

SCOTT COUNTY VIRGINIA SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 <http://scott.k12.va.us>

Board Meeting Agenda (Regular Meeting)

Date: November 5, 2015 (Thursday)

Time: 6:30 p.m.

Location: Scott County School Board Office

340 East Jackson Street, Gate City, VA 24251



1. Call To Order
2. Moment of Silence Followed By *Pledge of Allegiance*
3. Items to Add to Agenda
4. Approval of Agenda
5. Approval of Minutes – October 6, 2015 Regular Meeting
October 22, 2015 Special Meeting
6. Approval of Claims
7. Presentations
 - A. VSBA Academy Awards
 - B. Freda Starnes – Imagination Library
8. Brenda Robinette/Jennifer Frazier – Textbook Adoption; 6-9th Grade Science, Biology I and Chemistry
9. Public Comment
10. Superintendent's Report
 - A. Discussion of Superintendent's Annual Report 2015
 - B. Discussion/Approval of Line of Credit for Maintenance/Renovation Projects
 - C. Addendum to Technology Plan to Align with the State of Virginia's Technology Plan
 - D. Approval of Religious Exemption A2015-2016
10. Closed Meeting: Motion to Enter (Specify Items) & Motion to Return to Regular Meeting/Closed Meeting Certification
11. Items by Supervisor of Personnel & Student Services: Jason Smith
 - A. Approval of Overnight Field Trip Requests
 - B. Personnel
12. Board Member Comments
13. Adjournment

Next Regular Meeting: Tuesday, December 1, 2015 – 6:30 p.m. – Scott County School Board Office

DRAFT
SCOTT COUNTY SCHOOL BOARD
MINUTES OF REGULAR MEETING TUESDAY, OCTOBER 6, 2015

The Scott County School Board met for a regular meeting on Tuesday, October 6, 2015, at the Scott County School Board Office, with the following members present:

William "Bill" R. Quillen, Jr., Chairman
L. Stephen "Steve" Sallee, Jr., Vice Chairman
James Kay Jessee
Jeffrey "Jeff" A. Kegley
Gail L. McConnell
Herman "Kelly" Spivey, Jr.

ABSENT: None

OTHERS PRESENT: John I. Ferguson, Superintendent; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk/Purchasing Agent; Will Sturgill, School Board Attorney; Kathy Musick, Virginia Professional Educators Representative; Ramona Russell, Teaching Assistant; Kurt Lane Citizen; Amanda Clark, Heritage TV; Pat Whitley, Teacher/VEA Representative; Doris Boitnott, VEA/NEA Uniserv Director; Mrs. Jeff Kegley, Citizen; Delegate Terry Kilgore; Angie Vermillion, Medicaid Coordinator/Health Insurance Clerk; and Nancy Godsey, Citizen.

CALL TO ORDER/MOMENT OF SILENCE/PEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:30 p.m. The audience observed a moment of silence and Mr. Jessee led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the agenda, with tabling Item B until the November board meeting, of the October 6, 2015 Regular Board Meeting.

APPROVAL OF SEPTEMBER 1, 2015 REGULAR SCHOOL BOARD MEETING MINUTES: On a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the minutes of the September 1, 2015 Regular Board Meeting.

APPROVAL OF CLAIMS: On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved claims as follows:

School Operating Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposits in the amount of \$. Cafeteria Fund invoices & payroll in the amount of \$ as shown by warrants # & electronic payroll direct deposit in the amount of \$ & electronic payroll tax deposit in the amount of \$. Head Start invoices & payroll totaling \$ as shown by warrants #

PUBLIC COMMENT: Ms. Kathy Musick addressed the Board stating that she is a representative of the Virginia Professional Educators and that she would be attending some of the meetings instead of Ms. Goins who has an illness in her family. Ms. Musick also stated that VPE has \$500 in grants and scholarships for teachers and that the deadline for applications is November 15, 2015.

APPROVAL OF SPECIAL EDUCATION 504 ADVISORY COMMITTEE: On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board approved the Special Education 504 Advisory Committee for 2015-2016 school year.

Pam Bellamy
Phyllis Compton
Lisa Dean
Judy Flanary
Renee Light
Stacy Wood

Randy Compton
Sandra Craft
Eileen Deckard
Allison Kimbler
Chad Robinette

APPROVAL OF CHARACTER EDUCATION COMMITTEE: On a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the Character Education Committee for the 2015-2016 School Year.

Central Office Representative	Jason Smith
School Board Member	Gail McConnell
Principal	Kelsey Taylor
Student	Caroline Dishner
Student	Savannah Bowen
Student	Olivia Baker
Student	Bill Dingus
Parent/Community Member	Jason Dishner
Parent/Community Member	Kevin Sanders
Parent/Community Member	Mechon Baker
Parent/Community Member	Leonora Dingus
School Counselor	Judy Mullins
School Counselor	Susan Wolfe
School Counselor	Lori Bush

APPROVAL OF PARENT ADVISORY COUNCIL FOR FEDERAL PROGRAMS: On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye the Board approved the Parent Advisory Council for Federal Programs for the 2015-2016 school year.

Central Office Representative	Tammy Quillen
Duffield Primary School	Paula Proctor
Dungannon Intermediate School	Angel Hughes
Fort Blackmore Primary School	Lacy Mann
Hilton Elementary School	Kelsey Taylor
Nickelsville Elementary School	Jennifer Wallace
Rye Cove Intermediate School	Jeremy Collins
Shoemaker Elementary School	Reba Kindle
Weber City Elementary School	April Dunn
Yuma Elementary School	Amber Ketron

APPROVAL OF REMEDIATION PROGRAM STANDARD COMMITTEE: On a motion by Mr. Spivey, seconded by Mr. Kegley, all members voting aye, the Board approved the Remediation Program Standard Committee for the 2015-2016 school year.

