



Lynchburg City Schools • 915 Court Street • Lynchburg, Virginia 24504

Lynchburg City School Board

James E. Coleman, Jr.
School Board District 3

Regina T. Dolan-Sewell
School Board District 1

Mary Ann Hoss
School Board District 1

Michael J. Nilles
School Board District 3

Jennifer R. Poore
School Board District 2

Katie K. Snyder
School Board District 3

J. Marie Waller
School Board District 2

Thomas H. Webb
School Board District 2

Charles B. White
School Board District 1

School Administration

Scott S. Brabrand
Superintendent

John C. McClain
Assistant Superintendent of
Curriculum and Instruction

Ben W. Copeland
Assistant Superintendent of
Operations and Administration

Anthony E. Beckles, Sr.
Chief Financial Officer

Wendie L. Sullivan
Clerk

SCHOOL BOARD MEETING
August 5, 2014 5:00 p.m.
School Administration Building
Board Room

A. CLOSED MEETING

- 1. Notice of Closed Meeting
Scott S. Brabrand. Page 1
Discussion/Action
- 2. Certification of Closed Meeting
Scott S. Brabrand. Page 2

B. PUBLIC COMMENTS

- 1. Public Comments
Scott S. Brabrand. Page 3
Discussion/Action (30 Minutes)

C. SPECIAL PRESENTATION

- 1. E. C. Glass High School: Statistical Data Regarding Graduates
and Post-Secondary Education
Scott S. Brabrand. Page 4
Discussion

D. CONSENT AGENDA

- 1. School Board Meeting Minutes: July 15, 2014 (Regular Meeting)
July 17-18, 2014 (School Board Retreat)
- 2. Personnel Report
Marie F. Gee. Page 5
Discussion/Action

E. UNFINISHED BUSINESS

- 1. Policy FFA Naming Rights
Ben W. Copeland. Page 8
Discussion

2. School Nutrition Program: Meal Prices
Anthony E. Beckles. Page 15
Discussion/Action
3. Policy JJAC Student-Athlete Concussions During
Extra-Curricular Activities
Ben W. Copeland.Page 17
Discussion/Action
4. Policy IIBEA GAB Acceptable Computer System Use
Ben W. Copeland. Page 22
Discussion/Action

F. NEW BUSINESS

1. Central Virginia Governor’s School for Science and Technology
Memorandum of Agreement (MOA)
Ben W. Copeland. Page 30
Discussion
2. School Board Finance Committee
Scott S. Brabrand. Page 31
Discussion/Action
3. Administrative Regulation 7-37: Dress and Appearance
Ben W. Copeland. Page 34
Discussion
4. LCS-One Equipment Use Agreement
Ben W. Copeland. Page 37
Discussion
5. Capital Improvement Plan: Summer Projects Update
Ben W. Copeland. Page 40
Discussion

G. SUPERINTENDENT’S COMMENTS

H. BOARD COMMENTS

I. INFORMATIONAL ITEMS

Next School Board Meeting: Tuesday, August 19, 2014, 5:30 p.m.
Board Room, School Administration Building

J. ADJOURNMENT

Agenda Report

Date: 08/05/14

Agenda Number: A-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Notice of Closed Meeting

Summary/Description:

Pursuant to the Code of Virginia §2.2-3711 (A) (1) (7), the school board needs to convene a closed meeting for the purpose of discussing the following specific matters:

Personnel Matters

Legal Counsel

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

Recommendation:

The superintendent recommends that the school board approve a motion to enter into Closed Meeting in accordance with the Code of Virginia §2.2-3711 (A) (1) (7) to discuss specific personnel matters and to receive a briefing legal counsel.

Agenda Report

Date: 08/05/14

Agenda Number: A-2

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Certification of Closed Meeting

Summary/Description:

The Lynchburg City School Board certifies that, in the closed meeting just concluded, nothing was discussed except the matters specifically identified in the motion to convene in a closed meeting and lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion.

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

Recommendation:

The superintendent recommends that the school board approve the Certification of Closed Meeting in accordance with the Code of Virginia §2.2-3712(D).

Agenda Report

Date: 08/05/14

Agenda Number: B-1

Attachments: No

From: Scott S. Brabrand, Superintendent

Subject: Public Comments

Summary/Description:

In accordance with School Board Policy 1-41: Public Participation, the school board welcomes requests and comments as established in the guidelines within that policy. Individuals who wish to speak before the school board shall have an opportunity to do so at this time.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/05/14

Agenda Number: C-1

Attachments: No

From: Scott S. Brabrand, Superintendent

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

Summary/Description:

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

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/05/14

Agenda Number: D-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent
Marie F. Gee, Director of Personnel

Subject: Personnel Report

Summary/Description:

The personnel recommendations for July 15 – August 5, 2014, appear as an attachment to this agenda report.

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

Recommendation:

The superintendent recommends that the school board approve the personnel recommendations for July 15 – August 5, 2014.

