing below, I affirm that:
(1) I agree to all of the statements above, and (2) I authorize telemedicine services to be provided to my child during the _____ school year.

Signature of parent or legal guardian

Date

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Patient Name: _____

Date of Birth: _____

Assignment & Authorization To Bill Insurance

In order for your child to receive school-based virtual health services, you must consent to the following and complete/sign this form where indicated.

- I authorize and grant to Ballad Health Medical Associates permission to bill my insurance company or other applicable third-party payor(s) for healthcare services provided to my child. I also authorize direct payment from my insurance company to Ballad Health Medical Associates for the healthcare services provided to my child.
- I assign and convey directly to Ballad Health Medical Associates my rights under the applicable insurance and/or benefit policies, so that Ballad Health Medical Associates may obtain payment for healthcare services provided to my child. I assign to Ballad Health Medical Associates: (1) the right to claim payment for goods and services provided to my child by Ballad Health Medical Associates; (2) the right to any settlements or legal remedies; and (3) the option (but not the obligation) to appeal or pursue any denied or delayed claims.
- I authorize Ballad Health Medical Associates to release information – which relates to the healthcare services provided to my child – to my insurance company, applicable third-party payor(s), and/or their representatives. I also authorize my insurance plan and other applicable third-party payor(s) to release information to Ballad Health Medical Associates regarding benefits, coverage and settlement information.
- I understand and agree that I am fully responsible for any unpaid bills not covered by my insurance policy, including co-payments, deductibles, and/or other out-of-pocket costs, in accordance with Ballad Health Medical Associates' fee schedule. If I do not have insurance coverage, I understand that I will be billed directly for Ballad Health Medical Associates' services to my child. I agree to promptly pay any such out-of-pocket amounts for the healthcare services provided by Ballad Health Medical Associates to my child.

I have read this form or had it read to me, and I understand its contents. By signing below, I affirm that I understand, acknowledge and agree to all of the statements above.

Signature of parent or legal guardian

Date

Printed name of parent or legal guardian

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Medical Record/CI#: _____

Patient Name: _____

Date of Birth: _____

Registration Consents and Acknowledgements

Page 1 of 1

Privacy Acknowledgement

1. May we call the telephone number you provided and leave a message on an answering machine or with a family member/friend regarding your appointment or test results? ☐ Yes ☐ No
If no, is there another number at which we may try to reach you? _____

2. May we mail to the address you provided information regarding your appointment or test results?
☐ Yes ☐ No If no, is there another address at which we may send you information?

3. Do you wish us to share health information regarding you with a family member or friend?
☐ Yes ☐ No If yes, please provide name of person(s). _____

4. May we contact you via e-mail with information about our practice, educational programs and general health information? ☐ Yes ☐ No If yes, I understand that email transmissions may not be secure and will not be used for the purpose of communicating my personal health information.

Note: To protect your information, we reserve the right to use professional judgment and discretion when communicating information/test results which may be "sensitive" in nature.

☐ I acknowledge I have received a copy of Ballad Health's "Notice of Privacy Practices for Protected Health Information," which describes how Ballad Health Medical Associates uses and discloses health information.

Referrals for services

This practice is an affiliate of Ballad Health. Ballad Health is committed to honoring those we serve by delivering the best possible care. Consistent with the Ballad Health-wide mission and shared values of our employed physicians, our physician employees agree to refer their patients to providers, practitioners and suppliers within the Ballad Health system whenever their patients need medical services not available at this practice and whenever such referral is in the individual patient's best interest, not contrary to the patient's express choice and not inconsistent with the requirements of the patient's insurance.

Medicare and Medicaid information

I certify that the information given by me in applying for payment under the Title XVII of the Social Security Act is correct. I authorize any holder of medical or other information about me to release to the Social Security Administration, or its intermediaries or carriers, any information needed for this or a related Medicare/Medicaid claim. I further certify that I have provided any required information concerning any other liability for medical practice charges in order to complete the Medicare Secondary Payor (MSP) form. I request that payment of authorized benefits be made on my behalf. I authorize Ballad Health Medical Associates to secure information from the Department of Human Services regarding my qualification for Medicaid.

Signature of parent or legal guardian

Date

Destruction of Records

The Library of Congress will no longer accept paper copies. From this point on, they only want an on-line submission. You need to do the following:

Go on-line and Google search for RM-3 Form from the Library of Congress. A Certificate of Records Destruction Form should pop up.

State Agency: Locality/Regional Entity

Locality: Scott County

Division/Department: Public School

Designated Records Officer: Brenda Robinette

Approving Official's Name: Brenda Robinette

Approving Official's E-Mail: Brenda.robinette@scottschools.com

Approving Official's Title: Supervisor

Address: Type in your school address

Add New Record: This will open up a new screen.

Click on Schedule: GS-21 Public School

Series: Go you your handbook – Library of Virginia/Policies for Records Retention and Disposition and select the appropriate series.

Beginning and Ending Date – Cover the years/months of records you intend to destroy

Volume Unit: Cubic Feet (count 1 box of paper as a cubic foot)

Volume Amount: the number of boxes (cubic feet) to destroy

Location: optional

Form Creator's Name: Person destroying the record

Creator's Email

Telephone

Title

Hit Submit – If you have lost your Records Retention and Disposition Handbook, please let me know and I will get you another one.

The system is set so that you have to print and send the RM-3 Form to me when completed. I am the only one who can approve the form and communicate directly with the Library of Congress. I will have to complete the final process, obtain approval from the Library of Congress, notify you so that you can destroy the records.