Remediation Coordinator	Tammy Quillen
Central Office Supervisor	Jennifer Frazier
School Board Member	Bill Quillen
Teacher	Christy Miller
Teacher	Tracy Stallard
Teacher	Michelle Bush
Parent	Kelsey Taylor
Parent	Lori Fletcher

DISCUSSION OF SCHOOL SAFETY GRANT FOR THE 2015-2016 SCHOOL YEAR:
Superintendent Ferguson stated that Scott County Schools was awarded \$63,512 in School Safety Grants which encompasses the following schools: Duffield Primary, Dungannon Intermediate, Fort Blackmore Primary, Gate City High, Gate City Middle, Hilton Elementary, Nickelsville Elementary, Renaissance Program, Rye Cove High, Rye Cove Intermediate, Scott County Career & Tech Center, Shoemaker Elementary, Twin Springs High, Weber City Elementary & Yuma Elementary. This grant will be used to improve safety and security for our students and teachers. Superintendent Ferguson explained that under HB2343 school divisions awarded grants today must provide a local match of 25% of the grant amount. Mr. Ferguson stated that Scott County is exempt from the local match because of the composite index.

DISCUSSION OF VIRGINIA PROJECT TO FIGHT CHILDHOOD HUNGER: Superintendent Ferguson stated that two Scott County Schools qualified for this project. Dungannon Intermediate School will be recognized as a treatment school and students will receive end-of-day meals. Duffield Primary will be designated as the control school and will participate in a comparative study with a school of similar size.

APPROVAL OF HEAD START READINESS GOALS & ACTION PLAN FOR THE 2015-2016 SCHOOL YEAR: On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board approved the Head Start Readiness Goals and Action Plan for the 2015-2016 school year (Appendix)

DISCUSSION/APPROVAL OF PLANNING COMMITTEE FOR SCOTT COUNTY SPORTS COMPLEX: On a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the Planning Committee for the Scott County Sports Complex as presented:

Jamie Carter	Rye Cove High School Athletic Director
Terry Fields	Coach
Terry Kilgore	Virginia Delegate
Eric Lane	Business Owner/Parent
Kurt Lane	Parent
Jordan Mullins	Twin Springs High School Athletic Director
Bobby Quillen	Parent
Brent Roberts	Gate City High School Athletic Director
Robert Sallee	Maintenance Supervisor
Steve Sallee	School Board Member/Parent
Mary Beth Vaughn	Parent/Coach
Mark Williams	Parent/Coach
Wendell Burke	Twin Springs Parent (Track)

DISCUSSION OF APPLICATION FOR GRANT TO ACCESS SPORTS COMPLEX & PROPOSED PROVISION OF EASEMENT AGREEMENT WITH ADJOINING PROPERTIES: Delegate Terry Kilgore presented a Recreational Grant to obtain access to the County Sports Complex. Delegate Kilgore has been working with VDOT and believe that we can get a grant up to \$500,000 and would require a maximum of a 20% match. The application must be in by November 1, 2015. Delegate Kilgore will be meeting with the Board of Supervisors tomorrow, October 7, to get their approval.

On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board approved moving forward to proceed with the application for the Recreational Grant for \$500,000.

CLOSED MEETING: Mr. Sallee made a motion to enter into closed meeting at 6:48 p.m. to discuss teachers, teaching assistants, coaches, principals, bus drivers and cafeteria staff, as provided in Section 2.2-3711 A (1) of the Code of Virginia, as amended and also to enter into closed meeting to consult with legal counsel pertaining to actual or probable litigations, as provided in Section 2.23711 A (7) of the Code of Virginia as amended; motion was seconded by Mr. Jessee , all members voting aye.

RETURN FROM CLOSED MEETING: All members returned from closed meeting at 9:05 p.m. and on a motion by Mr. Sallee, seconded by Mr. Jessee, the Board returned to regular session and Mr. Sallee cited the following certification of the closed meeting:

CERTIFICATION OF CLOSED MEETING

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

WHEREAS, Section 2.2-3711 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: James Kay Jessee, Jeff Kegley, Gail McConnell, Bill Quillen, Steve Sallee, Kelly Spivey

Nays: None

ABSENT DURING VOTE: None

ABSENT DURING MEETING: None

OCTOBER IS BULLYING PREVENTION MONTH: Mr. Jason Smith, Supervisor of Personnel, presented a proclamation to recognize the month of October as Bullying Prevention Month by the VDOE. Mr. Smith thanked the board for adopting an Anti-Bullying Policy last year and stated that, as a whole, the school system had very low instances of bullying.

APPROVAL OF OVERNIGHT FIELD TRIPS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the overnight field trip request from Gate City High School Senior Class to Atlanta, Georgia, April 1-3, 2016 (70-80 students, four sponsors and four chaperones).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the overnight field trip request of Gate City Middle/High School Band to Hershey, Pennsylvania, June 6-9, 2016. (50 students, one sponsor, 15 chaperones).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. McConnell, all members voting aye, the Board approved the overnight field trip request of Rye Cove High School Band to All-District Band at High Education Center in Abingdon, Virginia, February 5-6, 2016 (15 students, one sponsor and two chaperones).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Jessee, all members voting aye, the Board approved the overnight field trip request of Rye Cove High School Band to Concert Band Competition in Williamsburg, Virginia, April 27-May 1, 2016. (46 students, one sponsor, seven chaperones).

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Spivey, all members voting aye, the Board approved the overnight field trip request of Nickelsville Elementary 7th Grade to Washington, DC, May 26-29, 2016 (20 students, three sponsors, 24 chaperones).

SUBSTITUTE TEACHERS: On the recommendation of Mr. Jason Smith and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the following to be employed as substitute teachers: Katie Burke, Heather Miano Frost, Regina Meade, Melissa Parton, Kristi Bush, Jessi Parks, Ashlyn Dupree, Ashton Bishop, Melissa Gillenwater, Deborah Dockery and Rebecca Turner.

RESIGNATIONS: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. Christopher Mann, Girls Varsity Soccer Coach, effective September 21, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Ms. Joy Davidson, Theatre Festival Coach effective September 17, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation of Ms. Diana Martin, Custodian, effective September 18, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the resignation of Mr. G. E. Nash, Bus Driver, effective September 4, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Jessee, all members voting aye, the Board approved the resignation of Ms. Jamie Perry, Theatre Festival Coach, effective for the 2015-2016 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the resignation of Mr. Benjamin Robertson, JV Boys Basketball Coach, effective October 6, 2015.

EMPLOYMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Randy Bledsoe, Bus Driver, effective September 14, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Mr. Jonathon Dingus, Bus Aide, effective for the 2015-2016 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Brenda Lawson, Bus Aide, effective October 5, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved the employment of Ms. Sherri Gardner, Teacher, effective January 1, 2016.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Robert Rhoton, Maintenance Worker, effective September 28, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Spivey, all members voting aye, the Board approved Ms. Cara Noe, Head Softball Coach, effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Ms. Kandace Haigler, Varsity Assistant Softball Coach, effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Bill Oakes, Assistant Softball Coach (split supplement) effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Stephanie Hood, Assistant Softball Coach (split supplement) effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, all members voting aye, with Mr. Spivey abstaining, the Board approved the employment of Ms. Mary Reed, Part Time Cafeteria Worker, effective September 1, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Mr. Michael Paul Berry, Theatre Festival Coach, effective September 17, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Kegley, seconded by Mr. McConnell, all members voting aye, the Board approved the employment of Ms. Martha Hillman, Part Time Nurse, effective October 19, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Morgan Quillen, Theatre Festival Coach, effective for the 2015-2016 school year.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Ms. Mary Beth Vaughn, Head Girls Soccer Coach, effective October 6, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board approved the employment of Mr. Aaron Hillman, Head Boys Soccer Coach, effective October 6, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Sallee, all members voting aye, the Board approved the employment of Mr. Justin Seaver, JV Boys Basketball Coach, effective October 6, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. McConnell, the Board approved the employment of Ms. Lauren McInturff, Assistant Boys/JV Soccer Coach, effective October 6, 2015 (split supplement).

VOLUNTEER COACHES: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board accepted the recommendation of Mr. Eric Lane, volunteer softball coach for Gate City High School effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Spivey, seconded by Mr. Sallee, all members voting aye, the Board accepted the recommendation of Mr. Bobby Quillen, volunteer softball coach for Gate City High School, effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Sallee, seconded by Mr. Kegley, all members voting aye, the Board accepted the recommendation of Mr. Mark Thompson, volunteer softball coach for Gate City High School, effective September 16, 2015.

On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. McConnell, seconded by Mr. Sallee, all members voting aye, the Board accepted the recommendation of Mr. Jason Howell, volunteer boys basketball coach for Gate City High School, effective October 6, 2015.

RETIREMENT: On the recommendation of Mr. Jason Smith, Supervisor of Personnel and on a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board accepted the retirement request of Ms. Janet Davidson, Teacher, effective January 1, 2016.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: The Board adjourned at 9:20 p.m.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

DRAFT
SCOTT COUNTY SCHOOL BOARD MINUTES OF SPECIAL MEETING
THURSDAY, OCTOBER 22, 2015

The Scott County School Board met in a Special Meeting on Thursday, October 22, 2015 at 6:30 p.m., in the Scott County School Board Office Conference Room in Gate City, Virginia.

PRESENT: William R. Quillen, Jr., Chairman
 James Kay Jessee
 Jeffrey A. Kegley
 H. Kelley Spivey, Jr.

ABSENT: Gail L. McConnell
 Lon Stephen "Steve" Sallee, Jr.

OTHERS PRESENT: John I. Ferguson, Superintendent; Will Sturgill, School Board Attorney; K.C. Linkous, Clerk Of The Board/Human Resource Manager; Beverly Stidham, Deputy Clerk Of The Board/Purchasing Agent; and Pat Whitley, Gate City Middle School Teacher/SCEA President.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE: Chairman Quillen called the meeting to order at 6:34 p.m. and presided. The audience observed a moment of silence and Mr. Jessee led in citing the *Pledge of Allegiance*.

APPROVAL OF AGENDA: On a motion by Mr. Jessee, seconded by Mr. Kegley, all members voting aye, the Board approved the agenda as presented.

DISCUSSION/APPROVAL OF THE VRS HYBRID 403(b) EMPLOYER SPONSORED PLAN: Ms. K.C. Linkous/Human Resource Manager/Clerk of the Board, presented information on the Virginia Retirement System's Resolution to allow eligible employees to use an employer-sponsored hybrid 403(b) plan for employee contributions to the Hybrid Retirement Plan. Ms. Linkous explained that she wanted clarification on the language in the resolution which pertained to employer cash matching and also the turnaround time that VRS stated to begin investing these funds. Ms. Linkous believed the board needs this information in order to act in the best interest of the eligible employees allowed to participate in this Hybrid Retirement Plan.

According to VRS, employers will not have to increase their percentage of the board's share of VRS contributions. Hybrid employees wishing to increase their voluntary contributions will have their contribution matched by decreasing the employer's share of the "Defined Benefit Plan" and allotting that percentage to the employee's "Defined Contribution Plan."

Ms. Linkous explained that AdminPartners, the county's 403(b) third party administrator, consulted with VRS and developed a resolution similar to the VRS resolution, except that the language concerning how the funds will be vested, has been changed to allow these funds to go to AdminPartners directly so they are invested in a timely manner according to IRS regulations.

On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board approved the Resolution to Allow Eligible Employees to Direct Hybrid Voluntary Contributions to an Employer-Sponsored Hybrid 403(b) Retirement Plan and that AdminPartners will administer this Employer-Sponsored 403(b) Cash Match Plan.

**RESOLUTION TO ALLOW ELIGIBLE EMPLOYEES TO DIRECT HYBRID
 VOLUNTARY CONTRIBUTIONS TO AN EMPLOYER-SPONSORED HYBRID
 403(b) RETIREMENT PLAN**

(Pursuant to Chapters 538 and 539 of the 2015 Acts of Assembly)

The language in this resolution has been approved by the VRS Benefits Counsel and is not subject to modification.