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
NOMINATIONS, INSTRUCTIONAL PERSONNEL, 2013-14:				
Adler, Lexi	Lynchburg College	B.A./0 yrs. (Lv.0 3)	Sandusky Elementary Special Education	08-14-14
Conner, Audrey	Vanderbilt University	M.A./2 yrs. (Lv.2 3)	Heritage High Math	08-14-14
Coleman, Constance	Lynchburg College	B.A./15 yrs. (Lv.15 3)	Linkhorne Middle Assistant Principal	07-23-14
Garvey, Brenna	West Chester State Univ.	M.A./4 yrs. (Lv.4 3)	Linkhorne Elementary Kindergarten	08-14-14
Highsmith, George	Liberty University	M.A./0 yrs. (Lv.0 2)	Dunbar Middle Special Education	08-14-14
Jaffke Laura	Liberty University	M.A./8 yrs. (Lv. 8 3)	Dunbar Middle Science	08-14-14
Jensen, Jeffery	Liberty University	B.A./1 yr. (Lv. 1 4)	Sandusky Middle Social Studies	08-14-14
Jerominek, Caryn	State University of New York	M.A./4 yrs. (Lv.4 3)	Linkhorne Middle English	08-14-14
Preston, Jason	Liberty University	M.A./9 yrs. (Lv.9 2)	Dunbar Middle Guidance Counselor	08-07-14
Tyree, Sarah	Liberty University	B.A./0 yrs. (Lv. 0 3)	Sheffield Elementary First Grade	08-14-14
Valadez, Yasmine	Liberty University	B.A./0 yrs. (Lv. 0 3)	Hutcherson Early Learning Pre-School Handicapped	08-14-14
West, Shana	University of Phoenix	M.A./0 yrs. (Lv. 0 1)	W. M. Bass Elementary First Grade	07-17-14
RESIGNATIONS:				
Hoff, Dylan	Lynchburg College	B.A./2 yrs. (Lv. 1 4)	E. C. Glass Special Education	06-7-14

NAME	COLLEGE	DEGREE/ EXPERIENCE	SCHOOL/ ASSIGNMENT	EFFECTIVE DATE
RESIGNATIONS: (continued)				
Lundgren, Deborah	University of Connecticut	B.S./14 yrs. (Lv. 13 3)	Heritage High Science	06-07-14
Tyree Brielle	High Point University	M.A./1 yr. (Lv. 0 1)	Heritage High Math	06-07-14
Yeatts, Brittany	Longwood University	B.A./0 yrs. (Lv. 0 3)	Perrymont Elementary Fifth Grade	08-14-14

Agenda Report

Date: 08/05/14

Agenda Number: E-1

Attachments: No

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

Subject: Policy FFA Naming Rights

Summary/Description:

During the school board's annual retreat in July 2013, one of the topics discussed was developing a school board policy that would provide procedures for the naming of school division properties, portions of properties, gymnasiums, and fields. As a result of those discussions, the school administration proposed a policy for consideration at the August 20, 2013, school board meeting. No action was taken on that policy.

On June 3, 2014, the school board was presented with a request to name the center, second floor hallway at E. C. Glass High School for Rodney C. Camden in honor of his retirement from Lynchburg City Schools. The school board, through consensus, decided that a policy for naming rights should be in place prior to considering this request. As a result, the school administration is presenting the attached policy, FFA Naming Rights, for school board discussion.

Disposition: Action
 Information
 Action at Meeting on: 08/19/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 19, 2014.

NAMING RIGHTS

I. Naming Schools

The School Board retains the sole discretion and authority for the naming or renaming of schools. In fulfilling this responsibility, the School Board shall carefully consider community recommendations in the naming process. The names of persons actively serving the division shall not be considered.

The School Board shall solicit recommendations from the community for the naming of new schools. In reviewing recommendations, the following factors will be considered:

1. Geographic considerations;
2. Historical considerations; and
3. Name(s) of individuals who have made outstanding local, state, or national service contributions.

The final selection of a name for the new school shall be the responsibility of the School Board.

II. Naming Facilities Other Than Entire Schools

A. General Provisions

The School Board retains the sole discretion and authority to name all other division properties, facilities and portions of facilities, such as gymnasiums, playing fields, media centers and science labs. This Policy provides for the procedure for the naming of such properties, as well as the procedure for the naming of intangible things such as scholarships and endowments.

Appropriate names include, but are not limited to, names of individuals who have made exceptional contributions to the school or school division, and business or individual donors who have made substantial financial contributions in accordance with this Policy.

In evaluating whether to grant naming rights, the School Board's primary objectives are to ensure that its education mission is not compromised and there is a clear educational advantage for its students. Due regard will be taken of the need to maintain an appropriate balance between any commercial considerations and the role which names of buildings and spaces play in contributing to the division's sense of identity. The granting of naming rights must always be consistent with the division's values, goals and mission. The long-term effects of the naming rights must also be considered.

Naming rights will not be granted to entities or products associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons. The School Board will not approve, among other things, names that contain vulgar and plainly offensive, obscene, or sexually explicit language, advocate the violation of law or School Board policy, or are contrary to community standards as determined by the School Board; advance any religious or political

organization or candidates; promote, favor, or oppose a candidate for elected office or a ballot measure; or are associated with any company or individual whose actions are otherwise in violation of law.