Please check this box to indicate that **Scott County Public Schools** (the "School Division") intends to exercise its election, pursuant to the Code of Virginia § 51.1-169(G), to allow its eligible employees to use an employer-sponsored Hybrid 403(b) plan instead of the Hybrid 457 Deferred Compensation Plan for voluntary contributions and an employer-sponsored Hybrid 403(b) plan or an employer-sponsored 401(a) cash match plan for the associated employer matching contributions described in the Code of Virginia § 51.1-169 (the "Hybrid Retirement Plan").

WHEREAS, the School Division employs members who participate in the Virginia Retirement System's ("VRS") Hybrid Retirement Plan, which consists of a defined benefit component and a defined contribution component; and

WHEREAS, the defined contribution component of the Hybrid Retirement Plan requires a covered employee to make a mandatory contribution of 1% of creditable compensation to the defined contribution component, in addition to a 4% contribution to the defined benefit component; and

WHEREAS, employees of the School Division who participate in the Hybrid Retirement Plan may also make voluntary contributions of up to 4% of creditable compensation to the defined contribution component of the Hybrid Retirement Plan; and

WHEREAS, the Hybrid Retirement Plan requires the School Division to provide a matching contribution on behalf of an employee based on that employee's Hybrid Retirement Plan voluntary contributions; and

WHEREAS, an employee's voluntary contributions are deposited in that employee's Hybrid 457 Deferred Compensation Plan account, and the associated employer match is deposited in that employee's Hybrid 401(a) Cash Match Plan account; and

WHEREAS, the Hybrid 457 Deferred Compensation Plan and the Hybrid 401(a) Cash Match Plan are administered by VRS and its third-party administrator for members who make contributions under the original framework of the Hybrid Retirement Plan; and

WHEREAS, the Internal Revenue Code permits an eligible employer to establish a supplemental retirement plan pursuant to 26 U.S.C § 403(b); and

WHEREAS, Chapters 538 and 539 of the 2015 Acts of Assembly permit the School Division to elect on an annual basis whether to allow its eligible Hybrid Retirement Plan employees i) to make Hybrid voluntary contributions to an employer-sponsored Hybrid 403(b) plan established by the School Division, as an alternative to the Hybrid 457 Deferred Compensation Plan maintained by VRS and ii) to have the associated employer match deposited in the 403(b) plan or cash match plan established and maintained by the School Division; and

WHEREAS, upon such election of the School Division, each eligible employee will continue to make Hybrid voluntary contributions to the Hybrid 457 Deferred Compensation Plan unless the employee makes an affirmative election between November 1 and November 30 to instead contribute to an employer-sponsored Hybrid 403(b) plan established by the School Division; and

WHEREAS, prior to making the election, the School Division has read "Your Guide to the Employer Sponsored Hybrid 403(b) Plan Election" and understands and has processes and procedures in place to carry out:

- the fiduciary responsibilities and duties imposed by Code of Virginia § 51.1-803 as applicable through Code of Virginia § 51.1-169(G)(4);
- the administrative duties and responsibilities associated with sponsoring a plan or plans for the Hybrid voluntary contributions and associated employer match under the Code of Virginia § 51.1-169; and

- *the administrative duties and responsibilities associated with sponsoring a retirement plan or plans intended to qualify for favorable tax treatment under the Internal Revenue Code.*

NOW, THEREFORE, BE IT RESOLVED, that the School Division hereby elects, pursuant to the Code of Virginia § 51.1-169(G), to allow its employees the option to direct i) voluntary contributions to an employer sponsored Hybrid 403(b) plan established by the School Division, and ii) the associated employer match to such 403(b) plan or to a 401(a) cash match plan established by the School Division; and

BE IT FURTHER RESOLVED, that by making the election, the School Division acknowledges that under no circumstances shall the Commonwealth, the VRS Board of Trustees, VRS employees, the VRS Investment Advisory Committee, or any other advisory committee established by the VRS Board of Trustees bear any liability with respect to any employer-sponsored Hybrid 403(b) plan or individual account established by the School Division, and that VRS has no fiduciary or administrative responsibility with respect to any employer-sponsored Hybrid 403(b) plan or cash match plan established by the School Division; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to comply with the "prudent person" rule to provide for the investment of the assets of the employer-sponsored Hybrid 403(b) plan and any associated cash match plan with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with the same aims, pursuant to the Code of Virginia § 51.1803(A); and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to provide for the investment of the assets of the 403(b) plan and any associated cash match plan in a diversified manner so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to operate the 403(b) plan and any associated cash match plan for the exclusive benefit of plan participants and their beneficiaries; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to ensure that all Hybrid voluntary contributions made by its employees are made on a pre-tax basis and deposited in the applicable plan as soon as administratively possible following the date such contributions would otherwise have been paid in cash; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to develop policies and procedures for administering the voluntary contributions of employees who make an affirmative election to contribute to an employer-sponsored Hybrid 403(b) plan established by the School Division, and that such policies and procedures shall provide for the enforcement and administration of the vesting provisions of the Code of Virginia § 51.1-169(B)(3), provisions related to the establishment and uses of a forfeiture account as provided in the Code of Virginia § 51.1-169(B)(3), and the automatic escalation provisions of the Code of Virginia § 51.1-169(C)(3); and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees that any employer-sponsored Hybrid 403(b) plan or cash match established by the School Division shall not permit loans or hardship withdrawals from contributions made by the employer; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to provide each employee the annual option to elect to contribute Hybrid voluntary contributions to an employer-sponsored Hybrid 403(b) plan, so long as the employee election is made between November 1 and November 30; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to provide, at least annually to each employee who elects to contribute Hybrid voluntary contributions to an employer

sponsored Hybrid 403(b) plan, a disclosure of all services, fees, restrictions, and surrender penalties associated with its 403(b) plan and any associated cash match plan, as well as a side-by-side comparison that demonstrates the long-term impact of expense ratios (fees) on the value of his or her investments over time; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to monitor and ensure that each employee who elects to contribute Hybrid voluntary contributions to an employer-sponsored Hybrid 403(b) plan does not exceed the annual contribution limits established by the Internal Revenue Code; and

BE IT FURTHER RESOLVED, that by making the election, the School Division agrees to provide to, and in a manner prescribed by, VRS, on at least a quarterly basis, the total amount of employer matching contributions that the School Division made on behalf of its employees who elected to contribute Hybrid voluntary contributions to an employer-sponsored Hybrid 403(b) plan; and

BE IT FURTHER RESOLVED, that this election becomes effective January 1, 2016, and remains irrevocable for at least 12 months, and longer if the School Division does not reverse a prior election in subsequent years pursuant to the Code of Virginia § 51.1-169(G); and

BE IT FURTHER RESOLVED, that in order to reverse a prior election, the School Division shall, on or before November 1 of a subsequent year, pass a resolution to reverse its previous election and submit such resolution to VRS by a date required by VRS, which resolution shall become effective the following January 1.

NOW, THEREFORE, the officers of the School Division are hereby authorized and directed to carry out the provisions of this resolution in compliance with all applicable laws and regulations of the Commonwealth of Virginia and of the United States, and said officers are authorized and directed to communicate a true and certified copy of this resolution to VRS upon its passage.

Signature: _____

School Board Chairman

CERTIFICATE

I, _____ [name], the _____ [title] of the School Division, certify that i) the foregoing is a true and accurate copy of a resolution passed at a lawfully organized meeting of the School Division held in _____ [city/town], Virginia, at _____ [time] on _____ [date of meeting], 2015, and ii) the terms of the foregoing resolution do not differ from the resolution provided by VRS. Given under my hand and seal of the School Division this _____ [date of certification] day of _____ [month of certification] 2015.

Signature: _____

Individual of Record in Certification

ADJOURNMENT: On a motion by Mr. Jessee, seconded by Mr. Spivey, all members voting aye, the Board adjourned at 6:50 p.m.

William "Bill" R. Quillen, Jr., Chairman

K.C. Linkous, Clerk

SCOTT COUNTY SCHOOLS

Phone: 276-386-6118 Fax: 276-386-2684 Website: <http://scott.k12.va.us>

Board Meeting Agenda Item



Date: October 28, 2015

Subject: Technology Plan 2010-2015

Presenter: John Ferguson, Superintendent

Recommendation: Approval of Addendum to Technology Plan 2016-2018

Background Summary: The school board approved an Extension of the Current Technology Plan Through 2016 at the May 6, 2014 school board meeting. (Superintendent Ferguson had explained at the May meeting that school divisions must align their own technology plan with the new Educational Technology Plan for Virginia: when it is available and were given another two years extension to do so.) This addendum will align our current division plan to the state plan in order to give ample time to prepare for a brand new long range plan.

Scott County Public Schools

340 East Jackson Street

Gate City, Virginia 24251



Six Year Technology Plan (2010-2015)

Revised – 4/2014 for extension 2014 – 2016

Revised – 10/2015 for extension 2016-2018

VA Dept. of Ed – approved 05/09/2014

<http://scott.k12.va.us>

Purpose

The purpose of this document is to identify the technology goals of Scott County Public Schools for the period from 2010 -2015. Each goal contains objectives, strategies, and progress measures that further define each goal.

Philosophy and Mission

The mission of Scott County Public Schools is to provide a quality education so that students succeed to their greatest potential.

Vision

Scott County Public Schools shall be a nurturing, academic minded school community striving for excellence for all students and demonstrating leadership in character development. This vision statement is intended to serve as the benchmark by which we will evaluate our progress.

Implementation and Monitoring

The Director of Technology will have primary responsibility for ensuring division-wide implementation of the plan. The Director will work with the Supervisors in the central office, school principals, technology staff, and school technology contacts to facilitate the implementation and continuous monitoring of its provisions.

Technology Plan Distribution

The Scott County Technology Plan will be made available to all stakeholders via the school division website. Website access information will be disseminated through all local news media. A copy of the plan will also be made available in the offices of all schools as well as in the local public library. A copy of the plan will also be made available to anyone requesting one from the technology department in the school board office.

Effective Period of the Technology Plan

This technology plan will cover a five year period beginning on December 1, 2010. The plan will be evaluated and resubmitted every two years.

Needs Assessment

Prior to beginning the creation of the technology plan basic needs assessment was conducted to determine what our staff thought our needs were. The committee asked questions to determine opinions in four basic areas of technology: Connectivity, Instructional Technology Access, Student Technology Training, and Professional Development. We then gathered the results and used those results to guide our Technology Plan development. Following are the questions that were asked in the needs assessment followed by a breakdown of the responses.

1) How would you classify your technology skill level?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

2) How would you assess the quality of the computer hardware in your classroom?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

3) How would you rate the frequency of technology training opportunities for staff?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

4) Do you feel that we have adequate technology support for our systems?

Excellent	Good	Fair	Poor	Don't Know
-----------	------	------	------	------------

5) Would you be interested in participating in on-line training opportunities within the district?

Question	Excellent/Strongly Agree	Good/ Agree	Fair/ No Opinion	Poor/ Disagree	Don't Know/ Strongly Disagree
1	12%	59%	26%	3%	0%
2	14%	57%	18%	9%	2%
3	3%	44%	41%	10%	1%
4	26%	39%	37%	13%	1%
5	29%	44%	10%	3%	14%
6	6%	36%	35%	17%	7%
7	8%	49%	28%	10%	4%
8	15%	54%	24%	4%	2%
9	17%	36%	27%	16%	4%
10	32%	50%	13%	4%	1%
11	11%	36%	24%	19%	10%
12	16%	24%	28%	23%	9%
13	2%	16%	20%	31%	31%
14	33%	39%	14%	3%	11%
15	2%	54%	21%	4%	1%

Goals, Objectives, Strategies, and Evaluation Strategies

Goal 1: Provide a safe, flexible, and effective learning environment for all students

Objective 1.1: Deliver appropriate and challenging curricula through face-to-face, blended, and virtual learning environments.