The School Board has the exclusive right to decline any recommendation, request or donation which does not contribute toward the division's values, goals and missions. The factors to be considered before granting any naming rights include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the division's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the division's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the division, either presently or in the future, financial or otherwise, and whether the opportunity is subject to conditions acceptable to the division;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest;
- The extent to which the naming opportunity affects the appearance of division property or disrupts the operation of the division; and
- The extent to which the naming opportunity has the potential to create disruption within the community.

In all cases, the School Board retains control and ownership over the areas of named facilities and any named programs, funds or services. Naming rights will not convey any input or control over division programs, activities, services, policies or employees.

This Policy does not apply to naming portions of facilities or fixtures within facilities, such as dedicated benches, lobby areas and trees, if their individual values do not exceed \$1,000. In such instances, principals should solicit appropriate input from their school communities and select names that are consistent with the division's visions, missions and goals.

B. Procedure for Nominating, Considering and Approving All Proposals

The procedures in this section will be used for all naming rights proposals, whether they are honorary or funded.

1. Nomination Procedure

Names may originate at the School Board level or may be recommended to the School Board by civic organizations such as booster clubs, P.T.A's, P.T.O's, school

staff, alumni or residents. Interested groups or individuals must submit a written nomination to the Superintendent. The nomination should identify the facility (or intangible thing) to be named and provide other relevant information, including any connection between the individual and the school. Upon receipt of the nomination, the Superintendent will consult with the School Board Chair to determine whether the School Board should consider the nomination directly or after committee consideration. In addition, the Superintendent/designee will consult with the principal(s) of the school(s) where the proposed naming would occur.

Division employees with knowledge about the potential for a funded naming right proposal are encouraged to notify the Superintendent's office. Any preliminary discussions occurring prior to an official nomination should be held with the Superintendent/designee and the principal of the school and be treated confidentially.

2. Committee Consideration

If the School Board Chair and Superintendent determine that a committee should be convened, the Superintendent/designee will create an ad hoc committee of six members. The committee membership will include the following:

- Assistant Superintendent of Operations & Administration
- An administrator from the school
- Two other division employees
- Two community members

The Superintendent/designee will charge the committee to review the naming proposal and recommend whether it should be accepted and, if so, the duration of the naming. The committee may also recommend alternative names or locations, or recommend against naming.

3. School Board Consideration

After receiving recommendations from the committee, if one has been convened, the Superintendent shall determine whether to recommend approval of the naming rights nomination to the School Board. The School Board will consider the Superintendent's recommendation in the form of a resolution at a regular Board business meeting that provides for public comment. The original nomination and any committee recommendations will be submitted. At the discretion of the School Board Chair and Superintendent, representatives of the nominating party and/or the committee may be permitted to make a presentation.

The School Board shall base its decision on whether the proposal serves the best interest of the division and is consistent with the division's policies, vision, mission and goals. For all funded naming right proposals involving capital improvement

contributions, the Board shall also consider the criteria provided in Section D(1) of this Policy.

4. Gift Agreement

The Superintendent/designee shall ensure that a draft gift agreement has been developed in accordance with this Policy (see Section D(3)), prior to submitting any funded naming rights proposal to the School Board.

C. Honorary Naming

Exceptional contributions to a school or to the division may be recognized by naming an appropriate school facility in honor of an individual not actively serving the Lynchburg City Schools. The area named should be substantively related to the area in which the individual has contributed or be otherwise appropriate. If the name of a living individual is under consideration, it shall be with the consent of this individual. The School Board retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming.

D. Funded Naming

The School Board accepts private contributions from individuals and businesses in order to support its goals and objectives. This Policy applies when private donors seek naming right recognition for their contributions.

The School Board authorizes two kinds of funded naming rights: (1) the naming of new additions or renovated facilities, called “capital improvement contributions”; and (2) the naming of existing facilities or intangible things, such as scholarships and programs, called “non-capital contributions.” A facility will be named for a limited duration, as prescribed by the applicable gift agreement.

The School Board has the final authority to accept or refuse any contribution, capital improvement project, or other proposal from private donors. The Board also retains the authority to rename a facility, to transfer names to different facilities, and to discontinue naming, subject to any specific provisions contained in an applicable gift agreement.

1. Capital Improvement Contributions – For New Additions & Renovations

The School Board may grant individuals and businesses naming rights for new additions or renovations to existing facilities in recognition of substantial monetary donations.

The following shall be considered by the Superintendent/designee and the School Board when considering all capital improvements naming right proposals:

- a. Whether the improvement benefits the school and/or the division, and contributes toward the division's values, goals and missions;
- b. A calculation of anticipated consequences of the improvement, including the future financial liability in annual operating costs;
- c. The consideration of whether the naming rights could cause state or local bonds used to finance the new facilities or renovations to become private activity bonds, thereby making the interest on the bonds taxable;
- d. Whether the improvement would foster or exacerbate inequality among schools, including exploration of whether other schools would want a similar feature; the desirability and comparison of "extras" among schools; and maintaining the attractiveness and appeal of all division schools; and
- e. Whether the contribution will fund the improvement fully and if so, whether permanent naming rights are to be offered in exchange for funding.

2. Non-Capital Contributions - For Existing Facilities & Intangible Things

The School Board may also grant individuals and businesses naming rights for substantial monetary donations made for purposes other than designated capital improvements. These purposes must be consistent with the Board's goals and objectives. Examples include, but are not limited to: general operations funding, scholarships, endowments, faculty positions, programs, services and equipment.

3. Gift Agreement Required for All Funded Naming Right Proposals

For all funded naming right contributions, the Superintendent will ensure that a gift agreement is signed by the donor and the Superintendent on behalf of the division. The agreement shall be based on the donor's proposal and include, at a minimum, the following elements:

- a. The facility or intangible thing to be named;
- b. The proposed name;
- c. The amount of funding provided and the schedule for payment, if donations will be made in more than one installment;
- d. The duration of the naming rights;
- e. The conditions, if any, under which the naming may be discontinued, such as the closure of a facility or critical changes to the use of a facility;

File: FFA

- f. A statement that the School Board retains full control and maintenance of the facility, all programs which occur within the facility and, if applicable, the named intangible thing;
- g. A statement that all facility improvements (including in-kind contributions) financed with private contributions, become the property of Lynchburg City Schools;
- h. A statement that any privileges to be granted the donor concerning the facility or any division program are limited to those specifically listed in the agreement; and
- i. A statement that the School Board reserves the right to terminate or amend a gift agreement under exigent circumstances, including donor wrong-doing or criminal conviction, changes to corporate existence in the regular course of business, or other circumstances caused by the donor which in the judgment of the School Board will harm the reputation or mission of Lynchburg City Schools.

Agenda Report

Date: 08/05/14

Agenda Number: E-2

Attachments: No

From: Scott S. Brabrand, Superintendent
Anthony E. Beckles, Sr., Chief Financial Officer

Subject: School Nutrition Program: Meal Prices

Summary/Description:

In order to meet the requirements of the Healthy Hunger Free Kids Act (HHFKA) of 2010, school food authorities must continue to increase lunch prices to meet the difference between the current free reimbursement rate of \$3.16 and the paid reimbursement rate of \$0.42. Based on results from the completion of the "Paid Lunch Equity Tool," a price increase is not mandatory for Lynchburg City Schools for the 2014-15 school year. This tool provides a weighted average price for paid meals served during the 2013-14 school year and calculates whether or not a price increase is necessary for the upcoming school year. This calculation allows schools to stay within required pricing as they continue to gradually raise prices over a period of years. The Paid Lunch Equity Tool appears as an attachment to this agenda report.

Relative to the ongoing implementation of the new meal pattern requirements for the 2013-14 school year under HHFKA, the school division is seeking an increase for student lunches in the amount of \$0.25 for the 2014-15 school year. This increase will help cover the additional costs incurred to meet the new menu regulations and ensures that the school division continues to move forward with full pricing compliance. With this increase, LCS meal prices remain close to ranges charged by neighboring counties:

School Division	Proposed Meal Price for Elementary Student Lunch	Proposed Meal Price for Secondary Student Lunch
Campbell County	1.90	2.05
Bedford County	2.10	2.35
Appomattox County	1.65	1.90
Amherst County	2.00	2.20
Lynchburg City	2.25	2.45

Agenda Report

Date: 08/05/14

Agenda Number: E-2

Attachments: No

For the 2014-15 school year, the school administration requests an increase to student meals as indicated below.

Elementary		Middle and High		Reduced Price	
Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
1.15	2.25	1.25	2.45	No Cost	.40

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

Recommendation:

The superintendent recommends that the school board approve the meal price increase for 2014-15.

Agenda Report

Date: 08/05/14

Agenda Number: E-3

Attachments: Yes

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

Subject: Policy JJAC Student-Athlete Concussions During Extra Curricular Activities

Summary/Description:

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the Board for conversion.

VSBA Policy JJAC – Student-Athlete Concussions During Extracurricular Activities will be presented to the school board for discussion this evening.

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

Recommendation:

The superintendent recommends that the school board approve policy JJA Student-Athlete Concussions During Extra-Curricular Activities.

STUDENT-ATHLETE CONCUSSIONS DURING EXTRACURRICULAR ACTIVITIES

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

Definitions

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

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

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

I. Lynchburg City Schools Concussion Management Team

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

annually.

II. Required Concussion Training for School Personnel and Volunteers:

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

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

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

IV. Removal from Extracurricular Physical Activities

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

(BESS)).

- c. The determination of whether a student-athlete removed from play is suspected of having sustained a concussion shall be the sole determination of the licensed health care provider or other properly trained individual conducting the concussion sideline assessment. Such determination is final and may not be overruled by another licensed health care provider or other properly trained individual, coach, assistant coach, school staff, or other person serving in a coaching or advisory role, the student-athlete or the parent or guardian of the student-athlete.
- d. The coach of a student-athlete may elect not to return the student-athlete to play, even if after the concussion sideline assessment it is determined that the student-athlete is no longer suspected of having sustained a concussion.