Strategy 1.1.1: Expand course offerings for students through Virtual Virginia and MECC, and SVETNs Elite Learning program.

Evaluation Strategy: Before and after, analyze the frequency counts of courses offered through online educational organizations.

Strategy 1.1.2: Expand the number of students in Linwood Holton Governors School in conjunction with the LHGS administration.

Evaluation Strategy: Before and after, analyze the number of students enrolled in the program.

Evaluation Strategy: Provide professional development, equipment and support for staff who work with distance learning.

Strategy 1.1.3: Continue to maintain and provide for our K through 8th grade students a remediation program that gathers information describing their strengths and weaknesses.

Evaluation Strategy: Subscribe to a web-based provider that meets the needs of our students who struggle with reading and math concepts.

Evaluation Strategy: Maintain and monitor student progress using information generated from assessment tests.

Evaluation Strategy: Maintain and update programs purchased to best utilize software effectiveness.

Evaluation Strategy: Monitor bandwidth and network infrastructure to assess adequate delivery of media-rich web based instruction and remediation resources.

Objective 1.2: Provide the technical and human infrastructure necessary to support real, blended, and virtual learning environments.

Strategy 1.2.1: Follow state SOQ requirements for one instructional technology resource teacher (ITRT) per 1,000 students to assist teachers in integrating technology into teaching and learning.

Evaluation Strategy: Provide high quality professional development to enable ITRT to create, develop and maintain learner centered environments.

Strategy 1.2.2: Follow state SOQ requirements for one technical support position per 1,000 students to ensure that technology and infrastructure is operational, secure, and properly maintained.

Evaluation Strategy: Provide adequate funding and resources to enable technical support to effectively maintain Wide Area Network (WAN and Local Area Network (LAN) to support instruction.

Strategy 1.2.3: Continue to use a TechSys ticketing system to better provide timely technical support to teachers and staff.

Evaluation Strategy: Maintain TechSys ticketing system and informally survey staff on systems effectiveness and adjust or change system as needed.

Strategy 1.2.4: Maintain and expand wireless connectivity between schools as needed and provide the same connectivity for new construction projects.

Evaluation Strategy: Informally survey staff and observe student use to determine if bandwidth needs are being met and involve technology staff when new construction is occurring.

Strategy 1.2.5: Maintain wireless capability at existing sites and install at all educational sites which do not have wireless capability within the five years of this technology plan.

Evaluation Strategy: Continually observe and survey staff to determine coverage needs and supplement as needed.

Strategy 1.2.6: Maintain a 2 to 1 student to computer/workstation ration at all academic levels.

Goal 2: Engage students in meaningful curricular content through the purposeful and effective use of technology.

Objective 2.1: Support innovative professional development practices that promote strategic growth for all educators and collaboration with other educators, content experts, and students.

Strategy 2.1.1: Facilitate the development or use and delivery of innovative professional development that promotes collaboration.

Evaluation Strategy: Have teachers, technology staff, and other support personnel conduct training sessions throughout the year. Conduct mini share sessions during the year at different school locations.

Evaluation Strategy: The division will encourage attendance of local, regional, state, and national technology conferences and require content sharing with colleagues and students.

Strategy 2.1.2: Facilitate the development and delivery of professional development opportunities that focus on effective technology use in specific core curricular areas.

Evaluation Strategy: Give teachers the opportunity to attend and present at NTTI and VSTE as the need arises. Once these teachers return they will share their experiences with colleagues.

Evaluation Strategy: Make all core curricular content support staff aware of the development of professional development opportunities.

Evaluation Strategy: Describe the types, scope and extent, and accessibility of the professional development offered.

Evaluation Strategy: Document the professional development program attendance.

Objective 2.2: Actualize the ability of technology to individualize learning and provide equitable opportunities for all learners.

Strategy 2.2.1: Provide reasonable access to Internet-connected devices that offer students flexibility to learn anytime, anywhere by

Objective 2.3: Facilitate the implementation of high-quality Internet safety programs in schools.

Strategy 2.3.1: Identify and disseminate best practices and resources to promote the integration of Internet safety and security throughout the curricula.

Evaluation Strategy: Describe methods of identifying best practices with regard to Internet safety and security.

Evaluation Strategy: Maintain resources, both web-based and internal network based for staff, parents, and students.

Strategy 2.3.2: Monitor the implementation of Internet safety policies and programs and provide technical assistance and support to ensure that schools have effective programs and policies.

Evaluation Strategy: Identify best practices to disseminate information and promote the integration of Internet Safety.

Evaluation Strategy: Scott County's ITRT will provide Internet safety classes to all classroom teachers and will focus in-depth instruction to grades 5 and 8. Each student's success will be monitored and recorded for evaluation purposes on the success of implementation.

Strategy 3.1.3: Promote the safe and responsible use of social media.

Evaluation Strategy: Use of our system's Internet filtering device to block unsafe social media sites within schools.

Evaluation Strategy: Periodically describe methods used in the classroom and computer labs for students and professional development for teachers.

Strategy 3.1.4: Encourage and expand participation in the NETS*T program.

Evaluation Strategy: Provide local evaluators to assess teacher's progress in the program.

Evaluation Strategy: Determine numbers of teachers who qualify for NETS*T before and after promoting implementation.

Strategy 3.1.5: Identify and disseminate resources to help school boards and administrators develop and evaluate technology policies that effectively balance the need for instructional innovation with safety and security.

Evaluation Strategy: A representative of the school board is included on the planning committee for the technology plan.

Evaluation Strategy: Make every school board member aware of the process used to develop the system technology plan.

Objective 3.2: Ensure that students, teachers, and administrators are Information and Communication Technologies literate.

Strategy 3.2.1: Ensure that students, teachers, and administrators are ICT literate.

Evaluation Strategy: Develop evaluation criteria to identify ICT literacy for administrators, teachers, and students.

Objective 3.3: Implement technology-based formative assessments that produce further growth in content knowledge and skills development.

Strategy 3.3.1: Implement, maintain and expand the use of technology based benchmark testing formative assessment applications as well as any local formative assessment applications.