V. Return To Play Protocol

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

VI. Return to Learn Protocol

- a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving.

- b. School personnel shall accommodate the gradual return to full participation in academic activities by a student-athlete who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student-athlete's licensed health care provider as to the appropriate amount of time that such student-athlete needs to be away from the classroom.

VII. Helmet Replacement and Reconditioning

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

Adopted:

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

Acts 2014, c. 349.

Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes (Adopted Jan. 13, 2011).

Agenda Report

Date: 08/05/14

Agenda Number: E-4

Attachments: Yes

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

Subject: Policy IIBEA/GAB Acceptable Computer System Use

Summary/Description:

The process of converting the Lynchburg City Schools' (LCS) policies to the Virginia School Board Association (VSBA) format is ongoing process which has involved the conversion of entire sections of the LCS policy manual at a time. Periodically, updates to a VSBA policy are received that need to be immediately adopted as a LCS policy. Rather than delay until the entire section is converted, individual policies will be brought to the school board for consideration.

VSBA Policy IIBEA/GAB Acceptable Computer System Use, Regulation IIBEA-R/GAB-R Acceptable Computer System Use, and Exhibit IIBEA-E Sample Letter to Parents and Acceptable Computer System Use Agreement will be presented to the school board for discussion this evening. This will replace existing School Board Policy 6-48: Acceptable Use Policy (AUP).

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

Recommendation:

The superintendent recommends that the school board approve policy IIBEA GAB Acceptable Computer System Use.

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

- (1) a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
- (2) provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - (a) child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- (3) provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
- (4) provisions establishing that all usage of the computer system may be monitored;
- (5) provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;

- (6) provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities.;
- (7) provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
- (8) a component of internet safety for students that is integrated in the Division’s instructional program.

Use of the School Division’s computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division’s computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division’s computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.:	GCPD	Professional Staff Discipline
	JFC	Student Conduct
	JFC-R	Standards of Student Conduct

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Lynchburg City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
 9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted:

Legal Refs: 18 U.S.C. §§ 1460, 2256.
47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Discipline
JFC Student Conduct
JFC-R Standards of Student Conduct

SAMPLE LETTER TO PARENTS:
ACCEPTABLE COMPUTER SYSTEM USE

Dear Parent/Guardian:

The Lynchburg City School Board offers your student the use of electronic communications through the Lynchburg City School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R and the Acceptable Computer System Use Agreement GAB-E/IIBEA-E2 which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Sincerely,

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division’s computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division’s computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student’s principal.

I understand and agree to abide by the School Division’s Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature _____ Date _____

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Lynchburg City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student.

I grant permission for my student to use the computer system in accordance with Lynchburg City School Division’s policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____
(Please Print)

Agenda Report

Date: 08/05/14

Agenda Number: F-1

Attachments: No

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

Subject: Central Virginia Governor's School for Science and Technology Memorandum of Agreement (MOA)

Summary/Description:

The current Central Virginia Governor's School for Science and Technology student enrollment guidelines allow for Lynchburg City Schools to have 32 paid slots. With the construction of the new Heritage High School, CVGS will be acquiring more square footage with LCS supplying the classroom/office space and amenities at a higher cost. Dr. Stephen C. Smith, director of CVGS, will present a revised proposal during this presentation.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

Agenda Report

Date: 08/05/14

Agenda Number: F-2

Attachments: Yes

From: Scott S. Brabrand, Superintendent

Subject: School Board Finance Committee

Summary/Description:

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

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

Proposed membership for the committee includes:

Mary Ann Hoss
Thomas H. Webb

Charles B. White
Michael J. Nilles (Alternate)

These members will serve from August 5, 2014 – June 30, 2015.

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

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

Recommendation:

The superintendent recommends that the school board approve the membership of the School Board Finance Committee for the period August 5, 2014 – June 30, 2015.

Finance Committee Guidelines

Purpose

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

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

I. General Business

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

II. Other Information

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

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

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

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

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

Agenda Report

Date: 08/05/14

Agenda Number: F-3

Attachments: Yes

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

Subject: Administrative Regulation 7-37: Dress and Appearance

Summary/Description:

During the school board's annual retreat, one of the topics discussed was revisions to Administrative Regulation 7-37: Dress and Appearance. The changes made to this regulation were recommended by school administrators and student representatives from each high school. As a result of those discussions, the superintendent proposes the attached regulation for school board consideration.

Disposition: Action
 Information
 Action at Meeting on: 08/19/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 19, 2014.

STUDENTS

Dress and Appearance R 7-37

Principals shall see that individuals in school or at events are clothed so as not to violate health or safety concerns and not to be disruptive or distracting to the educational process.