Evaluation Strategy: Continue the use of any formative applications along with conducting professional development on the use of the applications that measures further growth in content knowledge and skills development.

Strategy 3.3.2: Expand the use of personal response systems by students as a formative assessment tool.

Evaluation Strategy: Supplement the number of personal response systems in schools.

Evaluation Strategy: Provide professional development on technology based formative assessments and the use of the personal response systems by students.

Evaluation Strategy: Use district and school based ITRT for just-in-time support and assist educators in evaluating and integrating technology tools in ways that benefit student learning.

Strategy 4.2.3: Provide timely and effective technical support to ensure that all tools and the network that supports them are installed and maintained properly.

Evaluation Strategy: Scott County Schools will employ four technicians to ensure that all technology tools and the system network that supports them are installed and maintained properly.

Evaluation Strategy: Using a division created tech support system; users are encouraged to record problems and/or issues with any technology tool or with the system network. With this system, we can maintain a log of issues reported, the time it took to respond to the issue and the tools it took to repair and fix each problem. This system will ensure through records and the ticket system that technical support is timely and effective with regard to technology installation and maintenance.

Objective 4.3: Identify and disseminate information and resources that assist educators in selecting authentic and appropriate tools for all grade levels and curricular areas.

Strategy 4.3.1: Identify and disseminate Information about new and emerging technologies

Evaluation Strategy: Use ITRT's to identify and disseminate information about new and emerging technologies.

Evaluation Strategy: Maintain division website with links that provide educators with authentic and appropriate tools.

Strategy 4.3.2: Design and implement pilot projects to evaluate a variety of personal computing devices.

Evaluation Strategy: Describe the number, types, locations, and scope and extent of the projects.

Evaluation Strategy: Document the process of evaluating the projects.

Strategy 5.2.2: Identify and disseminate resources to assist ITRT in training teachers to disaggregate, interpret, and use data for instructional improvement.

Evaluation Strategy: Resources disseminated will include but not be limited to test scores, SOL results, and NCLB outcomes.

Evaluation Strategy: Provide professional development for administrators and teachers on how to use technology to analyze assessment data.

Objective 5.3: Promote the use of technology to inform the design and implement the next-generation standardized assessments.

Strategy 5.3.1: Stay well-versed on possible pilot programs that support technology-based assessments.

Evaluation Strategy: Scott County Technology Staff in conjunction with instructional personnel will review Internet bandwidth capability annually in preparation for and in support of future interactive assessments.

Evaluation Strategy: Explore new and emerging technologies that support classroom instruction with the use of assessment data and provide feedback to the Virginia Department of Education on new assessment strategies as requested.

Evaluation Strategy: Provide resources and support to our instructional staff in the implementation and use of a technology based assessments.

Appendix 1 – Timetable and Budget

2013-2014		
Provide extensive training (PowerSchool University) for select staff on PowerSchool student information system	IT Department	Ongoing
Upgrade network connections in remaining elementary schools.	It Department	In Progress
Provide ongoing professional development in the use of data driven decision making	Director of Curriculum and Instruction	Ongoing
Evaluate the feasibility of using netbooks in place of traditional laptops and desktops.	Director of Curriculum and Instruction, IT Department	Ongoing
Continue classroom, mobile and lab computer replacement cycles	IT Department	Ongoing
Explore possibility of using Google Apps Education Edition	IT Department, individual schools	Ongoing
Explore possibility of using open-source, web based library automation system for school libraries	School Media Specialists, Director of Technology, Director of Curriculum and Instruction	Ongoing
Explore possibility of tracking K-3 SOL mastery in PowerSchool	Director of Curriculum and Director of Technology	Ongoing
Evaluate alternative solutions to commercial interactive whiteboards.	IT Department, Director of Technology	Ongoing
Increase division wide bandwidth to 500Mb	IT Department, Director of Technology	Ongoing

Acceptable Use Policy for Electronic Information, Services, and Networks

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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, image & document scanners, tape drives, servers, mainframe and personal computers, the Internet and other internal or external networks.

The purpose of telecommunications technology in Scott County Public Schools is to support research, communication, and education and to provide access to unique resources and opportunities for collaborative work. The use of SCPS computer networks, including Internet access, must be in support of education and consistent with the educational objectives of Scott County Public Schools and the Virginia Board of Education.

This policy applies to all users of SCPS electronic information, services, and networks. By using or accessing Division facilities or services, the user agrees to abide by this policy.

In accordance with Va. Code § 22.1-70.2, Scott County Public Schools requires all students/staff to receive NetSmartz Internet safety training or division developed Internet safety training. Internet safety is both taught to and practiced by all students and staff, grades K-12, with special emphasis placed in both the SCPS Grade 5 and Grade 8 curriculum.

Electronic information research skills are now fundamental for productive citizens and employees. Access to the Internet enables students, teachers, and administrators to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. The Division expects that its teachers will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed, they will be subject to supervision in an effort to provide Internet use that is particularly suited to learning objectives.

Scott County Public Schools will use a filter which seeks to prevent access to pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256, obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460, material which 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

Computer System Use-Terms and Conditions.

1. **Acceptable Use.** Scott County Public Schools provides employees and students with access to its telecommunication systems. The purpose of these systems is not general access but has a more specific limited educational purpose. This purpose includes use of telecommunication systems for professional SCPS business, classroom instructional activities, professional and career development and to further educational personal goals consistent with the school division mission, goals, and objectives and school policies. Uses which might be acceptable on a user's personal account on another system may not be acceptable on these limited purpose systems. Access to the Division's computer system shall be for the purposes of education or research and be consistent with the educational objectives of the Division or for legitimate school business.

Internet Guidelines:

The school division will provide access to the Internet based on the following guidelines:

1. In elementary schools (K-4), teachers will actively supervise student use of the Internet. Access is password driven. Teachers will make every effort to ensure that students are directed to sites with only age- and topic-appropriate material. Best teaching practice recommends teachers bookmark or use portals to direct usage.