A. Expectations of Appropriate Dress

1. Caps and hats shall not be worn within school buildings.
2. Messages on clothing, jewelry and personal belonging shall not relate to tobacco products, drugs, alcohol, or sex, or display vulgar, or obscene language or images.
3. Messages on clothing, jewelry, and personal belongings shall not reflect adversely upon other persons because of their race, sex, color, creed, national origin, or ancestry.
4. Clothing and accessories shall not have symbols or other characteristics representative or suggestive of gang affiliation by the wearer.
5. Sunglasses shall not be worn inside the building except as medically prescribed.
6. Undergarments shall not be worn as outside apparel and shall not be visible.
7. Chains, spikes, and dog collars shall not be worn.
8. Bandanas shall not be worn.
9. Shirt, sweatshirt, and sweater lengths shall not exceed beyond the area marked by the tip of the student's index finger along his/her leg when standing. The length of sweaters worn as either dresses or skirts must be at least at the **{area marked by the tip of the student's index finger or mid-thigh, whichever is longer}** ~~top of the knee when the student stands.~~
10. Students shall wear reasonably protective shoes on the premises at all times. Bedroom shoes or flip-flops of any kind, however, are not allowed.
11. Students shall not wear pajama tops or bottoms as outside or visible apparel.
12. Clothing shall cover the mid-section and the back of a student at all times, including when the student is standing and/or sitting.

STUDENTS

Dress and Appearance R 7-37

13. The length of shorts shall be at least at the area marked by the tip of the student's index finger or mid-thigh, whichever is longer - along his/her leg when standing.
14. Skirt and dress lengths shall be at least at the **{area marked by the tip of the student's index finger or mid-thigh, whichever is longer}** ~~top of the knee~~ when the student stands. Leggings may only be worn underneath shorts, skirts, or dresses that meet the shorts, skirt, and dress requirements.
15. Splits in skirts, dresses, or shorts shall be **{marked by the tip of the student's index finger}** ~~below the fingertips~~.
16. Necklines shall be modest, not revealing, and shall not allow cleavage to show. A 3" x 5" index card will be used as a measurement device for student compliance with the neckline requirements. The neckline when measured is from the collarbone to the bottom of the index card (three inches).
17. **{Sleeveless shirts may be worn. Tank tops or shirts with spaghetti straps, however, are not allowed.}** ~~Shirts shall have a sleeve extension past the shoulder seam.~~
18. Requests for accommodations or exceptions to these requirements for religious or health reasons will be considered on a case-by-case basis, and should be submitted to the principal in writing in advance to avoid any unnecessary disciplinary action.

B. Violation of the Regulation

Willful violation of the student dress and appearance regulation will subject the student to disciplinary action by the school's administrators. These progressive disciplinary actions may include phone calls to parents for the first violation, to various in-school actions, to suspension from school for continued willful violations.

Approved by Superintendent: August 4, 1981

Revised by Superintendent: December 1, 1982

Revised by School Board: July 10, 2006

Revised by School Board: December 16, 2008

Revised by School Board: March 20, 2012

Revised by School Board:

Agenda Report

Date: 08/05/14

Agenda Number: F-4

Attachments: Yes

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

Subject: LCS-One Equipment Use Agreement

Summary/Description:

Each year all Lynchburg City Schools students, parents, and staff must sign an Acceptable Use Policy (AUP) agreement prior to the use of school technology which establishes acceptable use guidelines, rules of online behavior, and access privileges for all users. With the implementation of LCS-One approaching, clear guidelines are needed for the use of the LCS-issued Chromebooks that will be given out to students for use in school and at home, in addition to the AUP agreement.

A copy of the proposed LCS-One Equipment Use Agreement appears as an attachment to this agenda report. This agreement has been reviewed by legal counsel and is being presented to the school board for discussion.

Disposition: Action
 Information
 Action at Meeting on: 08/19/14

Recommendation:

The superintendent recommends that the school board receive this agenda report as an informational item and consider action at the school board meeting on August 19, 2014.

This Equipment Use Agreement is between Lynchburg City Schools (LCS) and:

Student: _____
 Last Name First Name Date

Parent/Guardian: _____
 Last Name First Name Date

1. Equipment. LCS is loaning the following Equipment for the exclusive use of the Student. The Equipment is the property of LCS, and is on loan to the Student for educational purposes only, subject to the conditions herein.

Equipment	Make & Model and Serial Number (if Applicable)	Condition (New, Good, Fair, Poor)	Student/Parent/Guardian Initials	Staff Initials
			/	
			/	
			/	

2. Term of Agreement and Return of Equipment. LCS is loaning the Equipment to the Student for the current School Year. The Student’s use of the Equipment is a privilege and can be revoked at any time. The Student must return the Equipment upon the request of LCS, at the end of the school year, or if the Student withdraws from LCS.

3. Inspection by LCS. The Student has no expectation of privacy in his/her use of the Equipment. LCS reserves the right to monitor the Student’s use of the Equipment and to periodically inspect the Equipment and anything stored on it without prior notice.

4. Use of and Care for the Equipment. The Equipment is to be used for educational purposes only, and the Student’s use of the Equipment must comply with all applicable School Board Policies and Regulations, including the Acceptable Computer System Use Policy IIBEA/GAB, Regulation IIBEA-R/GAB-R and Agreement IIBEA-E2/GAB-E1, and the Student Code of Conduct P7-32 and R7-32.

The Student may take the Equipment home if the Student and the Parent/Guardian participate in the take-home portion of LCS-One. If the Student and/or the Parent(s)/Guardian(s) decline to participate in the take-home portion of LCS-One, the Equipment will be stored at school, and the Student will check it out for daily use and must return it at the end of each school day. **Students who do not participate in the take-home portion of LCS-One are still responsible for the proper use and care of their Equipment while at school, as set forth herein.**

The Student is responsible for the reasonable care of the Equipment, and should place it in the assigned carrying case in a secure location (locked up when possible), when not in use. The Student should take care not to drop it or get it wet, and must not leave it outdoors or in a car in extreme weather conditions, or use it near food or drink. The Student may clean the Equipment with a soft, dry cloth, only, but may not remove any protective case in order to clean it.

The Student will transport the Equipment in the assigned carrying case, and will bring it to School each day, fully charged. The Student and Parent/Guardian understand that if the Student comes to school without his/her Equipment, the Student may not be able to participate in classroom activities and his/her grade may be affected.

The Equipment is for the Student’s exclusive use. The Student may not lend the Equipment to anyone, including friends or siblings.

The Student will not alter, disfigure or deface the Equipment, or cover up any numbering, lettering, or insignia displayed on the Equipment. The Student will not alter or remove any LCS software, programs or applications from the Equipment, and will not load any software, programs or applications on the Equipment.

The Student is responsible for all personal data contained on the Equipment, and LCS is not responsible for any data loss. The Student should regularly back up all files and data to external media such as flash drives, CDs, DVDs, or hard drives.

5. Responsibility for Loss or Damage, and Duty to Report. **The Student and/or Parent/Guardian are responsible for the repair cost or replacement cost, whichever is less, for any damage to or loss of the Equipment.** Damage includes, but is not limited to, defacing of the Equipment, broken or damaged components, and conditions beyond normal wear associated with the use of the Equipment.

Student Initials _____ Parent/Guardian Initials _____

Agenda Report Attachment

Item: F-4

The Student and the Parent/Guardian are not to attempt to repair the Equipment. LCS will manage all Equipment repairs.

If the Equipment is lost or stolen, the Student and/or Parent/Guardian must file a police report within 48 hours. The Student and/or Parent/Guardian must immediately report to School Personnel any damage to or the loss or malfunctioning of the Equipment.

Students who do not participate in the take-home portion of LCS-One are responsible for damage to or loss of their assigned Equipment while at school.

6. Optional Protection Plan. The Student or Parent/Guardian may participate in LCS's optional Protection Plan for the Equipment for a non-refundable payment of \$75.00 (payable by _____), or three equal non-refundable payments of \$30.00, payable to the Lynchburg City Schools as follows:

Payment 1	Payment 2	Payment 3
due by September 19, 2014	due by October 1, 2014	due by November 1, 2014

The optional Protection Plan is not transferable to another student and will cover the device, but not the AC power charger or case, for up to 4 years, as follows:

Incident	Cost
1 st incident of accidental damage or loss	No cost
2 nd incident of accidental damage or loss	Repair cost or 50% of the replacement, whichever is less
3 rd and subsequent incident of accidental damage or loss	100% of repair or replacement, whichever is less

In the alternative, the Student and/or Parent/Guardian may wish to obtain property insurance at their own expense, for the protection of the Equipment. Failure of the Student and/or Parent/Guardian to participate in the LCS optional Protection Plan or to obtain property insurance, will not relieve the Student and/or Parent/Guardian of liability as provided for in this Agreement.

LCS's optional Protection Plan does not cover intentional damage to the Equipment. If LCS determines the Equipment was intentionally damaged, the Student and/or Parent/Guardian are responsible for 100% of the repair cost or replacement cost, whichever is less. The estimated replacement cost for a lost, stolen or damaged device is \$400.

If the Student and/or Parent/Guardian does not reimburse LCS for any damage to or loss of the Equipment (over and above what is covered by the Protection Plan if applicable), the Student will not be permitted to take the Equipment home. If LCS determines the Student is still eligible to use the Equipment at school, the Student will be permitted to check out the Equipment on a daily basis and return it to the School at the end of the day, but the Equipment will not be available for home use until LCS has been fully reimbursed. If Students do not return Equipment by the required date, or if Students or Parent/Guardian do not reimburse LCS for damage to or loss of the Equipment, the Student may be prohibited from participating in graduation ceremonies.

7. Security Measures. LC has installed security measures on the Equipment that will function outside of the Division's network filters. These tools may be used to track LCS inventory, and are intended to filter or block access to sites with child pornography, obscenity, and material LCS deems to be harmful to juveniles as defined in Va. Code §18.2-390. While LCS uses these technology protection measures to limit access to material considered harmful or inappropriate to students, it may not be possible for the school division to absolutely prevent such access, and **the Parent/Guardian should supervise the Student's use of the Equipment at home.**

Student: I have read, understand and agree to abide with the terms of this Agreement. I understand I may be denied access to the Equipment and/or subject to disciplinary action if I do not comply with the Agreement.