2. In upper elementary school (5-6), teachers will supervise and model appropriate use of the Internet. Students will continue to have Internet access under direct teacher supervision; however, students will, also, experience guided practice leading towards gaining skills to become an independent, responsible user of the Internet. Teachers will model skills needed to search for information within an area of study, to filter information for credibility and worth, and to recognize areas of inappropriate information sources or access. Teachers will explore an Internet site before directing students to that site. Teachers will make every effort to ensure that students are directed only to sites with age- and topic-appropriate material and resources.

3. In middle school (7-8), teachers will provide guided practice and model appropriate use of the Internet. Teachers will supervise student initiated information search activities and provide support for students as they begin to assume responsibility for becoming independent users of the Internet. Teachers will make every effort to ensure that students explore only sites with age and topic-appropriate material and resources.

4. In high school (9-12), students will participate in independent Internet use with teachers assuming less of a monitoring role and more of an advisory role.

2. **Privilege.** The use of the Division's computer system is a privilege, not a right.

- ◆ Users shall not post chain letters or download large files.
- ◆ Users shall not use the computer system to disrupt others.
- ◆ Users shall not read, 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.

Users should not expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers are always regarded as property of the Division. Authorized administrators and faculty may review files and logs of Internet use at any time, without reason or prior notice, to maintain system integrity and determine that users are acting responsibly or otherwise consistent with this policy.

7. Vandalism. Intentional destruction of or interferences with any part of the computer system through creating or downloading computer viruses or by any 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 educational tool. Electronic mail is not private. Student's electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. 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 minors 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.

The School Board will assume no responsibility in any circumstance for the loss/destruction/damage or theft of Portable Communication Devices or for any communication bill associated with the authorized or unauthorized

Discipline.

School officials shall take possession of Portable Communication Devices for any violation of this regulation and parents/legal guardians must make arrangements with school officials to claim such devices. Specific days and times may be established by school officials for parents/legal guardians to retrieve such devices. Confiscated Portable Communication Devices will not be released to students under any circumstances.

In addition to school officials taking possession of these Portable Communication Devices until the parents/legal guardians retrieve such Portable Communication Devices, students who violate this regulation shall be subject to discipline in accordance with the Scott County Public Schools Discipline Guidelines as specified in the Code of Student Conduct. Such Discipline Guidelines shall include but not be limited to revocation of the privilege to possess or use a Portable Communication Device on school property, a school bus, or at a school sponsored event.

12. Camera Devices. "Camera Devices" are defined as any device used to input media into a recording device. Devices, including but not limited to cellular telephones with cameras, digital cameras, camcorders and any other imaging devices (when such device is being used as an imaging device). This definition will also include any new technology developed for similar purposes.

- ◆ Camera devices may not be used in any unethical or illegal manner.
- ◆ Camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.
- ◆ Camera devices may not be used in a way that would violate another person's copyright.
- ◆ Camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.
- ◆ An image taken using a camera device may not be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.

Prohibited Locations.

- ◆ Camera devices may not be used on school board property without a teacher's or principal's permission that specifies the purpose and duration of the use.
- ◆ Camera devices may not be used in any locker room, restroom, or any other place where other people have a reasonable expectation of privacy.

13. Surveillance Cameras. The Scott County School Board authorizes the use of closed circuit cameras on school premises to ensure the health, safety, and well being of all staff, students, and visitors, and to safeguard district facilities and property. Cameras may be used in common areas as determined to be appropriate by the superintendent. "Common areas" means those locations to which students, employees and/or visitors have access and there is not an expectation of privacy, such as but not limited to parking lots, hallways, gymnasiums, auditoriums, and buses.

The students are responsible for knowing how to properly and effectively use their PED and are personally responsible for the equipment. Any damage to the equipment and charges related to the use of the device is the responsibility of the individual. **Division technicians will not support, service, or repair any equipment that does not belong to the school division.**

Students are not to download software or other SCPS programs to their PEDS.

At all times of appropriate use, sound must be turned off and backgrounds and screensavers must be appropriate for school.

Music, video, or other large data files required for a specific assignment must be stored on the device and not streamed or downloaded while on the school network.

Students are not permitted to use their personal electronic device to access the Internet by any manner other than connecting through the secure wireless network provided.

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: EGAA

Reproduction of Copyrighted Materials

GCPD

Professional Staff Discipline

JFC

Student Conduct

JFC-R

Standards of Student Conduct

LETTER TO PARENTS:
Acceptable Use Policy for Electronic Information, Services, and Networks

Dear Parent/Guardian:

The Scott County School Board offers your child the use of electronic communications through the Scott County School Division's computer system. Your child 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 likely be one of these tools. Through the Division's computer system your child will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your child 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 child. It is important that you and your child 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 child to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy and Regulation (GAB/IIBEA) and the Acceptable

Computer System Use Agreement which both you and your child must sign before your child may use the computer system. Please review these materials carefully with your child before signing the required agreement.

Sincerely,

Appendix 3 – Internet Safety in Schools

Each year Scott County Public Schools (SCPS) provides Internet safety training to its students as required by VA Code § 22.1-70.2. Both elementary and secondary school students receive this training. The Instructional Technology Resource Teachers (ITRT) have developed a long list of activities, video clips, interactive lessons, demonstrations, and resource banks that classroom teachers, as well as parents, can access when needed. It is the effort of the SCPS to ensure that students are familiar with the technological terms associated with computers, the Internet, etc.

Scott County Schools conducts an Internet Safety pre test and a post test to students in grades 5 and 8 each year to determine the effectiveness of the Scott County Public Schools Internet Safety Program.

As the results of the survey given in grades 5 and 8 indicate over the 2008-2013 school years, students are improving in their awareness of the dangers and litigation that may result in providing personal information or downloading copyrighted materials. When asked where you would be most tempted to do something inappropriate, unsafe, or illegal, students replied that it would occur at home. Parents, like students, should be made aware of the dangers posed through the use of the Internet. The SCPS is dedicated to provide its students with the basic essentials to use computers in a safe and orderly fashion.