Student signature

Date

Parent/Guardian: I have read and understand the terms of this Agreement, and give permission for LCS to loan my Student the Equipment under the terms and conditions set forth above.

Parent/Guardian signature (for student under the age of 18)

Date

Parent/Guardian Initial here if the Student will not participate in the take-home portion of LCS-One

Parent/Guardian Initial here if the Parent/Guardian declines to participate in the Optional Protection Plan. I realize that if I do not take advantage of this Optional Protection Plan that I am responsible for the full cost of repairs and/or replacement of the Equipment.

Agenda Report

Date: 08/05/14

Agenda Number: F-5

Attachments: Yes

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

Subject: Capital Improvement Plan: Summer Projects Update

Summary/Description:

During this presentation, the school administration will provide the school board with an update on projects that have been occurring this summer.

Disposition: Action
 Information
 Action at Meeting on:

Recommendation:

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

LCS PROJECT UPDATE - August 2014

Name of Facility	Architect	Contractor	Description	Budgeted Amount (Const)	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
Paul Munro ES Phase 2 - Window replacement	Dominion 7	Appomattox Glass	Replace windows and doors.	CIP \$265,000	\$217,904	9-Jun-14	100%	Complete	
Laurel Roof	Architectural Partners	Mountain Roofing	Partial roof replacement	CIP \$33,000	\$52,818	9-Jun-14	100%	Complete	
EC Glass Roof (phase 1)	Architectural Partners	AAR of NC	Roof replacement	CIP \$290,000	\$272,900	9-Jun-14	90%	6-Aug-14	Substantial Completion Inspection 8/6/14
Dunbar MS West Bldg Roof	Architectural Partners	Woodall & Lang	Roof replacement	CIP \$103,000	\$92,295	9-Jun-14	90%	8-Aug-14	
Sandusky ES Roof	Architectural Partners	Puff Inc.	Roof replacement	CIP \$315,000	\$298,900	9-Jun-14	100%	Complete	
Heritage High School	Moseley	Barton Malow Constructicon	New Heritage High School	CIP and Bond funding	\$63,442,000	22-Apr-14	5%	1-Jul-17	Phase 1 and Phase II are currently underway
Linkhorne ES Playground	N/A	LCS Grounds Crew	Replace another section of playground	CIP \$30,000	\$30,000	June 2014	July 2014	Complete	Partnership with LMS PTO
RS Payne Interior Painting	N/A	LCS Paint Crew	Complete interior painting of building.	CIP \$25,000	\$25,000	9-Jun-14	0%	Complete	
EC Glass Tennis Courts	N/A	Adams Construction	Resurface 8 tennis courts	CIP \$195,000	\$240,570	30-Jun-14	60%	8-Sep-14	
Bedford Hills ES Modular Classrooms		Williams-Scotsman	Installation & Setup of new modular	CIP \$310,000	\$310,000	Jun 2015	75%	Aug 2015	

Agenda Report Attachment

Item: F-5

LCS PROJECT UPDATE - August 2014

Name of Facility	Architect	Contractor	Description	Budgeted Amount	Contract Amount	Project Start	Percent Complete	Expected Completion Date	Remarks
EC Glass Auditorium & Stage Upgrades	TSG Consulting and Master's Engineers	TBD	Lighting, sound, safety and rigging upgrades	CIP \$615,000	TBD	August 2013	Design & Bid package complete	Summer 2015	Design and engineering is complete. Project will be bid in the fall of 2014 and work will start June 2015.
Sandusky ES HVAC	Master's Engineers	TBD	Upgrade AHU #3 and air distribution system	CIP \$110,000	TBD	Oct 2014	Design Complete	Jan 2015	
Dunbar MS Boiler	TBD	TBD	Boiler Replacement/heating system upgrade	\$200,000	TBD	Aug 2014	5%	Nov 2014	
Five Elementary School & Admin Lighting Upgrades	Master's Engineers	TBD	Replace old T12 fluorescent lighting	CIP \$238,000	TBD	Fall 2014	Design 80%	Summer 2015	
Dunbar MS Tennis Courts	Perkins & Orrison	TBD	Relocate and resurface tennis courts	CIP \$420,000	TBD	Spring 2015	Design 80%	Summer 2015	
2015 Roof Work	TBD	TBD	EC Glass (phase 2) & Admin Bldg.	CIP \$650,000	TBD	Fall 2014	0%	Summer 2015	
Admin Bldg Elevator	TBD	TBD	Replace Elevator	CIP \$180,000	TBD	Fall 2014	0%	Summer 2015	
Bus Lot Electrical Upgrades	TBD	TBD	Upgrade power for Bus engine block heaters	CIP \$125,000	TBD	Spring 2015	0%	Summer 2015	